

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-13-012

OPENING DATE: July 18, 2013

CLOSING DATE: July 31, 2013

POSITION: Economic Growth Advisor
The Economic Growth Office

PERIOD OF PERFORMANCE: Two years (renewable)

PLACE OF PERFORMANCE: Amman, Jordan

SECURITY ACCESS: Secret

AREA OF CONSIDERATION: U.S. Citizens, Residing in Jordan

WORK HOURS: 40 hours/week

MARKET VALUE: (Min.\$71,647 – Max.\$93,175)
Position Grade GS-13

The USAID/Jordan Mission is issuing a solicitation to qualified U.S. citizens (Local Resident), for the position of Economic Growth Advisor in the Economic Growth Office. This position has been approved by the USAID/Jordan Mission at a GS-13 grade level and the salary range for a GS-13 level is (\$71,647 – \$93,175). The salary level of the selected candidate (within the range above) will be determined based on meeting the required qualifications and documented previous salary history. The work schedule is 40 hours per week.

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 democratization/good governance. With a core operating year budget in Fiscal Year (FY) 2012 of about \$360 million, USAID/Jordan is one of the largest bilateral assistance programs in the region.

The key challenge for Jordan going forward is to increase competitiveness and growth in industries that will provide jobs for Jordan's increasingly educated workforce. Its

ability to meet this challenge will be directly affected by its ability to support critical public investments that will increase productivity; increase the efficiency and responsiveness of the business enabling environment and the attractiveness of Jordan for investors; ensure that its labor force has cutting edge skills and abilities; and capitalize and build on the innovative and productive capacity of its private sector.

II. BASIC FUNCTION:

Under the direct supervision of the Deputy Director in the Office of Economic Growth, the incumbent serves as an Economic Growth Advisor and applies expertise to the design and management of projects and activities under Development Objective (DO) 1. These include activities in private sector competitiveness; fiscal reform; microfinance; workforce development; business development services; urban community development; and micro, small, and medium-sized enterprise (MSME) development. The position is also a backstop for the office's poverty alleviation activities.

The incumbent will operate with considerable autonomy. While receiving general guidance from his/her supervisor and the front office, the incumbent will be regularly called upon to make judgments and decisions as to how to best achieve the goals and objectives of the EG Office and the USG as a whole based on an assessment of a wide range of data, studies and reports generated in the EG sector. The incumbent will be expected to develop a deep understanding of USAID operating rules and requirements and to work with the larger Mission team to ensure that the projects designed and implemented by the incumbent comply with those rules and requirements, including guidelines provided in the USAID Automated Directives system, relevant USAID/Jordan Mission Orders, the Foreign Assistance Framework, white papers, strategies and other policy-related documents issued from USAID headquarters and the Mission here in Jordan.

III. MAJOR DUTIES AND RESPONSIBILITIES:

Project Management:

The incumbent is responsible as designated by the Deputy Director in the Office of Economic Growth (EG) for the design and implementation of enterprise development, competitiveness, and community and local economic development activities. The incumbent is responsible for guiding, managing, and monitoring all technical and administrative aspects associated with implementation of enterprise development activities. S/he serves as the key liaison with relevant financial institutions in relation to microfinance and economic growth activities. The incumbent will foster and maintain strong relationships with senior level government officials. As liaison, the incumbent will maintain regular contact with senior USAID and USG officials to advise on financial, programmatic, and technical issues. The incumbent works in close coordination with other donors, Non-Governmental Organizations (NGOs), and other development partners in the economic development field. S/he is also responsible for the following as it relates to the incumbent's portfolio:

- a) Reviews and analyzes sub-project proposals and provides written and oral recommendations to senior mission management regarding USAID support;

- b) Designs new multi-million dollar programs that aim to increase employment and economic growth in Jordan;
- c) Prepares scopes of work for goods and services, reviews pre-qualification and proposal information, and provides recommendations regarding contractor selection. Prepares written and oral technical summaries, analyses, and recommendations in all of the contracting for all technical assistance, training and commodities financed by USAID for assigned projects.
- d) Inspects and reports on USAID/EG financed projects in Jordan. Plans and conducts periodic field inspection trips to monitor contractors' adherence to the terms of contracts, contract progress, quality of work, and compliance with source and origin rules with respect to materials and equipment on site. Meets regularly with contractor and owner representatives to discuss issues and concerns and to generate solutions. Provides technical advice to contractors and clients, clearly explaining USAID regulations and requirements while also interpreting Jordanian laws and regulations. Prepares trip reports which include recommended solutions to unresolved problems.
- e) Reviews periodic reports submitted by contractors on all assigned projects and provides timely comments on completeness, accuracy, problems, and recommendations.
- f) Reviews periodic billings for reasonableness and advises appropriate USAID offices regarding certification of monthly billings.
- g) Maintains professional contacts with USAID/Washington offices which support economic growth-related activities.

