



USAID
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DEMOCRATIC REPUBLIC OF CONGO

Reference No.:	AID-15-03
Position/Salary Range:	Project Management Assistant (Education); FSN-9 <i>Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave and medical coverage</i>
Open To:	All DRC citizens
Location:	USAID/Democratic Republic of Congo Kinshasa, DRC
Opening:	March 17, 2015
Closing:	April 3, 2015
Work Hours:	Full-Time; 40 hours/week

USAID/Democratic Republic of the Congo (DRC), an equal opportunity employer, seeks applicants for the above position.

Completion of an undergraduate degree in a specialty related to education, international development, and/or institutional capacity building is required and a good working knowledge of English (Level III) both in oral and written communication is a requirement for this position.

Basic Function of Position:

Under the supervision of the Deputy Education Team Leader, the incumbent is responsible for ensuring quality information management within the Education Office, comprised of seven team members who manage four major activities and an annual budget of \$25 million a year. The incumbent will assist with programmatic and financial analysis, monitoring & evaluation, and reporting. On a regular basis, s/he interacts with the Program, Assistance and Acquisition, and Financial Management Offices, other Technical Offices, the U.S. Embassy, donors, government and civil society counterparts, implementing partners, and the Education Office at USAID headquarters in Washington, DC.

Major Duties and Responsibilities:

Programmatic, Procurement, Assistance, and Financial

- Creates and maintains Education Team budgeting and financial reports, to include out year budget tables, activity and program pipelines, commitments, sub-obligations, and de-obligations, including activities, administration and oversight, and project design and learning funds;
- Serves as primary liaison with the Program Office and OFM for financial and budget coordination and reporting;
- Maintains accurate and up to date procurement plan, through coordination with Office of Acquisitions and Assistance (OAA) and Education Team staff;
- Serves as primary GLAAS requestor for Education Team;
- Monitors close-out of projects and proceeds with necessary actions (as de-obligation of funds) to complete the close-out process;
- Serve as Activity Manager for \$45 million Access Result of All Children Learning activity.

Monitoring and Evaluation

- Assist Education team members in monitoring progress of ongoing activities and projects, including conducting site monitoring visits;
- Maintain Activity Manager files for All Children Learning Access Result;
- Review, comment, and provide executive summaries for implementing partner quarterly reports, host government documents, and other education sector documents;
- Work with Education Team and implementing partner technical staff to review Performance Management Plans.

Reporting:

- Assist senior Education team members to draft reports;
- Summarize conclusions, highlight trends of results, and make technical, financial, or other suggestions for reporting inputs.

Communications:

- Assist senior Education Team members in communicating with host government, updating donors, contacts, and partners on activities and future planning;
- Contribute to communication products for USAID activities and programs.
- Communicate regularly with implementing partners.

Additional USAID/DRC Activity Support:

- Attend meetings with partners (Implementing Partners, Government, and other Stakeholders);
- Attend meetings with other USAID and Embassy offices as required.

Required Qualifications at the Full Performance Level:**Education:**

An undergraduate degree in a specialty related to education, international development, and/or institutional capacity building is required.

Prior Work Experience:

Minimum five years prior experience in education and program administration, preferably with development/humanitarian organizations.

Language Proficiency:

Must also have a FSI 4/4 or equivalent level in French and English level III. Language ability in Swahili and Ciluba is desirable.

Knowledge:

The incumbent should have knowledge of education systems, preferably including sub-Saharan examples, and a general understanding of USAID goals and policies in Education and Youth sectors.

Evaluation Criteria and Weights:

1. Education/Weighted 20% based on initial application review;
2. English Language Skills/Weighted 15% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 20% based on written assessment and interview.

How the selection will be made:

The successful candidate will be selected based upon

1. A preliminary review of the applicant's submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
3. A personal or telephone interview.
4. Reference checks.

USAID/DRC's Technical Evaluation Committee (TEC) and Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements.

The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR.

HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/DRC.

USAID/DRC reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Compensation:

The position will be compensated in accordance with the U.S. Embassy's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and good working knowledge of English requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

A complete application package consists of the following:

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](http://kinshasa.usembassy.gov/opportunities/jobs.html). The form can be found in the US embassy website (<http://kinshasa.usembassy.gov/opportunities/jobs.html>)
2. A cover letter demonstrating how prior experience and/or training address the minimum qualifications and selection criteria,
3. A current resume or curriculum vitae (CV), and
4. Names and contact numbers of three professional references.

Ensure that all communications (including your Cover Letter) include the Announcement Reference Number (AID-15-03) and the Title of the Position(s) for which you are applying (**Project Management Assistant-Education**)

Submit the complete application package via email, to usaidhrkinshasa@usaid.gov

Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.

Point of Contact:

Sandra Kiyanga: skiyanga@usaid.gov

Only short-listed candidates will be acknowledged.

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under Chief of Mission authority.

Closing date for this position: April 3, 2015.

The U.S. Mission in the Democratic Republic of the Congo provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. Women and members of minority groups are encouraged to apply.

