

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-14-009

OPEN TO: All interested candidates

POSITION: Project Management Specialist –
Education and Youth Office

OPENING DATE: April 17, 2014

CLOSING DATE: April 30, 2014

WORK HOURS: 40 hours/week

SALARY: (Min. JD20,401 – Max. JD33,661)
Position Grade Level 11

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 a Project Management Specialist – Education in the Education and Youth 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.

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 Education Specialist within the Education and Youth Office. The Education Team leads the design and formulation of USAID/Jordan's overall education five year strategy, and manages implementation of its education portfolio. The candidate advises the Office Director and Mission Management on all aspects of the existing program, monitoring and evaluating progress towards results in accordance with project documents and USAID policy guidance. The candidate will design new activities in support of education sector objectives and the Mission's youth

development and poverty alleviation work. The candidate will provide expert advice on basic education, early grade reading and math, teacher training, and data driven decision making. The candidate will provide potential solutions for enhancing educational and economic opportunities for youth and improving educational quality in Jordan that will contribute to achievement of the Mission's strategic objectives.

Major Responsibilities:

Activity Management:

The incumbent monitors ongoing education projects in the Mission's portfolio. In this capacity, the candidate 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). She/he will provide oversight for implementation of education and NGO activities in the sector including management of contract team (s), project consultants, and related NGO grants to ensure that project activities are implemented according to approved work plans.

The incumbent conducts site visits, review reports and perform assessments to monitor program progress, contractor and NGO performance in the implementation of activities.

The incumbent provides technical advice and recommendations to the Mission and partner organizations for revisions or adjustments to activities in order to increase program effectiveness.

Design and Policy Guidance:

The incumbent continually assesses developments and trends in basic education, teacher training and higher education including policies, programs, data, and activities in the public and private sectors for their impact on USAID assisted projects in Jordan and makes analytical recommendations to Mission management.

Liaison with Donors:

Actively participate in education working groups and technical committees alongside other donor agencies working and contributing to education in Jordan. Coordinate with donors on certain government related issues and ensure complementary in activities and their implementation and avoid overlap in assistance.

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 submitted 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. A Master's degree in education- policy and planning, education - methodology, curriculum development, or information and communication technology is required. **Supporting documentation (i.e. a copy of Master's degree certificate) must be included in the application for eligibility purposes.**
2. Five years of progressively responsible professional experience in education, including field experience is required including three years of management. Professional experience will relate to development, management of a variety of evaluations and assessments, integrating information and technology into classrooms, conducting analyses, writing reports, and operating successfully within fluid team settings.
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; else candidate will be tested again.
4. Skills & Abilities:
 - a) Must have an expert knowledge of Jordan's national education system and the challenges and opportunities open to improving it.
 - b) Must have a strong interpersonal skills and demonstrated ability to work effectively within fluid team frameworks, and to work with staff to achieve quality results on time.
 - c) Must have a clear willingness and ability to take initiative with minimal guidance.
 - d) Must have Strong conceptualization, analytical and problem-solving skills.
 - e) Must have excellent communication skills, including outstanding writing skills, with special attention to detail, timeliness, and quality of presentation.
 - f) Must have demonstrated strong computer skills in specialized software, including Windows 7, the Microsoft Office Suite and data analysis tools. Must have demonstrated ability to navigate and research the Internet.

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

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. 6605/6117.