

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-13-004

**OPEN TO:** All interested candidates

**POSITION:** AID Development Program Specialist-  
Management/Geographic Information System  
Office of Program Management

**OPENING DATE:** February 14, 2013

**CLOSING DATE:** February 27, 2013

**WORK HOURS:** Full-time; 40 hours/week

**ANNUAL BASIC SALARY:** (Min. JD15,298 – Max. JD25,243)  
Position Grade Level 10

**PLACE OF PERFORMANCE:** Amman, Jordan

**NOTE:** ALL NON-JORDANIAN APPLICANTS MUST PROVIDE THE REQUIRED RESIDENCY AND WORK PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

USAID/Jordan has an immediate vacancy for AID Development Program Specialist-Management/Geographic Information System (M/GIS) for the Office of Program Management (OPM). 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(s) 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 Program Specialist will develop and maintain a Management/Geographic Information System (M/GIS) that will record and archive important information regarding Mission activities in both a database and mapping format to improve performance management, data management, program implementation, and coordination. The

incumbent will provide advice to the Mission on improving/upgrading this system as well as serve as a source of expertise and training for all Mission staff and partners. The incumbent will coordinate system information requirements with other development partners as appropriate, including Mission contractors and grantees, donors, the Embassy, as well as Jordanian ministries and institutions. The incumbent will analyze and present information (including in mapping format) for reporting and decision-making purposes. The incumbent will support the Monitoring and Evaluation Specialist in managing performance indicators and data, including assessing quality. Training of system requirements and establishment/oversight of Mission processes to maintain the system will be an element of the job. This position will be under the direct supervision of the Monitoring and Evaluation Specialist in OPM.

### **Major Responsibilities:**

#### **Serve as GIS System Administrator**

- Lead a process of participatory needs assessment and consultation in collaboration with Mission staff and implementing partners to develop the M/GIS system to best serve their needs. This will include proposing functionalities, reports, and analysis tools. The system will capture all activity related data, including monitoring and evaluation data.
- Safeguard information and upkeep security protocols in collaboration with the Mission's systems administrator.
- Work with Mission staff and partners to ensure that data are placed into the system in a timely manner. Source data through public sources.
- Additionally, work with USAID/W to provide information for inclusion into an Agency level GIS system. Ensure compatibility between the Mission's system and Washington's system.
- Ensure that USAID's information system is compatible with those of other systems (e.g., implementing partners). This includes exploring the possibility of importing and exporting data from and to other systems, and interfacing with other GIS/MIS systems whenever feasible.
- Ensure that USAID's information system is aligned with performance management needs, including serving as a database for indicator data (baseline measurements and targets/actuals), data quality information, results, etc.
- Help Monitoring and Evaluation Specialist to lead data quality assessments for the purpose of ensuring the quality, validity, and reliability of data collected. This includes site visits to partner organizations and recommendations to improve data management. Provide recommendations for improving quality of data and help provide oversight within Mission for data quality improvements.
- Generate cartographic high quality maps and reports.
- Implement various query features to allow users to conduct searches and analysis for reporting purposes.
- Perform analysis of data, as needed and relevant to the Mission's objectives and present it in reports, on maps, and other media to inform

Mission decision-making, strategic planning, program management, and reporting requirements.

- Work with others to incorporate data, maps, and analysis into Mission outreach products, reports, concept papers, scopes of work, strategies, etc.
- Update/manage the GIS website on a regular basis to upload various maps, reports, and templates for use by the Mission and others.
- Work with Mission staff and others to develop new ideas and tools for continuously developing the system's capabilities to best serve current and future needs.
- Conduct various workshops and training sessions for USAID staff and partners related to data entry/update, data quality, utilization of the GIS system as a management and planning tool, and new features and requirements.
- Serve as an alternate Contracting Officer's Representative (COR) for any external technical assistance that needs to be sourced, e.g. from an M&E contractor or GIS/MIS system administrator. S/he will be responsible for managing a portion of a broader M&E contract (the GIS/MIS component), but not serve as overall COR.

### **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 submission 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. Bachelor's degree in Management, Information Technology, Computer Science, Public Administration, International Development, Business Administration, or Social Sciences is required. **Supporting documentation (i.e. a copy of bachelor's degree diploma) must be included in the application for eligibility purposes.**
2. Four years of experience using information systems and databases, including GIS, is required, especially as relevant to the development context. At least two of these years of experience should be in monitoring and evaluation experience, as well as experience in working with a development organization (donor or Non-Governmental Organization) or government institution.
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 the candidate will be tested again.

4. Skills & Abilities:

- a. The incumbent must have the technical and systems skills to develop, implement, and maintain a GIS system.
- b. Must have the ability to coordinate work processes across the Mission and conduct training related to GIS system maintenance.
- c. Must have strong analytical skills. Must have interpersonal skills to coordinate system requirements with the Mission's M&E Specialist, technical offices, other donors, the Government of Jordan and other institutions in country (e.g., the Department of Statistics).
- d. Must have strong organizational, teamwork, and project management skills within a multi-cultural and fast paced work environment.
- e. Must have the ability to work independently and take initiative once guidance is provided. Must have the ability to manage several tasks simultaneously and under pressure to meet deadlines.
- f. Must have demonstrated advanced computer skills in specialized software, including Windows 2003, the Microsoft Office Suite, word processing spreadsheets, and database. Must have demonstrated ability to navigate and research the Internet. Must have familiarity with page-making software, e.g. WordPress, DreamWorks, Acrobat, SharePoint and Photoshop.

**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 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. Current internal Mission employees must have completed 52 weeks of employment in their current position before being eligible to apply. Current internal Mission employees serving a probationary period are not 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)

**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. 6605/6673.