

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-14-013

OPEN TO: All interested candidates

POSITION: Project Management Specialist
Population and Family Health Office

OPENING DATE: April 17, 2014

CLOSING DATE: April 30, 2014

WORK HOURS: 40 hours/week

SALARY: (Min. JD17,783 – Max. JD29,340)
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 a Project Management Specialist in the Population and Family Health (PFH) 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.

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 serves as Project Management Specialist within the PFH Office. The PFH Office leads the design and formulation of USAID/Jordan's overall population and health sector strategy and manages implementation of a large complex portfolio implemented in cooperation with a number of different Government, donor and private sector entities. The incumbent will work as part of a team to participate in the management of selected projects within the portfolio. He/she will manage

implementation and monitor activities for progress towards results in accordance with project documents and USAID policy guidance.

Major Responsibilities:

Advisory Services:

Advise the PFH Team Leader on Government of Jordan (GOJ) strategies, policies and decisions related to population, family planning/ reproductive health, including new opportunities and challenges arising in the field. Keeps PFH Team Leader informed of current population and health trends and activities as well as GOJ policies, laws and regulations that relate to USAID-financed activities as well as attitudes towards population/family planning in Jordan. Assists the PFH team leader in the preparation of PFH related strategic documents and in the development/redesign of projects related to population, family planning and reproductive health.

Participate in the planning and management of Mission projects in the field of population and family health, especially reproductive health. Prepare statements of work and other required technical materials for any solicitation for assistance and/or acquisition for the sector. Participate in selection process of new contractors for project implementation.

Project Management:

Provide technical and managerial guidance to several major grants or contracts funded under the Mission's Strategic Objective Agreement for Population and Family Health. Assigned activities will relate to family planning/reproductive health, as well as cross cutting activities related to behavior change communication and women's health issues.

The incumbent will serve as the Contracting Officer's Technical Representative (COR) or Agreement Officer's Technical Representative (AOR) or the alternate A/COR or A/AOR for diverse projects or activities supporting the Ministry of Health (MOH) and the private sector. 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 provide oversight for implementation of assigned population and health activities, management of contract team(s), project consultants, and NGO grants to ensure that project activities are implemented according to approved work plans.

Monitor project activities through regular field visits and provide technical guidance to contractors/grantees on implementation and activity impact assessment and evaluation. Review reports and perform assessments to monitor progress and contractor/grantee performance in the implementation of activities. Provide technical advice and recommendations to the Team Leader and partner organizations for revisions or adjustments to activities in order to increase program effectiveness.

Analyzes PFH project expenditures, pipelines, mortgages and helps plan future allocations. Advises Team Leader of the financial status and financial issues of the Projects or activities for which s/he is responsible. Reviews billings and check for reasonableness and accuracy of expenditures.

Review, analyze and synthesize technical documents and required reports for the Team Leader, and comment on their completeness, reasonableness and recommended actions. Assist with development of Program related reports, such as the Annual Report, portfolio review, or Operational Plan. Attend GOJ stakeholder meetings as required and report to the Team Leader on the substance of the meeting including any details affecting USAID programming and strategic direction.

Coordinate the implementation of health-related local currency activities with the USAID Program Office, the Jordan Ministry of Planning, Ministry of Health and relevant implementing partners. Monitor and follow-up with host country officials to ensure that funds are made available to the appropriate entity and utilized for the agreed upon purposes.

Coordination/Collaboration:

Work with the PFH team to ensure collaboration and coordination of USAID activities with the Government of Jordan, and other multi- and bilateral donors, local Non-Government Organizations (NGOs) and civil society organizations. Represent USAID in discussions with GOJ, NGOs, donors and cooperating agency and contractor personnel.

Participate in PFH implementing organization meetings which include all contractors, grantees and stakeholders. Follow up to ensure coordination among USAID's partners that implement health activities. Coordinate population and family planning (including reproductive health) activities with other donors and Global Bureau Cooperating Agencies working in Jordan as well as other technical offices within USAID. Collaborate on the development, implementation, monitoring and evaluation of special assessments/studies with other U.S. Government (USG) agencies, donors and implementing organizations.

Develop and maintain a continuous and extensive range of contacts with senior GOJ officials, especially at the Ministry of Health, the Jordan Association for Family Planning and with influential persons in the private and NGO sectors. Advise GOJ counterparts regarding USAID health strategy, population and health projects, family planning legislation and policies, and procurement policies and regulations.

Brief Embassy, USAID, Congressional and other high-level USG agency staff on the USAID PFH program. Prepare background material for briefings for USAID, Congressional and other visitors on the USAID PFH program. As needed, prepare material for speeches by senior-level USG staff, and for media coverage of PFH programs.

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. Bachelor's degree in a health related field (i.e. - Public Health, Medicine, Nursing, Nutrition, Pharmacy, etc.) is required. **Supporting documentation (i.e. a copy of Bachelor's degree certificate) must be included in the application for eligibility purposes.**
2. Three years of professional experience in project management, program planning, monitoring and evaluation, communications and reporting, and/or international development 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; else candidate will be tested again.
4. Skills & Abilities:
 - a) Must have strong interpersonal skills, must demonstrate ability to work within fluid team frameworks and to work effectively with supervisors, subordinates, colleagues and partners, both inside and outside the Mission.
 - b) Must demonstrate a clear willingness and ability to take initiative with minimal guidance.
 - c) Must demonstrate excellent oral and written communication skills, must be able to make presentations at workshops and give speeches at public events; must have the ability to draft clear, concise reports which are factual and analytical in nature.
 - d) Must demonstrate ability to work collaboratively with a broad range of professional counterparts within and outside of one's home organization.
 - e) 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. 6605/6673.