

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-16-012

OPEN TO: All interested candidates

POSITION: Project Management Specialist
Water Resources and Environment Office

OPENING DATE: June 9, 2016

CLOSING DATE: June 22, 2016

WORK HOURS: 40 hours/week

POSITION GRADE: Foreign Service National (FSN) Grade-11

ANNUAL SALARY: Min. Step 01 (JD20,401) Max. Step14 (JD 33,661)

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for a Project Management Specialist in the Water Resources and Environment (WRE) Office. This is a Personal Services Contract (PSC) position, grade FSN-11. 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-11 level. USAID/Jordan may select more than one candidate with this solicitation.

Basic Function:

The incumbent serves as an Engineer and Project Management Specialist in the WRE Office. S/he is responsible for the design, implementation, and direct management of water and wastewater construction, water demand management, governance, and non-revenue water projects. The incumbent reports directly to the senior Project Management Specialist. S/he is expected to prepare and present finished reports recommending USAID approval and financial support for activities and contracts, covering all aspects of his/her duties as a USAID Project Management Specialist. The incumbent must demonstrate strong communication skills as they will work with the Government of Jordan (GOJ) up to the ministerial level and high level Jordanian,

American, and international executives to discuss all aspects of the water activities implementation and contract administration; engineering matters pertaining to his/her activities under implementation. S/he should exhibit maturity and exercise high degree of professional judgment. The incumbent must be qualified to assume the full range of duties and responsibilities listed herein with minimal guidance.

Major Responsibilities:

Project Management

The incumbent serves as Project Officer and Project Engineer on several USAID-funded activities related to water, wastewater, and other infrastructure projects. S/he prepares all needed documents and correspondence for GOJ, USAID/Washington, and other involved organizations.

The incumbent is responsible for developing new projects/activities within the WRE Office, including preparing concept papers, activity approval documents, and other requirements and approvals as needed by USAID regulations. S/he is responsible for managing and implementing the different phases of projects/activities. The incumbent participates and may chair committees to design projects, prepare scopes of work, prepare government cost estimates, evaluates technical proposals and recommends the award of engineering services, technical assistance and commodity procurement contracts. S/he writes technical reports and makes recommendations for approval/disapproval of contractor's award. S/he assures that all USAID-funded contract documents comply with USAID rules and regulations.

Technical Analysis and Documentation

The incumbent reviews and comments on feasibility studies, technical engineering issues, construction contract documents, contractors' pre-qualifications and bid submittals for both his/her projects and to support the entire infrastructure portfolio. S/he provides technical inspection and USAID reporting on the progress of WRE-funded water and wastewater activities, conducts periodic field inspection trips to monitor contractor's adherence to the terms of the contract, construction progress and ensure quality of work.

The incumbent reviews reports submitted by contractors on all assigned projects (technical studies/construction activities), and comments on findings, report completeness, accuracy and recommended actions. S/he reviews billings and checks for reasonableness and accuracy of expenditures and administratively certifies contractors' vouchers for payments and prepares accruals for planning purposes. The incumbent meets with representatives of the Engineer, Contractor and GOJ counterparts to discuss progress, problems encountered and possible solutions. S/he explains USAID regulations and requirements. The incumbent also contributes to USAID processes and procedures: result reporting, resource requests, high level site visits, and public relation events and speeches.

Communication and Teamwork

The incumbent develops and maintains close professional contacts at semi-ministerial and senior level with the GOJ counterpart agencies affiliated with water/wastewater, environment and infrastructure activities. S/he advises the GOJ counterparts regarding USAID contracting and procurement policies and regulations. The incumbent keeps WRE Office Director or his designee informed of current trends and activities as well as government policies, laws, and regulations that may affect USAID funded projects. S/he may also perform other duties as requested by the WRE office.

Qualification Criteria:

1. A Bachelor Degree in Civil Engineering, Water/Environmental Sciences, or Agricultural Sciences is required. **Supporting documentation for the university degree must be included in the application for eligibility purposes.**
2. Seven years of professional experience in the water sector ideally with experience in water demand management, non-revenue water, and/or the design, inspection and construction management of water and wastewater infrastructure projects is required
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:
 - Must have demonstrated specialized knowledge of Jordan's water situation; international and Jordanian engineering design and construction practices; international competitive procurement procedures for commodities and services; and project/program management principles and practices are required.
 - Must have demonstrated strong technical, analytical and conceptual skills to analyze issues and recommend and present solutions and/or options.
 - Must have demonstrated project management skills including financial management skills.
 - Must have demonstrated ability to manage a variety of tasks simultaneously, work collaboratively as part of a team and interact effectively with senior level officials. Must have strong presentation and communication skills.

- 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

- 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

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
- 13th & 14th 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. 6605/6673.