



VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR

No. 15-006

Project Management Specialist

Position Vacancy

Date:

09/21/15

OPEN TO: All Interested Candidates

POSITION: Project Management Specialist, FSN-11

OPENING DATE: September 21, 2015

CLOSING DATE: October 5, 2015

WORK HOURS: Full time; 40 hrs. Workweek

SALARY: *Ordinarily Resident (OR): Position Grade FSN-11, Salary Range from \$41,798.00 up to \$65,794.00 (Basic Rate + Allowances)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Agency for International Development (USAID) in San Salvador is seeking applications for a Project Management Specialist in the Democracy and Governance Office.

BASIC FUNCTION OF THE POSITION

The incumbent of this position reports to the DG Office Director or designee in the Democracy & Governance Office. S/he acts as the Senior Education Specialist providing advisory services in identifying, planning, developing, implementing and monitoring the education and youth-at-risk program in the Democracy and Governance Office (DG). He/she serves as a key Mission contact with USAID/Washington, the Government of El Salvador (GOES) high level officials, other donors, and international financial institutions, academia, non-governmental organizations (NGOs) and the private sector on education and youth-at-risk focusing on basic education and crime/violence prevention in schools. In addition, he/she serves as a USAID Representative on these areas in donor coordination committees that include representation from other USG agencies and international donors. Manages and serves as COR/AOR of implementing mechanisms in the education sector, provides input on the overall Education Program for strategic planning, and provides continuity and fosters application of the lessons learned from the Strengthening Basic Education Program. In addition, he/she serves as a USAID Representative on education policy and basic education matters in coordination committees that include

representation from other USG agencies and international donors. Manages and serves as COR/AOR for implementing mechanisms for social sector programs and provides input on the overall Education Program for strategic planning. She/he supports other basic education programming as needed.

The incumbent is a key FSN resource person for the Mission on all aspects of education and youth-at-risk activities including but not limited to crime/violence prevention in school, workforce development activities, engagement with the private sector to support interventions in schools.

As a USAID employee, the incumbent is responsible for understanding and incorporating the Agency's four core values in all aspects of his/her work. These core values are: customer focus, results orientation, empowerment and accountability, and teamwork and participation.

MAJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

1. Program Activity Planning and Development

10%

As Activity Manager and Contracts/Agreement Officer Representative (COR/AOR), incumbent is responsible for all phases – including design, development, implementation, monitoring, and management of the education and youth-at-risk program, with emphasis in basic education and crime/violence prevention in schools. As the senior FSN education specialist, advises the DG Office Director, USG senior management, and other Activity Managers on the design and development of USAID education activities, especially related to education policy and basic education. The incumbent coordinates with other key actors to ensure appropriate coordination and maximum impact of USG interventions.

- A. Plans, designs, and helps develop projects under the education and youth-at-risk program and is responsible for coordinating with the Democracy and Governance Office Director and the Strategic Development Office (SDO) for developing the Development Objective Agreement (DOAG) with the Government of El Salvador (GOES) and the necessary amendments.
- B. Responsible for drafting and presenting in final statements of work (SOW), program descriptions, and/or terms of reference of procurement documents necessary to carry out key activities under the education and youth-at-risk program and any related Democracy and Governance activities. Responsible for conducting the process of technical selection of contractors or recipients, including analysis of proposals or applications to determine potential contractors or recipients' level of technical and managerial competence, performing past performance review, and conducting a cost realism analysis.
- C. As the key Mission point of contact and COR/AOR for the implementing mechanisms under the education and youth-at-risk program with an emphasis on basic education and crime/violence prevention in-schools, conducts negotiations with officials from the Government of El Salvador (GOES) and other implementing agencies regarding design, development, and implementation.