Professional Liaison:

The incumbent develops and maintains a broad range of contacts, including senior and mid-level contacts in the public and private sectors. (S)he is expected to regularly interact with leaders and stakeholders in local and international NGOs; relevant Government of Jordan Ministries (i.e., Social Development, Labor, Finance, Planning & International Cooperation); the Central Bank of Jordan; commercial banks; development finance institutions; business and community associations; educational institutions; the private business community; and other donor agencies. S/he uses these contacts to assure communication on policy and project management issues. These contacts will also be used to promote USAID development strategy and obtain information about existing or planned government policies relevant to USAID's development program.

Project/Program Development:

The incumbent is responsible for the design of new enterprise development projects/activities and innovative income generating activities in the Office of Economic

Growth. In coordination and consultation with senior and mid-level government officials and private sector leaders, s/he ascertains host government and private sector priorities and objectives. Specifically, the incumbent identifies issues and sectorial constraints which may affect the design or development of USAID projects. S/he prepares concept papers, statements of work for project designs, project appraisal documents, and other ancillary documentation.

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)

Master's degree in Business Administration, or Economics, International Development, Public Policy or a closely related field is required.

Work Experience (45 Points)

Ten years of progressively responsible professional experience in commercial banking, enterprise development, community organization, income generation activities, and/or donor or government agencies having direct private and/or public sector responsibilities. At least five years of this experience should be in finance or development assistance, other donor organizations, host-government organizations, or private sector institutions. Must have experience in managing technically complex activities similar to those listed for this position job function. This includes demonstrating a successful track record in managing the budgets and financial resources for projects of all sizes.

Language (10 Points)

Written and oral English fluency is required. The candidate should have a demonstrated capacity to communicate complex economic, strategic, and programmatic issues orally and in writing in a clear, concise, and well-organized manner.

Arabic language proficiency is highly desired including the ability to translate Arabic into precise and correct English, and English into Arabic.

Knowledge, Skills and Abilities (30 Points)

Knowledge:

The candidate must have thorough demonstrated knowledge of:

1. Management concepts, economic business principles, and commercial finance approaches that support increased access to financial and non-financial services to the poor.

2. Practices of the Jordanian commercial, industrial and banking sectors as it relates to potential linkages with enterprise development.
3. The current Jordanian business and financial environment including the legal/regulatory framework, government or quasi-government institutions which support the business sector, major commercial firms, and major commercial banks.
4. Current trends related to low income community organization and income generation activities.
5. Jordan's economic, political, social, and cultural characteristics as they relate to the history of development assistance activities in Jordan.
6. Jordan's current development prospects, priorities and resources in commerce, industry, investment banking, microfinance, and poverty alleviation.
7. U.S. Government legislation relating to development assistance, USAID programming policies, regulations, procedures, and documentation.

Skills:

1. 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. S/he must possess strong writing skills and be able to prepare clear, substantive reports and briefing papers in English. Candidate must be able to write effectively in adherence with USAID standards. **Incumbent must provide 2 writing samples and be able to complete a written assessment to be reviewed by the EG Deputy Director.**
2. The incumbent must have demonstrated strong technical, analytical, and conceptual skills to analyze issues and recommend and present solutions and/or options. Must have demonstrated project
3. Management skills including strong financial management skills.
4. Must have demonstrated excellent leadership, interpersonal, cross-cultural, and negotiating skills.
5. S/he must demonstrate strong computer skills in specialized software, including Windows 2003, the Microsoft Office Suite, word processing and spreadsheets, with an ease in navigating the internet.

Abilities:

1. Obtain, analyze, and evaluate a variety of data and to organize and present it in oral or written form that is meaningful to others.
2. Strategically plan, organize, manage, and evaluate activities which support the overall mission objectives.
3. Draft concise factual and interpretive reports covering technically complex subject areas that could potentially impact project status and direction.
4. Provide senior mission management with objective counsel and advice concerning highly sensitive information.

V. OTHER SIGNIFICANT FACTS:

The incumbent will receive supervision, policy direction, and guidance from the USAID/Jordan Economic Growth Director but will report to the EG Deputy Director on program matters.

VI. OTHER REQUIREMENTS:

The selected candidate must be able to obtain USAID required 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](#) can be downloaded from: <http://www.usaid.gov/forms>

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

BENEFITS/ALLOWANCES

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

- Employer's FICA Contribution,
- Contribution toward Health & Life Insurance,
- Pay Comparability Adjustment,
- Annual Increase,
- Eligibility for worker's Compensation,
- Annual & Sick Leave.

Selected candidate will be responsible for his/her own housing expenses, (if living abroad) ticket expenses, and Jordanian Residency and Work Permit.

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