



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

Project Management Specialist
(Access to Justice)

SOLICITATION No. 12-022
OPENING DATE: June 03, 2012
CLOSING DATE: June 24, 2012 (5pm Baghdad time)
MARKET VALUE: FSN-11 (USD 40,156 – USD 60,232, basic salary p.a.)

POSITION GRADE: Full performance grade level for this position is: FSN-11. A training grade level, below FSN-11, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION OF POSITION:

The Program Management Specialist (Access to Justice) serves within USAID/Iraq’s Democracy & Governance Office (DGO). Under the direct supervision of the Office Director or designee, the Program Management Specialist is responsible for providing technical guidance and policy analysis regarding legal/ human rights/ and civil society to the Mission's DGO team and has overall responsibility for managing and overseeing the Access to Justice program.

Mission's DGO Office has been at the forefront in providing critical technical assistance and capacity building to Iraq’s governmental and non-governmental institutions. DGO currently is implementing eight programs that impact five governance areas. The overall DGO portfolio includes programs that focus on: 1) local governance capacity building, 2) electoral processes, 3) parliamentary strengthening; 4) access to justice; and 5) community-driven development.

The incumbent will participate in the design, management and evaluation of democracy and governance programs. She/he will be required to coordinate and attend meetings, liaise with donors and partners, monitor programs through field visits, participate in the evaluation of programs, recommend solutions to problems that arise, report on USAID/Iraq financed support toward the development of local capacity building and identify and resolve issues affecting overall program performance. She/he will also be expected to articulate, orally and in written memos, the status of activities in the DGO sector.

DETAILED DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the DGO Project Management Specialist will include, but are not limited to, the following:

A. ACTIVITY MANAGEMENT AND STRATEGIC OBJECTIVE ATTAINMENT RESPONSIBILITIES (85%)

DGO Technical Support:

- Provide legal/human rights/ and civil society opinions and analysis as requested relevant to DGO and USAID programs.
- Serve as the designated Contract Officer Technical Representative (COTR)/Alternate COTR/Activity Manager for the Access to Justice and other DGO activities as assigned. The incumbent will be the focal point for contract/agreement oversight.
- Perform a variety of legal/human rights and civil society research reporting, and analytical duties both independently and as assigned.
- Provide programmatic and technical support of other USAID/Iraq DGO activities as required by the overall DGO Team.
- Maintain current information on the status and processes of legal, constitutional and regulatory reform in Iraq at the central and provincial level.
- Draft and process required documentation for all phases of the activity lifespan including: project designs, approvals, clearances, waivers, procurement memos, and other documentation as required.
- Maintain program files in accordance with US Government regulations to include but not limited to: financial expenditures, funding obligations, disbursements, special requirements, key correspondence, work plans, performance plans, required reports, etc.
- Provide financial and program inputs for Congressional presentations and Annual Budget Submissions.
- Review and clear invoices/vouchers to assure that partner organizations receive funds in compliance with the terms of contracts/grants/agreements.
- Prepare reports on funding availability, utilization and forward funding requirements
- Provide technical expertise and recommendations to the Office Director, Contracting Officer, USAID/Iraq Mission Management and USAID partner organizations regarding program activities.
- Resolve program issues, follow up on recommendations to ensure implementation and bring concerns to the attention of appropriate staff.
- Maintain continuous dialogue in support of DGO activities; ensuring timely management of activity functions and procedures; collecting and verifying information on program/project planning and implementation (e.g. statistics, activity progress reports, and proposals); and monitoring and evaluating existing activities.

Partner Communications and Liaison:

- Liaise with other USAID offices, U.S. Embassy departments and agencies, nongovernmental organizations, cooperating agencies, other partners, and Iraqi Government officials.
- Establish contacts within the Iraqi legal community, Judiciary, executive and legislative branches, and civil society.
- Communicate in English or Arabic as the situation requires, including translation and interpretation services for expat staff within DGO.
- Assist visitors and perform other duties in support of the DGO Office and goals of USAID/Iraq.

Official Interaction and Association

The incumbent will be required to build and maintain a productive professional working relationship with the following parties: all USAID employees (e.g., USAID/Iraq, USAID/Middle East Region, and USAID/Washington); other US Government employees; US and non-US implementing partners; other donor agencies; Iraqi Judicial, Legislative, and Executive branch officials as appropriate; Iraqi legal professionals; civil society organizations and the general public.

