

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-15-010

OPENING DATE: December 3, 2015

CLOSING DATE: December 16, 2015

POSITION: Development Assistants
USAID/Jordan Offices

PERIOD OF PERFORMANCE: One Year

PLACE OF PERFORMANCE: Amman, Jordan

SECURITY ACCESS: HSPD-12 Facility Access level US
Government Security Clearance

AREA OF CONSIDERATION: U.S. Citizens (Ordinarily Resident)
Former Peace Corps Volunteers
And Fulbright Scholars Only

WORK HOURS: 40 hours/week

MARKET VALUE: Position Grade GS-09
Annual Salary (Min USD42,399 – Max. 55,116)

USAID/Jordan has up to five open vacancies for individuals who are American Citizens and former Peace Corps Volunteers and Fulbright Scholars to occupy five Development Assistant positions within the USAID/Jordan offices.

Interested candidates must have served at least two years in Jordan in development or humanitarian roles, and must be able to obtain a U.S. Government (USG) security clearance at the HSPD-12 “Facility Access” level.

This is a United States Personal Services Contract (PSC) position, grade GS-09 with limited benefits. The work schedule is 40 hours per week. The salary level of the selected candidate for this one-year contract will be based on their previous salary earnings. All applicants must have the ordinarily resident status to be eligible for consideration.

I. Background

The USAID Mission to the Hashemite Kingdom of Jordan has been working to improve the quality of life for the Jordanian people for more than 50 years. Recently, the Mission

has seen significant growth in many of its program areas and now has one of the largest portfolios of any USAID Mission in the world. USAID assistance is provided in six main objective areas including democracy and governance, economic growth, water resource development, energy, education reform, and health as well as humanitarian assistance stemming from the Syria crisis.

Given this rapid growth as well as the development and humanitarian assistance challenges facing the Mission in the coming year, we have an urgent need for Development Assistants who will support the development and implementation of Mission programs across various offices.

II. Basic Function of the position

The Development Assistant will be responsible for supporting USAID/Jordan's programs and operations. The incumbent's placement within USAID/Jordan will be coordinated by the Front Office and the Executive Office based on the Mission's needs, and the qualification and the experience of the applicant. Depending on final placement, the incumbent will spend significant time working directly with various USAID implementing partners at the field level to design, implement, monitor and evaluate development projects and initiatives under the direction of the Assistance or Contract Officer's Representative (AOR/COR).

The incumbent is also responsible for supporting the USAID/Jordan outreach and communications gathering information from Mission Office Directors, Embassy Public Affairs Section, Ambassador's Executive Assistants, Government of Jordan, and other parties pertaining to policies, regulations, and best practices towards the development of efficient system that communicates USAID/Jordan objectives and achievements to the Jordanian public and other stakeholders.

III. Major Duties and Responsibilities

Project Design

The incumbent is an essential member of USAID's Development Objective Teams, contributing to the design and implementation of multi-million dollar projects (ongoing projects' average budget is about \$17 million). S/he will be required to combine his or her first-hand knowledge of Jordan's development context with USAID's policies, to help formulate projects that contribute to the larger cooperation strategy defined in the Country Development Cooperation Strategy. S/he must be familiar with, and apply existing analysis and best practices, along with his or her experience, in the project design process. Specifically, USAID/Jordan is looking for the incumbent to use his or her experience in Jordan to broaden the range of implementing options considered during the design process.

As part of a design team, the incumbent will present alternative design options to the Office Director and the Front Office, defending decisions that can at times be controversial or resisted by other offices in the Mission. After participating in the elaboration of project design documentation, the incumbent will also explain a new

project to a Mission Review Committee, answering questions and providing clarification to USAID/Jordan's senior staff.

