

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-15-008

**OPEN TO:** All interested candidates

**POSITION:** USAID Project Development Specialist  
Program Management Office

**OPENING DATE:** October 22, 2015

**CLOSING DATE:** November 4, 2015

**WORK HOURS:** 40 hours/week

**SALARY:** (Min. JD17,783 – Max. JD29,340)  
Position Grade Level 10

**PLACE OF PERFORMANCE:** Amman, Jordan

USAID/Jordan has an immediate vacancy for a Project Development Specialist position at the Office of Program Management (PRO). 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. The qualified selected candidate may be employed at a trainee level until reaching the position's full performance level.

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 Project Development Specialist works in the Mission's Program Office (PRO) and reports to the Program Development Specialist. As part of the Project Development Unit within PRO, s/he provides guidance and support to USAID/Jordan Development Objective (DO) teams and Mission staff on a full range of functions related to project planning, design, review, and approval. This includes helping coordinate the project planning and design function within PRO; advising DO teams on Agency and Mission policies and procedures; playing a quality assurance role, supporting preparation of project appraisal documents (PADs), analyses, and reports; and, tracking Government of Jordan (GOJ) development priorities and interests.

## **Major Responsibilities:**

### Project Design and Development

Manage, guide, and in some cases undertake the planning, design, and development of projects, including:

- Keep abreast of all Agency guidance and developments regarding project design.
- Advise DO teams on Agency and Mission policies, procedures, and practices related to project design, review, and approval.
- Serve as “quality control” point for all project design, implementation, and procurement documentation related to the portfolios of their assigned DO team; ensure that documents and decisions are consistent with USAID policies and practices; and, ensure that documents are clearly and concisely written and meet the high standards that USAID/Jordan seeks to maintain.
- Represent the Program Office on project design teams, comprised of representatives from various Mission offices, particularly for the portfolio the incumbent is assigned to cover.
- In collaboration with the responsible DO team member, share the responsibility of coordinating each project design from its inception to its completion, including development of a detailed design approach and schedule, and convening of design team meetings to review progress and resolve emerging issues.
- Actively participate in and assist DO teams in preparation of project design documents, such as concept papers, project appraisal and authorization documents, modifications to project design documents, analyses, project implementation justifications and waivers, and financial plans.
- Prepare and maintain tools to track and report progress on a continuing basis and contribute to the formulation of a Mission-wide design schedule; alert Program Development Specialist of challenges and collectively determine approach for timely resolution.
- Design and participate in in-depth technical, economic, financial, administrative, and social feasibility analyses related to the relevant programmatic area – including analyzing and assessing host country’s development challenges, opportunities, needs and priorities, and assessment of the activities of other donors; and, help incorporate findings into project approaches and interventions.
- Propose approaches and actions which will elicit maximum host government support, including through direct government-to-government arrangements and partnerships with local organizations.

- Help strengthen project linkages and cross-sectoral collaboration among USAID projects and with other host country and donor programs, as well as with the private sector through pursuit of alliances that might leverage U.S. assistance funds.
- Interface with DO teams, the Acquisition and Assistance Office, the Financial Management Office, and other Mission offices to ensure that project design, procurement planning, and other pre-obligation processes stay on schedule.
- Interface with DO teams, the Mission's Monitoring and Evaluation Specialists, the Gender Team Leader, the Mission's Environmental Officer, and others to ensure that their inputs are incorporated into each design (i.e., cross-sectoral collaboration, monitoring and evaluation principles, incorporating lessons learned and findings from previous experiences, gender analysis, gender-sensitive approaches and indicators, and environmental compliance requirements).
- Manage the Mission review and clearance process of project design documents, including scheduling of review meetings, circulating documents, soliciting issues, preparing meeting agendas and issues papers, and documenting review meeting proceedings and decisions.

#### Backstop Development Objective Teams

Serve as backstop to DO teams on a broad range of issues, including project design, reporting, and budgeting needs:

- Lead process of helping DO teams draft preparation of program descriptions, statements of work, budget estimates, and other procurement documents for program analyses and projects, by providing advice and taking the lead to draft, edit, and/or compile input.
- Serve on technical evaluation committees for new procurements, particularly for the portfolio the incumbent is assigned to cover.
- At times, serve as the Contracting Officer Representative (COR) for analyses, assessments and studies; and, serve as the main point of contact between the assigned DO team and the Mission-wide monitoring and evaluation contract and/or other external contractors hired to conduct and assessment/study.
- Assist with drafting and preparation of recurring annual operational plans, performance reports, performance management plans, budget request documents, program audit responses, and other relevant documents.
- Support DO teams with portfolio reviews, including providing guidance on regulations and procedures, reviewing documentation, developing issues paper, facilitating meetings, documenting portfolio review meeting proceedings, and tracking completion of follow up actions.

- Assist with drafting and amending program and project guidance, such as Mission Orders.
- Contribute to efforts to maintain the integrity of USAID programs and projects, such as providing input into the annual internal control assessment and supporting corrective measures to address weaknesses.

Qualification Criteria:

1. A Bachelor's Degree in one of the following fields: international relations, business administration, management, economics, education, water and environment, engineering, health, political science, or social sciences. **Supporting documentation for the University Degree must be included in the application for eligibility purposes.**
2. Five years of progressively responsible and relevant professional experience in project design, development, management, and monitoring and evaluation is required. At least three of these years should be in development assistance either with a donor or development organization.
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 and Abilities:
  - a. Must have demonstrated technical expertise and experience in planning, programming, and project design skills.
  - b. Must have demonstrated strong knowledge of principles of strategic planning, project development, logical framework, analytical requirements, implementation, monitoring and evaluation, and financial planning.
  - c. Must have demonstrated thorough knowledge of Jordan's development environment, and economic, political, social, and cultural characteristics as well as Jordan's development challenges, needs and priorities.
  - d. Must have demonstrated ability of analyzing, managing, coordinating, and guiding project design and management efforts.

- e. Must have demonstrated the ability to establish rapport and maintain contacts with relevant partners within USAID, GOJ, NGOs, and the private sector.
- f. Must have excellent skills to obtain, analyze, interpret, and manipulate a variety of data; communicate effectively, both orally and in writing; prepare concise and accurate reports and documents; manage and evaluate diversified and complex projects and strategies; and, offer sound, accurate, relevant and timely advice based on the best available information and objective decision-making criteria.
- g. Must have the ability to work in fast paced, team-oriented and collaborative environment is important.
- h. Must have ability to perform any of the mandatory analysis and formulate non-technical sections of a design document.
- i. Must have demonstrated ability to work independently with minimal supervision, with ability to take initiative, identify priorities and manage time and multiple responsibilities effectively.
- j. Must have demonstrated excellent computer skills in specialized software including Windows and Microsoft Office suite, data analysis tools, web research, presentation software, and ability to navigate the Internet with ease.

#### 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.