

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-16-014

**OPEN TO:** All interested candidates

**POSITION:** USAID Project Management Specialist  
Democracy and Governance

**OPENING DATE:** June 16, 2016

**CLOSING DATE:** June 29, 2016

**WORK HOURS:** 40 hours/week

**POSITION GRADE:** Foreign Service National (FSN) Grade-10

**ANNUAL SALARY:** Min. Step 01 (JD17,783) Max. Step14 (JD29,340)

**PLACE OF PERFORMANCE:** Amman, Jordan

USAID/Jordan has an immediate vacancy for a USAID Project Management Specialist in the Democracy and Governance (DRG) 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. The qualified selected candidate may be employed at a trainee level until reaching the position's full performance level.

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 will serve as a project manager in the Democracy and Governance Team at the Social Sectors Office for various programs such as Rule of Law, Civil Society, Media and Local Governance. These activities are designed to support social sectors objectives in Jordan. The incumbent will advise senior Mission management, ensuring on-going and timely analysis of data and trends, and analysis of key obstacles to development in Jordan. S/he will recommend potential solutions for enhancing democratic governance in Jordan.

The incumbent will interact with and serve as project manager for contracts and grants to USAID implementing organizations, as required, to support the USAID/Jordan Democracy and Governance Team. S/he will work under the direct supervision of the Democracy and Governance Team Leader. Together with the other members of the Team, s/he will be responsible for meeting USAID/Jordan's objective of Strengthened Democratic Reform.

### **Major Responsibilities:**

Serve as a project manager Contracting Officer Technical Representative (COR/AOR) for various social sectors projects. In this capacity, the incumbent will prepare project implementation documents, coordinate project activities with relevant ministries and Jordanian organizations and manage all USAID inputs for successful implementation of project(s). S/he will oversee for implementation of activities in the sector(s) assigned to her/him, 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 will conduct site visits, review reports and perform assessments to monitor program progress, as well as contractor and NGO performance in the implementation of activities.

Participate in the planning, design, management and monitoring of specific social sectors objectives, as required. Prepare statements of work, comprehensive sector assessments and other required technical materials for any solicitation for assistance and/or acquisition regarding specified programs. Participate on technical selection committees.

Continually assess developments and trends in the areas of democracy and governance -including tracking any changes in policies, programs, or other related sectors such as economic development that affect development in Jordan.

Actively participate in the development of required reports for internal USAID purposes (e.g. Annual Report, portfolio reviews, and briefing/talking points for high level visits)

Collaborate with other key international and Jordanian organizations and/or organizations to ensure synergy of program activities and to work together to promote democratic governance development.

### **Qualification Criteria:**

1. A bachelor's degree in law, public administration, business, political science, engineering, or any other social sciences is required. **Supporting documentation for the university degree must be included in the application for eligibility purposes.**
2. A minimum of three years of progressively responsible experience in working on development projects, exchange programs or as a legal practitioner is required. **Note: Additional experience will NOT be substituted for Education.**

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; or else, candidate will be tested again.
4. Skills and Abilities:
  - The incumbent must have demonstrated ability to collect and organize information, analyze data, use technical reference material, and write coherent project documents and reports.
  - The incumbent must have strong interpersonal skills and ability to work within a team and negotiate with others. Able to establish and maintain an extensive range of contacts with GOJ officials, NGO staff, and representatives of donor organizations.
  - The incumbent must have the ability to dialogue with USAID and host country decision-makers and make clear and persuasive oral presentations.
  - The incumbent must have the ability to demonstrate good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail.
  - The incumbent must have demonstrated computer skills in specialized software including Windows and Microsoft Office Suite are required.
  - The incumbent must have demonstrated excellent computer skills in specialized software including Windows and Microsoft Office suite, data analysis tools, and 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 interviewing 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)

**For emails with several large attachments, please divide your attachments on two or three emails (e. g. in the subject heading write part 1 and attach some of the documents and for the rest of the attachments please attach them on another email(s) as required and write the sequence of parts in the subject heading)**

**Benefits and Allowances:**

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Transportation & Miscellaneous Allowances
- 13<sup>th</sup> & 14<sup>th</sup> Month Bonuses
- Jordanian Social Security
- Mission Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

**Point of Contact:**

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6117.