2. Activity Implementation and Management

55%

The incumbent serves as Manager, COR/AOR of the education and youth-at-risk program. He/she is responsible for the day-to-day flow of operations for the following activities:

- A. Responsible for the achievement of objectives for improving education by working closely with the chiefs of parties and key personnel under the implementing mechanisms. This will include:
 1. Has a role as Requestor under GLAAS. Drafts and presents activity documentation for clearance and approval, including pre-GLAAS procurement request documents, activity implementation letters, justifications for waivers, requests for purchases, and related Activity correspondence.
 2. Accountable for all substantial involvement and oversight responsibilities for USAID in the implementation instruments such as approval of annual work plans, approval of key personnel, and monitoring and evaluation of Recipients' work plans. Obtains feedback from the Ministry of Education (MINED) and other GOES institutions, such as Presidential Technical Secretariat, as necessary to ensure compliance with established strategies.
 3. Provides technical directions to the contractors and recipients and assures that they perform the technical requirements of the contract or agreement in accordance with the terms, conditions, and specifications.
 4. Provides advice to contractors and recipients on internal procedures, standards, and USAID methodologies, as well as basic education, youth-at-risk, and crime/violence prevention in schools.
 5. Evaluates performance of the contractors and recipients, makes recommendations to increase effectiveness, and directs appropriate action to effect correction of any deficiency observed.
 6. Provides overall supervision and monitoring responsibility for contractors and recipients, evaluates work performance, and approves work plans, budgets, payments, and compliance with USAID regulations.
 7. Provides technical inputs to and participates in decisions to terminate the use of some or all contractors or recipients where performance is judged to be below required standards.
 8. Keeps the DG Office Director and the Front Office informed about progress, results, problems and proposed solutions.
- B. Maintains contact with contractors or recipients, including conducting regular site visits to the field for the purpose of monitoring and identifying issues related to the progress of the project(s) and the relationship between contractors and/or recipients and the GOES counterpart. Acts as USAID representative on field and inspection visits to activity sites; ascertains progress, identifies implementation problems and recommends solutions.
- C. Coordinates and analyses studies, assessments, research, and surveys, related to education. Uses information from research documents produced under education, to prepare factual, statistical, and analytical reports.

- D. Prepares analyses, documentation, and budget sections for project amendments, amendments to contracts or modifications to cooperative agreements or grants, or other binding documents, as well as documentation for conclusion of the assistance or acquisition documents, and end-of-project reports. Prepares necessary project appraisal and recipients' performance reports. Drafts and presents other project documents for clearance, consideration, and approval. Takes the lead in drafting responses to incoming related correspondence, ensuring mission clearance and timely responses.
- E. Monitors project implementation, including achievement of objectives, cost share level, and leverage of additional funds, as well as commodity requirements and uses for compliance with USAID regulations and eligibility rules.
- F. Coordinates with Ministry of Education or other official counterparts for the development of the counterpart contribution action plan. Reviews procedures for counterpart contributions.
- G. Responsible for decisions regarding purchase and disposition of commodities procured under the education and youth-at-risk program.

3. Financial Management

15%

Incumbent is responsible for maintaining control and managing budgets for the implementing mechanisms, and overseeing financial and management operations that include:

- A. Setting and allocating budget for contracts and cooperative agreements.
- B. Review and analysis of financial reports and documents to ensure completeness and adherence to rules and guidelines. Review of payment documents (vouchers), ensuring payment documentation meets standards for further authorization and review of reports on value added tax reimbursements.
- C. Keeping track of expenditure rates and informing account holders of status of actual spending against target/projected expenditures. Identifying problem areas and recommending solutions.
- D. Monitoring and oversight of budget and financial elements of the designated project's management for internal USAID reporting and dissemination of any required information from the recipients and/or contractor.
- E. Ensuring that correct funding levels and appropriate expenditures are maintained and accounted for under the project; ensuring that project funds are used appropriately and within budgetary limits; and preparing budget analysis for project monitoring and reporting.

