





implementation. The incumbent ensures that the project remains focused on intended results and pursues the most effective methodology for project implementation. The incumbent will act as the Contracting Officer's Technical Representatives (COTR) perform a variety of duties, including serving as the technical liaison between the Contracting Officer (CO) and the contractor. As COTR the incumbent will:

- Give technical directions/guidance to the contractor
- Receive and inspect completed services or supplies upon delivery
- Monitor Government-furnished property
- Approve the contractor's requests for payment
- Perform any other delegated duties that would otherwise be the responsibility of the CO.

The incumbent monitors, analyzes and reports on developments relevant to Iraq business (including agribusiness and value chains), trade, banking and finance sectors on both a national and regional level. This includes government policies, laws and regulations as well as business transactions, economic trends, and emerging impediments to economic development. The specialist is responsible for maintaining, updating and expanding data sets and documents that assist with analysis of the private sector in Iraq. The incumbent organizes field trips, conferences, and seminars to ensure maximum exposure to emerging trends and various points of view. The incumbent conducts independent assessments and prepares technical and policy analyses for written reports and oral presentations that evaluate broad sector issues, documenting relevant opinions and points of view for use in presentations to senior decision makers and for incorporation into USAID documents.

The incumbent assists with the development of projects and strategies within the Office of Economic Growth and Agriculture and within the USAID/Iraq Mission, by providing oral and written technical input and guidance related to development of the private sector in Iraq. The specialist will fulfill these responsibilities through the identification and prioritization of new private-sector development activities, the development of related objectives and indicators, and the coordination of resources and project scope with other donor agencies and the Government of Iraq.

2. Program Administration, Monitoring and Evaluation 35%

The incumbent provides administrative approvals, prepares authorizations for signature of Mission officials, and provides guidance to implementers on USAID reporting and administrative requirements. The incumbent works with USAID contract officers to ensure that project implementers prepare reporting documents and requests according to USAID guidelines, contract requirements and project needs. The incumbent maintains financial worksheets in order to effectively monitor financial expenditures and spending rates, and ensures that money is disbursed effectively and within budget constraints. The incumbent ensures all program documents and project deliverables are maintained, organized and easily accessible in both electronic and hard copy format.

The incumbent develops and implements program monitoring plans designed to ensure effective oversight and management of private sector development activities. The incumbent ensures that performance-monitoring systems are in place, and that periodic, reliable measures and indicators of portfolio impact are collected. The incumbent is responsible for ensuring that data are easily accessible, current, and presentable. The incumbent assesses progress in achieving results for assigned activities, is responsible for determining when projects are underperforming, makes recommendations regarding corrective action, and provides written activity status reports to mission management and USAID/Washington. The incumbent continually strives to enhance the achievement of results by periodically reviewing the development context, results indicators, and activity implementation progress with the aim of identifying emerging problem areas and new priorities, and making adjustments.

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The incumbent may as appropriate lead a team to implement programs. The incumbent is then responsible for the organization of the team, providing technical direction to team members, assuring that team activities contribute to overall accomplishment of program results.

3. Counterpart Outreach and Coordination 10%

The incumbent independently cultivates and maintains contacts with host-government officials, as well as with leading business executives and nongovernmental groups, through dialogue and participation in meetings, seminars, receptions, and similar activities. The incumbent utilizes these contacts to advocate for the adoption of policies and laws conducive to economic growth, and to maintain an understanding of key issues related to private-sector development. The incumbent interacts with other donor agencies and government officials in a similar fashion to explain program objectives and to coordinate activities. The incumbent maintains project documents and files related to other donor activities, indicating their focus and implementation time frame. The incumbent works with other USAID technical offices to identify linkages and to develop methodologies to leverage resources and to develop mutually supportive programs.

4. Other 10%

The incumbent will perform other duties as assigned or required.

**MINIMUM QUALIFICATIONS AND SELECTION CRITERIA**

**a. Education (10 points):** Completion of education resulting in an undergraduate degree in a social science such as administration, economics, public policy, sociology, anthropology, law, or engineering, or the local equivalent, is required. Advanced certification and/or a higher degree(s) in these areas are highly desirable.

**b. Experience (25 points):** Minimum of 10 years of progressively responsible, professional-level experience in business, technical consulting, program management, public administration, or equivalent. A minimum experience of 8 years with a masters degree or local equivalent in a social science or law may be substituted. A minimum of 5 years with a doctorate or local equivalent in a social science or law may be substituted.

**c. Language Proficiency (20 points):** Arabic native speaking, reading, and writing (Level IV) is required. English advanced professional speaking, reading, and writing (Level IV) is required. Ability to speak in Kurdish is highly desirable.

**d. Knowledge (20 points):** Specific knowledge in a technical area is not required. Professional knowledge of the function of economies, markets, legal systems, governments or equivalent is desirable.

**e. Skills and Abilities (25 points):** Strong organizational and administrative skills are required. The ability to present ideas and complex arguments, in writing and in oral presentations, in a logical and persuasive manner, is required. Ability to work effectively in a team environment is required. Strong computer skills for written document preparation (e.g. Microsoft Word) are required. Strong computer skills for other types of presentations (e.g. Microsoft Powerpoint) are desirable.

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**How to apply for this Solicitation**

Interested applicants MUST submit the following materials:

- Most current Curriculum vitae or resume;
- 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;
- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- 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  
EXO/Human Resources  
Job Application  
USAID Compound  
**Email:** [iraq-jobs@usaid.gov](mailto:iraq-jobs@usaid.gov)  
<http://iraq.usaid.gov/>

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