



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

**Project Management Specialist**  
**(Civil Society)**

**SOLICITATION No.**                   **12-006**

**OPENING DATE:**                   **December 14, 2011**

**CLOSING DATE:**                   **January 4, 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 – Civil Society serves within USAID/Iraq’s Democracy & Governance Office. Under the direct supervision of the Office Director, or his/her designate, the Program Management Specialist is responsible for providing technical guidance and policy analysis to the Mission's DGO team and has overall responsibility for managing and overseeing designated DGO programs that will achieve the results and objectives of USAID.

Mission's DGO Office has been at the forefront in providing critical technical and capacity building assistance to Iraq’s governmental institutions as well as civil society. DGO currently has six agreements/contracts implementing programs that impact five governance areas. The overall DGO portfolio includes programs that focus on: 1) electoral processes, 2) access to justice; and 3) community-driven development. Specifically these areas cover:

**Community Action Program (CAP)** has operated across Iraq since 2003 at the grassroots level to foster citizen involvement and give communities the opportunity to activate their skills and mobilize resources to solve community priorities and local development needs. Four cooperative agreements are active in Iraq under this program area.

**Access to Justice Project** was established in 2010 and assists vulnerable and disadvantaged populations better understand the Iraqi judicial system, petition GoI offices for rights under the law, and to train legal professionals to provide services to the target population.

**Elections Support Program** has provided technical assistance to the Independent High Electoral Commission (IHEC) since 2004. The Election Support program focuses on providing long-term technical electoral assistance to the IHEC, strengthening the institution, its responsiveness and implementation capacity. The program provides assistance with drafting elections laws and regulations; voter registration processes and procedures; improved information technology and data; management capabilities; training of national and governorate elections staff; ballot design and production; and election logistics, planning and operations.

Currently the development process is underway for the design of a program to strengthen the capacity of Iraqi civil society organizations to advocate for the needs of the Iraqi people. This position description is being prepared to fill an anticipated vacancy for the management of the civil society program.

Based on the technical nature of the responsibilities/duties of this position, the incumbent will participate in the management and evaluation of programs, liaise with donors and partners, and identify and resolve issues affecting overall program performance. She/he will be required to coordinate and attend meetings, monitor programs through field visits, participate in the evaluation of programs, recommend solutions to problems that arise, and report on USAID/Iraq financed support toward the development of local capacity building. 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:

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

#### **DGO Technical Support:**

- As the designated Contract Officer Technical Representative (COTR)/Alternate COTR/Activity Manager for DGO activities, the incumbent will be a focal point for the contract/agreement oversight. The COTR is knowledgeable in the regulatory and program requirements of the assistance project cycle.
- Performs a variety of research, reporting, and analytical duties.
- Provide programmatic and technical management of USAID/Iraq DGO activities.
- Maintain current information on the status and processes of sub-national development in Iraq.
- Conduct research, independent analysis and interpretation.
- Draft and process activity documentation for clearance, including: GLAAS, non-competition and cost share memos, and other documentation as required.
- Prepare reports on funding availability, recommending fund utilization and reporting the status of funds.
- Maintain program files in accordance with ADS rules to include but not limited to: activity expenditures, obligations, earmarks, disbursements, accruals and pipelines, key correspondence, workplans, performance plans, quarterly reports, etc.
- Provide financial and program inputs for Congressional presentations and Annual Budget Submissions.
- Review and clear invoices/vouchers to assure compliance with the terms of contracts/grants/agreements.
- Recommend administrative approvals or brings issues of concern to the attention of the Office Director and Contract Officer.
- Recommend actions to USAID/Iraq and their partners regarding program activities.
- Follow up on recommendations to ensure implementation.
- Resolve program issues or bring them to the attention of appropriate staff.
- Maintain dialogue in support of DGO activities; to maintain timely management of activity functions and procedures; to collect and verify information on program/project planning and implementation (e.g. statistics, activity progress reports, and proposals); and to monitor and evaluate existing activities.
- Maintain up-to-date information on development of civil society actors and political events in Iraq, and inform Mission management and relevant support offices of significant problems that could impede achieving results.

- Provide accurate and informed advice to the Mission Management and key counterparts on civil society issues
- Identify problems and develop strategies for areas in which USAID and other donor intervention(s) could be useful and appropriate, taking into account the current needs of NGOs, civil society organizations, youth, and local communities.

**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.
- 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), US Government employees, US and non-US partners, other donor agencies, Iraqi national, provincial and local government officials as appropriate, and the general public.

**Monitoring & Evaluation**

The incumbent will assume a key role in the regular monitoring and evaluation of partners for DGO activities. 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 Results Advisor, 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. Insure 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 and cross-cutting themes.

Performs other duties as required.

## **REQUIRED QUALIFICATIONS AND SELECTION CRITERIA**

a. **Education:** A bachelor's degree (or equivalent) in social science (sociology, political science, international development), law, or another area related to development assistance, including, but not limited to, economics or business management, is required. A Master's Degree, or progress toward one, is desirable.

b. **Prior Work Experience:** From five to seven years of progressively responsible, professional-level experience in democracy or civil-society-related work, or work managing other types of development projects, including at least five years in a development-assistance environment such as USAID, other donor agencies, host-government organizations, or private-sector institutions. Demonstrated experience in the analysis and interpretation of data, and the presentation of findings in written and oral form in English and Arabic reflecting in-depth knowledge of civil society, the political environment, and/or the impact of development programs.

c. **Post Entry Training:** The incumbent will be expected to possess the Necessary specialist knowledge and skills required to perform the Duties/responsibilities of the position. Post entry training will be Focused primarily on the Agency's established policies, procedures and Regulations including: 1) USAID-specific COTR responsibilities/duties; 2) USAID-specific procurement systems; and 3) USAID-sponsored training in Project Design and Activity Management. Organized/formal training (both internal & external) may be provided from time to time depending on the availability of funds and benefit to DGO activities.

d. **Language Proficiency:** 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. The incumbent is required to prepare briefing documents and participate in the drafting of annual technical, programmatic and fiscal reports and GLAAS actions. The incumbent must also prepare reports, correspondence, and documents in English without excessive correction of grammar and sentence organization.

e. **Knowledge:** Incumbent must have professional-level knowledge of development principles, concepts, and practices, especially as they relate to democracy/civil society assistance. A thorough knowledge of host country political, social, economic, and cultural characteristics. A good knowledge of host-country development perspectives, objectives, priorities, and resources in the area of democracy/civil society.

### **f. Skills and Abilities:**

- Self-motivated and takes initiative without being asked.
- 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. 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 DGO 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 DGO development and to package this information for easy access and use by other mission personnel.
- Excellent writing, analytical and oral presentation skills.
- Excellent 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/](http://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](mailto: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](mailto:iraq-jobs@usaid.gov)