Monitoring & Evaluation

The incumbent will assume a key role in the regular monitoring and evaluation of DGO activities including partnership performance and program effectiveness. During the development process, the incumbent will help to devise, with input from the DGO team, the appropriate indicators for evaluating progress in DGO activities.

The incumbent will help to collect and maintain quarterly and annual programmatic and financial reports from DGO program partners. She/he works closely with the DGO Monitoring and Evaluation Advisor, Program Office, Office of Financial Management, Office of Acquisitions and Assistance. He/she will perform site visits to program locations within and outside of Baghdad to judge the performance of contractors/grantees, including measuring program progress against established goals and independently conducting inquiries into effectiveness of grantee/cooperative agreement operations. Monitor partner's yearly work plans and provide direction on implementation. Ensure that data provided is verifiable and accurate and contributes quantitative and qualitative input into the DGO's results measurement system.

B. USAID/IRAQ – ADDITIONAL ACTIVITY SUPPORT (15%)

Under the direction of the Office Director or designee, the incumbent will provide support to USAID/Iraq's DGO Office in a wide variety of assigned tasks. As requested, she/he will serve as a member of any Mission design team or coordination committees responsible for improving USAID, US Government and international donor collaboration on DGO activities, Mission priorities and cross-cutting themes.

Performs other duties as may be required.

REQUIRED QUALIFICATIONS AND SELECTION CRITERIA

a. Education (10 Points): A law or another degree (university/college), including political sciences, sociology, international relations, economics, and/or related areas is required. Membership in the Iraqi Bar Association, Iraq Judicial Association, and other profession organization engaged in social, human or political development is an advantage.

b. Experience (40 Points): The position requires a minimum of five (5) years in progressively more responsible management positions with the Iraqi legal system and/or international organization or business donor. The experience should reflect: a) the ability to analyze and solve problems; b) a deep understanding of the Iraqi judicial system, legal code, structure of the government of Iraq, civil society and human rights; c) demonstrated commitment to building a stronger, more democratic and egalitarian Iraqi society; and d) proven interpersonal skills, including the ability to work as a team member.

c. Language Proficiency (10 Points): Level III English (strong written and oral proficiency) is required. Native speaker of Arabic is also required. Effective written and oral communications are absolutely critical to perform successfully in this position. The incumbent must communicate effectively and accurately with all Mission employees; government officials at high levels; international and local organizations, donors and other embassies; USAID/Washington offices; and the general public.

d. Knowledge(20 Points): Knowledge of; the concepts and principles of the Iraqi judicial system; understanding of the institutional structure of the Iraqi Government as established in the Iraqi constitution; the Iraqi legal education system and professional organizations; the Iraqi National Development Plan and the proposed reforms for the judicial system, and assistance to vulnerable groups; the economic, political, social and cultural characteristics of Iraq that affect democracy and governance in Iraq; the USAID, United Nations, World Bank and other international NGOs or donors.

e. Skills and Abilities(20 Points): Self-motivation and initiative is required; Responsive to client needs and to work calmly, tactfully and effectively under pressure as a member of the DGO team; Efficient and orderly with an attention to detail, able to complete work by established deadlines that meets organizational standards; Effective time management, e.g. the ability to work on more than one activity at a time; Work effectively as a team member in USAID/Iraq's culturally diverse Mission environment; Honesty, integrity and the ability to assume personal responsibility for the successful achievement of work assignments and office objectives;

Flexibility and the ability to adapt to the requirements of a multicultural environment in meeting the needs of the USAID Mission and public customers; Strong interpersonal skills to establish and maintain strong contacts with counterparts both inside and outside of USAID and to explain USAID's DG Office activities, objectives, and procedures at different levels; Ability to conceptualize - both strategically and programmatically; Ability to identify, assess and resolve impediments to project implementation; Ability to analyze data and to report findings, including recommendations for subsequent planning and implementation; Ability to keep abreast of the current environment related to DG development and to package this information for easy access and use by other mission personnel; Excellent writing, analytical and oral presentation skills; Computer skills including the use of word processing programs, presentation software, email, databases and spreadsheets.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- 1- Most current Curriculum vitae or resume;
- 2- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- 3- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- 4- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov