

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-12-010

OPENING DATE: May 10, 2012

CLOSING DATE: May 23, 2012 at 16:30 Jordan Time

POSITION: Research and Management Specialist
The Office of the Director

PERIOD OF PERFORMANCE: Two years (renewable)

PLACE OF PERFORMANCE: Amman, Jordan

SECURITY ACCESS: Secret

AREA OF CONSIDERATION: U.S. Citizens with Work Permit for Jordan

WORK HOURS: 40 hours/week

MARKET VALUE: (\$60,274 – \$78,355)
Position Grade GS-12

The USAID/Jordan Mission is issuing a solicitation to qualified U.S. citizens (Local Resident), for the position of Research and Management Specialist in the Office of the Director. This position has been approved by the USAID/Jordan Mission at a GS-12 grade level and the salary range for a GS-12 level is \$60,274 – \$78,355. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The work schedule is 40 hours per week.

Interested parties should submit an application by following the instructions below.

I. BACKGROUND:

The USAID Mission to the Hashemite Kingdom of Jordan has been working to improve the quality of life for the Jordanian people for more than 50 years. Since 1996, the U.S. Government (USG) has significantly increased the levels of Economic Support Funds that it provides to the Kingdom. USAID assistance is being provided in six main objective areas including water resource development, energy, economic opportunities, health, education reform and democracy and governance. With a core operation year budget of about \$360 million, USAID/Jordan is one of the largest bilateral assistance programs in the region.

The USAID Mission is currently developing a new 5-year strategy for a 1.8 billion dollar civilian assistance program in Jordan. Along with the change in strategy will be significant changes in USAID's implementing policies, procedures and practices as the Mission adjusts its strategy while simultaneously implementing new USAID/Washington initiatives referred to as "USAID Forward."

This transition requires considerable analysis of current Mission data and operations and investigation of USAID and USAID/Jordan policies and procedures and Agency-wide best practices and the adoption of systems to improve the overall efficiency of the Mission.

II. BASIC FUNCTION:

The Research and Management Specialist position is located in the USAID/Jordan Front Office, Office of the Director. The incumbent operates under the general direction of the Mission Director and the direct supervision of the Deputy Mission Director. The incumbent is responsible for efficient and effective management of activities, documents, concerns, and requests that are of direct interest to the Mission Director.

The Research and Management Specialist is responsible for supporting the USAID/Jordan Mission Management through collecting, researching, analyzing, and preparing data needed for reports, meetings, special events, and ongoing projects within the Mission. S/he is also responsible for gathering information from mission staff, host government, and other parties pertaining to policies, regulations, and best practices towards the development of procedures and policies for an efficient and streamlined Mission's operation processes.

The Research and Management Specialist will work in the Office of the Director; however, his/her work will require collaboration with staff across the Mission.

III. MAJOR DUTIES AND RESPONSIBILITIES:

1. The Research and Management Specialist is responsible for providing timely and thorough research and information on country-specific development programming, national contacts, and country-specific lessons learned by the USAID/ Jordan Mission staff. The incumbent researches and responds to inquiries from both inside and outside the Agency concerning effective and efficient processes of documents, agency policies, and best practices on key topics and emerging issues; such as diaspora engagement, mobile banking, gender programming, disabilities programming, monitoring and evaluation, and geographic information systems.
2. The incumbent assists with drafting input for various Mission reports, including, but not limited to, the annual performance report, Mission's strategic plan, and the operational plan. This responsibility will involve data collection, analysis, interpretation, and will involve ad hoc research on development issues and best practices. The incumbent assists in outreach and representation, including VIP visits and events in Jordan. This responsibility will include assistance with events hosted by the Ambassador and/or USAID/Jordan Mission Director. S/he issues

and assists in developing briefing materials, reports, and other needed documentation related to events such as speeches, opening/closing remarks, and presentations.

3. The incumbent supports the collection of targeted data from across the USAID/Jordan Portfolio. This may include data from the Office of Middle East Program (OMEP) Regional Office and other USG agencies in Jordan, and USAID/Washington. The incumbent maintains the Mission's database on various laws, regulations, and policies on the development support programs the Mission is implementing, and on the Mission's various activities needed for the success of various development programs. S/he develops and maintains an updated database of USAID/Jordan programs supporting disability programming.
4. The incumbent assists office directors, team leaders and staff in reviewing and editing official documents, press releases, speeches, Mission Orders and other written documents for proper language, logical flow, and applicable consistent regulations, references, and authorities. This will include high level documents that will require the Mission Director's signature and would be presented to high level contacts, such as USAID Administrator, Ambassadors and Government of Jordan Officials.
5. The incumbent assists the Mission Director and Mission staff on addressing special projects and issues that may emerge during activity design, implementation, and/or close-out. This responsibility may include, leading or participating in ad-hoc working groups, coordinating special briefings (deep dives) on development topics, conducting field visits for monitoring, establishing procedures for improved methodologies for data collection and follow up, and establishing and maintaining a Mission-wide task tracking system.

