

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-14-019

OPEN TO: All interested candidates

POSITION: Project Management Assistant
Education and Youth Office

OPENING DATE: June 12, 2014

CLOSING DATE: June 25, 2014

WORK HOURS: 40 hours/week

SALARY: (Min. JD13,874 – Max. JD22,896)
Position Grade Level 09

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 Assistant in the Education and Youth Office. This is a Personal Services Contract (PSC) position, grade FSN-09. 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-09 level. USAID/Jordan may select more than one candidate with this solicitation.

Basic Function:

The incumbent serves as an activity assistant for the engineering team within the EDU program by collecting, investigating, managing, and distributing information associated with the USAID/Jordan EDU strategy and objectives.

The incumbent assists the Senior Project Management Specialist – Engineer, and other Engineering Team members in carrying out a full range of monitoring, administrative and information gathering and disseminating activities in support of this Development

Objective. These include financial management, technical support duties, preparing project and program documents, and performance of program and project administration.

Major Responsibilities:

Project Management

The incumbent serves as an assistant to the Contracting Officer's Representative(s) (COR)/Agreement Officer's Representative(s) (AOR) on one or more EDU Office projects. This includes assisting the COR/AOR in communicating with counterparts on a daily basis, receiving and analyzing periodic performance reports, discussing the projects' implementation milestones, adherence to performance indicators, conducting financial analysis of expenditures and consulting EDU team on necessary incremental funds, independently drafting and circulating the documents necessary for funding the activity, and performing all closeout procedures when the project ends.

The incumbent updates and analyzes information regarding EDU projects and shares this information/analysis with the COR/AOR managing these contracts and/or agreements.

The incumbent conducts field visits to project sites for which s/he is responsible in cooperation with the COR/AOR, and accompanies and actively participates with the COR/AOR in field visits and meetings to discuss major accomplishments and implementation plans for projects which the incumbent is the alternate COR/AOR.

The incumbent will establish communication with the implementing partners, including partners under host country awards, explain USAID regulations, requirements and procedures, collect data for reporting, and track and record all requests for COR/AOR actions.

The incumbent is charged with conducting end use checks and inventory inspections as instructed by the COR/AOR.

The incumbent is charged with providing a wide range of additional assistance to the EDU CORs/AORs on an "as-needed" basis. This assistance will include support to process waivers and routine requests that support the functioning of EDU Office programs.

The incumbent will help the engineering team in the process of compiling and producing the narrative and financial documentation for the annual Operational Plan that informs the US Congress of how the Mission intends to spend the budget allocation for the coming fiscal year. The incumbent will also help with compiling and producing the narrative for the annual Portfolio Reviews and Performance Plan Reports which inform the Mission Director and the US Congress as to the accomplishments that have been achieved in the previous fiscal year.

The incumbent will be in charge of working with the CORs/AORs, the communications team and the Senior Project Management Specialist/Engineer to finalize and update

success stories and other communication material drafted by the EDU Office and/or its programs.

Budget and Financial Management

The incumbent manages, updates, and reports on budgets, expenditures, contractors' invoices, tax exemption requests by contractors, and other financial reporting related to engineering and construction projects. S/he coordinates between the Financial Management Office (FMO) and the relative COR/AOR to manage the flow of budget and other financial information. The incumbent will work closely with Government of Jordan (GOJ) counterparts and the contractors to obtain and update the required financial reporting and will help the COR/AOR to analyze their projects' financial needs and articulate the financial information into the required mission and Agency documents.

The incumbent creates and manages a database to track financials for all activities under the EDU portfolio. S/he develops, maintains and updates financial tracking sheets for every activity and accordingly reconciles obligation and expenditure figures with the FMO to provide timely and accurate data to activity managers.

Project Development Assistance

The incumbent drafts a variety of project-specific documents, such as Project Implementation Letters (PIL), action memoranda, justifications, and source and origin waivers. S/he provides financial information and sources of funds for procurements under the EDU portfolio. S/he will draft responses to Mission management requests related to EDU activities as they arise.

Maintains and updates a correspondence tracking system to include all PILs, requests from the GOJ, payment applications by the contractors, and any other key correspondence that supports the management of engineering and infrastructure projects under the EDU portfolio.

The incumbent communicates with GOJ counterparts and different contractors regularly in coordination with the CORs/AORs to identify any specific needs or issues in program implementation and take necessary actions.

The incumbent performs routine translations for correspondence, program documents and occasional reports. S/he serves as principal interpreter at selected meetings with counterparts, necessitating a command for the technical teams' vocabulary in English and Arabic. The incumbent shares information with the Mission DO teams to promote cross sector synergies where possible.

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 Business Administration, Finance, International Development, Accounting, Management of Information systems is required.
Supporting documentation (i.e. a copy of certificates or degree) must be included in the application for eligibility purposes.
2. Minimum of three years of demonstrated and progressively responsible experience in the collection, analysis, and presentation of program results and financial data is required. Experience working on donor-funded projects is preferred.
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 demonstrated excellent oral communication skills, must have demonstrated ability to obtain, analyze, organize, evaluate, and interpret data and draft accurate reports with minimal grammatical errors; and to develop and present briefings.
 - b) Must have demonstrated ability to establish and maintain counterpart contacts in the host government, private sector firms, and Non-Governmental Organizations/Private Voluntary Organizations (NGOs/PVOs), and to manage and advise numerous consultants, contractors, and grantees.
 - c) Must have demonstrated ability to take initiative, work independently, work under pressure, establish priorities, and exercise sound judgment for recommendations and decisions.
 - d) Must have demonstrated excellent organizational/time management skills to perform work on numerous actions at the same time, keeping them all moving forward with minimal supervision even though each is at a different stage of completion.

- e) Must have demonstrated strong computer skills in specialized software, including Windows 2003, the Microsoft Office Suite, word processing and spreadsheets. Must have demonstrated excellent knowledge of programs related to budget development, project monitoring and databases.

Selection Process:

All 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.

Candidates who meet the minimum qualification criteria will be given an English test, after which the top-ranked candidates will be invited for a technical test. Top-ranked applicants with a high cumulative score will then be invited to 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.

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.