

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-15-003

**OPEN TO:** All Interested Current Employees of the Mission

**POSITION:** Project Management Specialist  
Economic Development and Energy  
Office

**OPENING DATE:** August 06, 2015

**CLOSING DATE:** August 19, 2015

**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 position in the Economic Development and Energy Office (EDE). 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:**

Reporting to the Deputy Director of the Office of Economic Development and Energy (EDE), the incumbent serves as a Project Management Specialist. S/he designs and manages competitiveness, enterprise development, poverty alleviation, workforce development, and local economic development activities under the Development Objective (DO)—Broad based, Inclusive Economic Development Accelerated. In addition to Project Management responsibilities, the incumbent will also be tasked with

managing office budget and/or M&E functions. The incumbent directly supervises activities under the DO.

## **Major Responsibilities:**

### **Project Management Design & Implementation**

The incumbent will manage a portfolio of EDE activities that will have a life of project value of approximately \$20 million and aim to increase competitiveness, promote enterprise development, alleviate poverty, support workforce development, and promote local economic development in Jordan. The incumbent works in close coordination with the Government of Jordan (GOJ), donors, other USG partners, non-governmental organizations (NGOs), and other stakeholders to accomplish USG goals and objectives in the above described technical areas. S/he represents the USG at high level functions related to his/her area of technical expertise. The incumbent is responsible also for the following as it relates to the incumbent's portfolio:

1. Reviews and analyzes sub-project proposals and provides written and oral recommendations to senior mission management regarding USAID support.
2. Prepares design documents, scopes of work for goods and services, reviews pre-qualification and proposal information, and provides recommendations regarding contractor selection.
3. Inspects and reports on USAID/EDE-financed projects in Jordan. Plans and conducts periodic field inspection trips to monitor contractor and grantee adherence to contract and grant terms, progress of projects, quality of work, and source and origin of equipment on site. Meets with contractor, grantee, and owner representatives to discuss problems and possible solutions. Explains USAID regulations and requirements and provides technical advice to contractors, grantees and clients including advice on Jordanian laws and regulations. Some overnight travel is required. Prepares trip reports which include recommended solutions to unresolved problems.
4. Reviews periodic reports submitted by contractors and grantees on all assigned projects and comments on completeness, accuracy, problems and recommendations.
5. Reviews periodic billings for reasonableness and advises appropriate USAID offices regarding certification of monthly billings.

The incumbent will provide high quality leadership and guidance in each of the technical areas defined above and will lead efforts to design and implement high quality projects to increase economic growth in Jordan. The incumbent is responsible for the design of new fiscal reform, competitiveness, enterprise development, poverty, local economic development and workforce development programs in the Office of Economic Development and Energy. In designing programs, s/he coordinate and consults with Ministers, Secretary Generals, Chairmen, Board Members, Directors of NGOs, senior and mid-level government officials and private sector leaders to ascertain host government and private sector priorities and objectives.

The incumbent identifies issues and sectorial constraints which may affect the design or development of USAID projects. The incumbent oversees project design efforts; prepares concept papers, project approval documents, scopes of work, and other procurement-related documentation; leads technical evaluation committees; and provides written recommendations regarding contractor selection. S/he works with the contractor to develop and approve work plans, process modifications, waivers and other paperwork to ensure smooth start-up and day-to-day functioning.

### **Budget and Financial Management**

The incumbent will manage updates and reports on the DO1 budget. S/he coordinates between the Financial Management Office (FMO) and the relative COR/AOR to manage the flow of budget information. The incumbent will help the COR/AOR to analyze their projects' financial needs and to articulate the financial information into the required mission and Agency documents.

The incumbent backstops the EDE team member tasked with tracking the financial position of EDE activities, providing advice on forward funding, developing accrued expenditure reports, and reviewing and processing the documents for un-liquidated residual balances under contracts and other procurement instruments. S/he helps to ensure that obligations and expenditures are made in accordance with the approved financial plans. The incumbent may help to analyze reports of obligations and liquidations to ascertain conformance with the plans.

The incumbent analyzes CORs/AORs project's financial needs and helps the SO leader to articulate and reflect the financial information. The incumbent prepares budget input for the Annual Report. S/he administers the approved budget in accordance with the Agency's procedures, standards and regulations in close consultation with the DO Team Leader.

The incumbent creates a database to be able to maintain the financial tracking system for all activities under the DO. 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.

### **Monitoring and Evaluation**

The incumbent will serve as a Monitoring and Evaluation support staff to the AOR/COR within his/her assigned office or in the Office of Program Management. S/he may be required to play a role in developing and implementing the Monitoring and Evaluation Plan within projects and coordinate monitoring and evaluation activities. Moreover, the incumbent will assist in designing and implementing baseline surveys, situation analyses, needs assessments, lessons learned, mid-term evaluations, and final valuations as per the approved Monitoring and Evaluation plan.

The incumbent will assist his/her assigned team in analyzing data and developing and revising action plans, ensuring that data is incorporated into the program design to improve performance and increase program impact. S/he will work with AOR/CORs to provide information and documentation that will satisfy USAID Monitoring and Evaluation requirements. This may require significant time in the field and travel around

the country. The incumbent also plays a supporting role in collaborating with his/her assigned office and the Mission's Monitoring and Evaluation Specialist, the Gender Team Leader, the Mission's Environmental Officer, and others to ensure that their inputs are incorporated into each program (i.e., cross- sectorial collaboration, monitoring and evaluation principles, incorporating lessons learned and findings from previous experiences, gender analysis, gender-sensitive approaches and indicators, and environmental compliance requirements).

### **Professional Liaison & Outreach**

The incumbent develops and maintains a broad range of contacts, including senior and mid-level contacts: Ministers, Secretary Generals, Chairmen, Board Members, Directors of NGOs, and corporate Vice Presidents (VPs) in such organizations as the Ministries of Industry, Tourism, Labor, Planning and International Cooperation, business associations, the private business community, and other donor agencies. The incumbent 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.

The incumbent works closely with the Outreach Team in the Office of Program Management to communicate events, success stories and share activities via social media, press releases, talking points, and fact sheets to effectively communicate Mission accomplishments. As well, the incumbent supports VIP visits and helps control officers in presenting briefing materials. This may require field visits to project sites for which s/he is responsible in order to collect information and to work with implementing partners on setting event schedules, writing scene setters etc.

### **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 Bachelor's degree in Business Administration, Finance, Banking, Economics, International Development, or Public Policy, is required. **Supporting documentation (i.e. a copy of degree certificate) must be included in the application for eligibility purposes.**
2. At least Three years of professional experience that demonstrates progressive responsibility in managing or implementing economic growth programs.

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 a thorough knowledge of management concepts, economic business principles, and economic development approaches that support economic growth and job creation.
  - b) Must have a thorough knowledge of needs of the Jordanian private sector and how these needs affect community development.
  - c) Must have demonstrated knowledge of the current Jordanian business enabling environment including the legal/regulatory framework, government or quasi-government institutions which support the business sector, firms, and NGOs.
  - d) Must have demonstrated knowledge of current trends related to enterprise development and youth/workforce development, as well as their impact on communities.
  - e) Must have demonstrated knowledge on Jordan's current development prospects and economic priorities, as well as demonstrated familiarity with policies related to development assistance.
  - f) Must have demonstrated computer skills in specialized software including Windows 7 and Microsoft Office Suite.

#### **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](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. 6605/6117.