



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

**USAID Project Management Specialist (Stabilization and Humanitarian Assistance), FSN-11**  
**(Office of Governance and Economic Opportunity)**

**VACANCY ANNOUNCEMENT No. 16-04**

**OPENING DATE: June 30, 2016**

**CLOSING DATE: July 21, 2016 (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:**

Under the general supervision and technical guidance of the Stabilization Advisor, or the Office Director’s designee, the incumbent serves as the Project Management Specialist with particular emphasis on stabilization and humanitarian assistance in Iraq. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services across the country. The incumbent is expected to operate and carry out duties with a high degree of independence, and provide technical assistance to development programs as necessary. S/he may serve as Contracting Officer Representative (COR), Agreement Officer Representative (AOR), Alternate COR/AOR, or Activity Manager for the Office of Governance and Economic Opportunity (GEO) projects as requested by the Office Director or Technical Team Leader.

The incumbent is responsible for supporting the implementation of complex, multi-million dollar USAID initiatives promoting peace and stability that are politically viable, cost-effective, and respond effectively to areas of greatest need and potential. As such, the incumbent must be knowledgeable about, and committed to, the role that democracy, governance, community development and humanitarian assistance play in Iraq and must be effective in obtaining the willing agreement, cooperation and support of relevant counterparts in the country. Counterparts include, but are not limited to U.S., international, and indigenous non-governmental and private voluntary organizations (NGOs/PVOs); international donors; and Government of Iraq (GOI) officials. This position entails a substantial degree of demanding technical work at varying levels with the GOI, other donors, NGOs, and with U.S. officials. In addition, the specialist is required to work closely and collaboratively with other donor agencies, Mission management, NGOs, the U.S. Department of Defense, USAID’s Office of Foreign Disaster Assistance (OFDA), and with U.S. Embassy and USAID/Washington staff.

## **Major Duties and Responsibilities:**

The duties and responsibilities of the Office of Governance and Economic Opportunity (GEO) Program Management Specialist will include, but are not limited to, the following:

### **A. Technical Direction and Program Management:**

**25%**

- As Contract or Agreement Officer Representative (COR/AOR), Alternate COR/AOR and or Activity Manager for GEO activities, the incumbent will be a focal point for contract/agreement oversight. The COR/AOR is knowledgeable in the regulatory and program requirements of the assistance project cycle, and as such, will:
  - Give technical directions/guidance to the contractor/grantee
  - 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/AO
- As COR/AOR, the incumbent gives technical direction related to the implementation of projects, and determines solutions to problems that may be encountered during implementation. The incumbent ensures that projects remain focused on intended results and pursues the most effective methodology for project implementation.
- The incumbent is responsible for maintaining, updating and expanding data sets and documents that assist with analysis of stabilization and other assistance efforts 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 pertinent issues to stabilization, community development and humanitarian assistance, documenting relevant opinions and points of view for use in presentations to senior decision makers and for incorporation into USAID and U.S. Embassy documents.
- Assist in the development of strategic documents which shall include, but are not limited to, Mission program strategies; annual Operational Plans; Portfolio Reviews; annual Congressional Budget Justifications; and other reports as required.
- The incumbent will serve as a key member of USAID/GEO's Team by advising technical offices on cultural contexts and local perceptions of USG programs.

### **B. 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 and Agreement 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 GEO and other Agency 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.

**C. Communications, Outreach and Liaison:**

**40%**

- 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 expatriate staff and others.
- Assist visitors and perform other duties in support of the GEO Office and goals of USAID/Iraq.
- The incumbent will be required to build and maintain a productive professional working relationship with USAID employees (e.g., USAID/Iraq, USAID/Middle East Region, USAID/OFDA, and USAID/Washington), U.S. Government employees, U.S. and non-U.S. partners, other donor agencies, Iraqi national, provincial and local government officials as appropriate, and the general public.
- Coordinate USAID visitors. Coordinate and attend workshops and conferences
- Work with OFDA and with other projects as assigned

**15. Qualifications Required For Effective Performance**

**Education (10 points):** Successful completion of a bachelor's degree (or equivalent) in international development/relations, urban planning, public administration, law, engineering or another area related to development assistance, including, but not limited to, economics or business management, is required.

**Prior Work Experience (25 points):** A minimum of 5 years of professional experience in business, technical consulting, program management, public administration, or equivalent is required. Progressively responsible, professional-level experience in development or humanitarian assistance in an ongoing conflict situation and/or post-conflict stabilization in a development-assistance environment (other donor agencies, host-government organizations, or private-sector institutions) is required. Should have 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, humanitarian assistance, the political environment, or the impact of development programs.

**Language Proficiency (20 points):** English Level IV (fluent) written and spoken is required. Arabic Level IV (fluent) written and spoken is required. **(Language proficiency will be tested)**

**Job Knowledge (20 points):** Incumbent must have professional-level knowledge of development principles, concepts, and practices, especially as they relate to governance/civil society/stabilization/humanitarian assistance. A thorough knowledge of host-country political, social, economic and cultural characteristics is required. A good knowledge of host-country development perspectives, objectives, priorities, and resources in the area of governance/civil society/stabilization is required. Incumbent must have a willingness to learn relevant USAID procedures and regulations.

**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 documents and presentations (e.g., Microsoft Word and Microsoft PowerPoint) are required. Strong computer skills for budgeting (e.g., Microsoft Excel) are desirable.

The incumbent must have the ability to 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. The incumbent must also prepare reports, correspondence, and documents in English without excessive correction of grammar and sentence organization.

### **How to apply for this Vacancy Announcement**

Interested applicants MUST submit the following materials:

- 1- Most current Curriculum vitae or resume;
- 2- Universal Application for Employment (UAE) (Form DS-174), which is available on the website <http://iraq.usembassy.gov/jobsvacancies.html>;
- 3- Three references, who are not family members or relatives, with telephones and e-mail contacts;

**Applications should be forwarded only on the email: [iraq-jobs@usaid.gov](mailto:iraq-jobs@usaid.gov) address. Only signed applications submitted on the prescribed application DS-174 Form and on the email address given in the vacancy announcement will be considered.** When submitting an application, the vacancy announcement number and the title of the position must be mentioned in the subject line. Incomplete applications, unsigned or applications received after the closing date will not be considered. Only short listed candidates will be contacted for their test/interview.

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 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)**