5. Coordination and other Management Responsibilities

20%

Provides technical and strategic advice and direction on the Education portfolio, ensuring alignment with agency education strategies, key GOES priorities, and provides technical guidance on the integration of citizen security and democracy and governance principles within education programming. He/she will, carry out the following activities:

- A. Serves as the expert on education and provides technical advice and input to the USAID Democracy and Governance Team, working closely with other members of the Team, and to the Democracy and Governance Office Director.
 - B. Establishes and maintains contacts with the highest level of GOES Officials, including the Minister of Education, private sector representatives, the Presidential Technical Secretariat, the First Lady's office, the presidents of the Boards of Directors of NGOs, and other multilateral and bilateral donors working in the field of education. Serves as the Mission's primary FSN point of contact with the Ministry of Education. Establishes productive working relationships with principal representatives of partner institutions and is aware of and reports on any customer issues which may impact on the performance of any Mission education activities. Makes recommendations on education strategies and keeps contacts informed of project status, progress, difficulties encountered, delays identified and solutions recommended.
 - C. Measures and reports periodically on the education and youth-at-risk program towards meeting established goals and objectives of the Mission Strategy; tracks progress of Education Sector indicators reported in the Performance Monitoring Plan (PMP) and Partnership for Growth's M&E plan, and ensures that all implementers are performing required quality checks. Responsible for ensuring that data are updated and reliable and that performance indicators are collected periodically through monthly, quarterly and semi-annual reports received from partners and contractors.
 - D. Participates in Mission monitoring and reporting of achievement of Activity objectives and related Mission Strategic Objectives through the preparation of DG's Portfolio Reviews, Mission reports and plans,
 - E. Leads coordination with other donors in the education sector to discuss needs of the Salvadoran education sector and ways to address them;
 - F. Integrates cross-cutting topics that involve education, youth-at-risk, and crime/violence prevention in schools, as they relate to the Mission's strategy; prepares reports on these topics, as needed and requested.
 - G. Ensures that education activities are aligned with USAID Agency wide Education strategies and priorities, USG Central America Strategy (CEN), and priorities of the GOES.
 - H. Analyzes and evaluates activities or new developments in the Education sector to determine their impact on USAID development activities and U.S.G. foreign policy objectives. Briefs visiting officials on recent developments in the Education sector.
 - I. Briefs Front Office, USG Management and the DG Director on education issues, problems, and recommendations. Provides advice to middle and senior level Mission staff on education strategies, implementation status, and provides recommendations for implementation obstacles. Prepares scene setters and drafts speeches for senior management's public relations on education related activities.
 - J. Incumbent will help to train or mentor First Tour Officers (FTO) and other personnel as needed.
 - K. Represents the USG and USAID Mission at national, regional and international meetings and forums on education related matters. USAID/Washington staff, and others, as required. In this role ensures appropriate planning, implementation, coordination and strengthened working relationships among relevant parties.
- Performs other related duties as may be assigned periodically.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Bachelor’s Degree in education, international development, or business is required.
2. **EXPERIENCE:** A minimum of seven years in managing education programs, including design, and implementation is required. Experience with addressing gender, diversity and inclusion is also required.
3. **LANGUAGE:** Level IV (fluent) in English oral/written is required.
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4. **KNOWLEDGE:** Advanced and specialized knowledge of the education system in El Salvador, education reform in El Salvador and in Latin American countries, national education indicators, and national education policy. Specialized knowledge on education improvement strategies, education reform processes, comparative education analysis, education trends and practices, youth-at-risk, and its implications on crime/violence prevention.
5. **SKILLS AND ABILITIES:** Experience with computer applications. Management, monitoring, and evaluation skills to oversee the execution of basic education and alliance activities. Ability to collect data and prepare reports with analytical interpretation. Ability to execute consultative and advisory services with other Mission Strategic Objective Teams. Ability to establish and maintain contacts at all levels with counterparts, contractors, CA recipients, partners, and customers.

SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174); <http://photos.state.gov/libraries/elsavador/231771/PDFs/ds-174.pdf>
2. Candidates must identify the position to which they are applying.

Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above

SUBMIT APPLICATION TO

Executive Office
 USAID / El Salvador
 PER e-mail:
ssvacancies@usaid.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

1. Ordinarily Resident (OR) – A Foreign National or US citizen who:
 - Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: October 5, 2015

The US Mission in San Salvador provides equal 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 Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: USAID / EXO



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