

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-12-014

**OPEN TO:** All interested candidates

**POSITION:** Project Management Specialist – Education  
Education and Youth Office

**OPENING DATE:** July 05, 2012

**CLOSING DATE:** July 18, 2012

**WORK HOURS:** 40 hours/week

**SALARY:** JD15,298 – JD25,243  
Position Grade Level 10

**PLACE OF PERFORMANCE:** Amman, Jordan

USAID/Jordan has an immediate vacancy for a Project Management Specialist – Education in the Education and Youth Office. This is a Personal Services Contract (PSC) position, grade FSN-10. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-10 level. USAID/Jordan may select more than one candidate with this solicitation.

## **Basic Function:**

The incumbent serves as an Education Specialist within the Education and Youth Office. The Education/Youth Team leads the design and formulation of USAID/Jordan's overall education five-year strategy, and manages implementation of its \$350 million education portfolio. The incumbent advises the Office Manager and Mission Management on all aspects of the existing program, monitoring and evaluating progress towards results in accordance with project documents and USAID policy guidance. The incumbent will participate in the design of new activities in support of Education and Youth objectives and the Mission's youth development and poverty alleviation work. The incumbent will provide expert advice on basic education, with particular emphasis on educational reforms in Jordan, literacy and numeracy, informal and non-formal education, professional development, policy and systems strengthening. The

incumbent will have to explore potential solutions for enhancing educational and economic opportunities for youth and improving educational quality in Jordan that will contribute to achievement of the Mission's strategic objectives.

## **Major Responsibilities:**

### Activity Management:

The incumbent participates in the planning, design, management and monitoring of the Mission's new initiatives in the field of education. S/he prepares statements of work, serves on Technical Evaluation Committees (TEC) and drafts other required technical materials for any solicitation for assistance and/or acquisition for the sector.

The incumbent monitors ongoing education projects in the Mission's portfolio. In this capacity, s/he prepares project implementation documents; coordinates project activities with relevant ministries and Jordanian organizations and manages all USAID inputs for successful implementation of project(s). The incumbent provides oversight for implementation of education and Non-Government Organizations' (NGOs) activities in the sector including management of contract team(s), project consultants, and NGO grants to ensure that project activities are implemented according to approved work plans.

The incumbent conducts site visits, reviews reports and performs assessments to monitor program progress, contractor and NGO performance in the implementation of activities.

S/he provides technical advice and recommendations to the Mission and partner organizations for revisions or adjustments to activities in order to increase program effectiveness.

The incumbent assists with the development of required reports for internal USAID purposes (annual report, portfolio reviews, briefings and talking points for high level visits.)

### Design and Policy Guidance:

The incumbent continually assesses developments and trends to improve the quality and relevance of education and increase learning achievement in children. Particular attention will focus on policies and programs to improve the professional development of teachers, increase the literacy and numeracy for children in the early grades (grades 1-3) and youth (ages 15-24), and inputs to strengthen policies and 'systems' at the Ministry of Education.

The incumbent designs and promotes policies and new activities to improve the quality of education with particular focus on programs in the fields of professional development of teachers and school managers, early grade reading and math, parental and community involvement in education, and system strengthening at the Ministry of Education.

The incumbent increases impact of USAID assisted projects in Jordan and makes recommendations as appropriate to Mission management.

Budget & Administration:

The incumbent assists the Education and Youth Office to update budget and procurement needs.

The incumbent assists the Education and Youth Office in appropriate outreach and administrative tasks that demonstrate the nature and extent of USAID programming including, but not limited to revision of briefers, input into website, and coordination of events.

**Minimum Qualification Criteria:**

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. A Bachelor's degree in one of the following fields: Education or Social Science is required.  
**Supporting documentation (i.e. a copy of bachelor's degree diploma) must be included in the application for eligibility purposes.**
2. A minimum of three years of progressively responsible professional experience in education and/or youth programming, including field experience in any one or more of the following areas: policy and planning, teaching methodology, curriculum development, literacy and numeracy development in formal, informal, and/or non-formal education. Professional experience relates to development, management of a variety of evaluations and assessments, design and implementation of professional development programs, conducting analyses, writing reports, and operating successfully within fluid team settings.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96

for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; else candidate will be tested again.

4. Skills & Abilities:

- a) Must have demonstrated strong interpersonal skills and demonstrated ability to work effectively within fluid team frameworks, and to work with staff to achieve quality results on time.
- b) Must have a clear willingness and ability to take initiative with minimal guidance; strong conceptualization, analytical and problem-solving skills.
- c) Must have excellent communication skills, including outstanding writing skills, with special attention to detail, timeliness, and quality of presentation.
- d) Must have demonstrated the ability to work collaboratively with a broad range of professional counterparts within and outside of one's home organization.
- e) Must demonstrate computer skills in specialized software including Windows and Microsoft Office Suite.
- f) Must demonstrate the ability to navigate the Internet with ease.

**Selection Process:**

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interview will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees must have completed 52 weeks of employment in their current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to:

Email: [usaidemployment@state.gov](mailto:usaidemployment@state.gov)

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:

[http://jordan.usembassy.gov/job\\_opportunities.html](http://jordan.usembassy.gov/job_opportunities.html)

**Point of Contact:**

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.