IV. EVALUATION CRITERIA:

Selection will be based on the following criteria (Maximum Points Available: 100).

Applicants who meet the minimum qualifications will be further evaluated based on the following evaluation factors. Applicants are required to address each of the evaluation criteria, describing specifically and accurately what experience, training, education, and/or awards they have received that are relevant to each factor. USAID reserves the right to conduct interviews with the most highly ranked applicants.

Education (15 Points)

A Bachelor's Degree from an accredited university in one of the following fields Business Administration, Public Administration, Economics, Finance, Social Science, International Relations, Diplomatic Studies **is required**.

Experience (45 Points)

A minimum of five years of demonstrated experience in working with international development organizations and in an area related to the provided scope of work. The incumbent must have demonstrated experience in writing and editing official documents, together with demonstrated experience in researching the USG regulations and applying them to relevant situations **is required**.

Language (10 Points)

Excellent English writing and speaking ability **is required**. The incumbent must demonstrate excellent English writing and editing skills, as well as an excellent ability to process information from a wide variety of sources into cohesive documents. Also, s/he must be able to prepare clear, substantive reports and briefing material in English. Written and spoken Arabic proficiency is desirable.

Knowledge, Skills and Abilities (30 Points)

- The incumbent must be able to work in a demanding environment and be capable of handling tasks with varying deadlines. The incumbent must be able to communicate complex policy and programmatic issues in an understandable manner, and must be able to maintain and adhere to high standards of professional conduct.
- The incumbent must have the ability to analyze and evaluate development issues, including gender-related aspects of development across sectors. The incumbent must have knowledge of principles, concepts and methodologies involved in research and analysis of information, policies and procedures pertaining to the design, development, implementation and management of technical assistance program/projects.
- The incumbent must have knowledge of international affairs and U.S. foreign policy, specifically related to foreign assistance to developing countries.
- The incumbent must have knowledge of the Jordanian context, government (GOJ) organizational culture, structure, policies, programs and operations and development priorities. Also, s/he must have knowledge of strategies, programs, and working methodologies of other donor agencies.
- The incumbent must demonstrate strong analytical, management and organizational skills. The position requires demonstrated strategic planning, technical and socio-economic analysis, and reporting skills.
- The incumbent should possess strong interpersonal and cross-cultural skills, and must demonstrate considerable confidentiality, sensitivity, poise and maturity, together with the ability to work within a team setting with minimal supervision.

- The incumbent must have excellent ability to exhibit tact, diplomacy and resourcefulness while working in a variety of settings with various contacts including high-level officials in the U.S. government, foreign governments and international organizations, as well as other donors, colleagues and other Mission Staff.
- The incumbent must demonstrate strong computer skills in specialized software, including Windows 2003, the Microsoft Office Suite, e.g. word processing and spreadsheets, with an ease in navigating the internet.

V. SUPERVISION AND MANAGEMENT RESPONSIBILITIES:

The Research and Management Specialist will receive technical direction from both the Mission Director and Deputy Mission Director, but will be directly supervised by the Deputy Mission Director.

The incumbent must have the ability to work independently in handling routine, ad-hoc, and/or controversial issues that arise in completing assignments, as well as the ability to manage multiple tasks at once.

VI. OTHER REQUIREMENTS:

The selected candidate must be able to obtain USAID needed security and medical clearances required for the position.

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.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Interested individuals are requested to submit their resume together with the Optional Application for Federal Employment OF612 electronically to:

ammanresumesusaid@usaid.gov

Form [OF 612](http://www.usaid.gov/forms) can be downloaded from: <http://www.usaid.gov/forms>

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

BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a United States Personal Services Contract (USPSC) holder is normally authorized the following benefits and allowances:

- Employer's FICA Contribution,
- Contribution toward Health & Life Insurance,

- Pay Comparability Adjustment,
- Annual Increase based on satisfactory performance,
- Eligibility for worker's Compensation,
- Annual & Sick Leave.

Federal Taxes: USPSCs are not exempt from payment of Federal Income Taxes.