Monitoring & Evaluation

The incumbent will serve as a Monitoring and Evaluation staff in his/her assigned office. S/he will be required to contribute to the development and implementation of Activity Monitoring and Evaluation Plans, coordinating tasks with the AOR/COR, the Program Office, the Monitoring and Evaluation Support Project, and several implementing. Moreover, the incumbent will participate in designing and implementing baseline surveys, situational analyses, needs assessments, lessons learned, mid-term evaluations, and final evaluations in order to assess and learn from project implementation. This will require significant time in the field and travel around the country. The incumbent will analyze performance data, and develop and revise action plans, ensuring that data are 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 reporting requirements of the Mission's Front Office, the Ambassador, USAID Washington, and other stakeholders like the U.S. Congress.

The incumbent also will collaborate with his/her Office Director and the Mission's Monitoring and Evaluation Specialists, the Gender Team Leader, the Mission's Environmental Officer, and others to ensure that their input is incorporated into each program (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). Finally, s/he will help the Mission implement a new performance management information system – DevResults – in close coordination with AORs/CORs and the Program Office.

Communications & Outreach

The incumbent works closely with the outreach team in the Office of Program Management to research and respond to inquiries from both inside and outside the Agency concerning effective and efficient processes of documents, agency policies, and best practices on key topics and emerging issues; such as diaspora engagement, mobile banking, gender programming, disabilities programming, monitoring and evaluation, and geographic information systems. S/he also assists with drafting input for various Mission reports to Congress, including, but not limited to, the performance plan and report, and the operational plan. This responsibility will involve data collection, analysis, interpretation and will involve ad hoc research on development issues and best practices.

The incumbent will participate in outreach and representation, including VIP visits and events in Jordan. This responsibility will include assistance with events hosted by the Ambassador and/or USAID/Jordan Mission Director. S/he will issue and assist in developing briefing materials, reports and other needed documentation related to events such as speeches, opening/closing remarks, and presentations.

The incumbent will work with Office Directors, team leaders and staff in reviewing and editing official documents, press releases, speeches, Mission Orders and other written documents for proper language, logical flow, and applicable consistent regulations, references and authorities. This will include high-level documents that will require the Mission Director's signature and would be presented to high level contacts, such as USAID Administrator, Ambassadors and Government of Jordan Officials.

Knowledge Management & Research

The incumbent will support the collection of targeted data from across the USAID/Jordan Portfolio. This may include data from the Office of Middle East Program (OMEPE) Regional Office and other USG agencies in Jordan and USAID/Washington. S/he will strengthen linkages and cross-sectoral collaboration among USAID projects and between Development Objective Teams through analyses related to the relevant programmatic area – including analyzing and assessing host country development challenges, opportunities, needs and priorities, and assessment of the activities of other donors; and helps incorporate findings into project approaches and interventions.

IV. Other Significant Facts:

1. Reporting responsibility

The incumbent will be supervised by the assigned Office director or his/her designee.

2. Supervision Exercised:

This is a non-supervisory position.

3. Authority to make commitments:

The incumbent will have no independent authority to commit U.S. Government funds on behalf of the U.S. Government.

4. Physical Demands:

The primary location of work will be the USAID/Jordan Mission, located in USG-provided facilities in Amman, Jordan. Work in the office is expected to be mostly sedentary. Secondary locations will include implementing partner offices, field offices, project site field locations, Government of Jordan offices, the offices of bilateral and multilateral donors and NGOs, and attendance at conferences and trainings.

5. Clearances:

Security Clearance: Applicants must already have or be able to obtain an HSPD-12 Facility Access level US Government Security Clearance.

Medical Clearance: The selected candidate must be able to obtain medical clearance required for this position.

V. Minimum Qualification Criteria:

Selection will be based on the following criteria (Maximum Points Available: 100). Applicants who meet the minimum qualifications will be further evaluated based on the following evaluation factors. Applicants are required to address each of the evaluation criteria, describing specifically and accurately what experience, training, education, and/or awards they have received that are relevant to each factor. USAID reserves the right to conduct interviews with the most highly ranked applicants.

Education (15 points):

Bachelor's Degree from an accredited university in political science, international development/affairs, public administration, public policy, other social sciences or a related project management field.

Experience (30 points):

The incumbent must have demonstrated a minimum of two years of relevant experience in international development in Jordan. Previous experience in working within a team structure is desirable.

Skills, Knowledge and Abilities (40 points):

The incumbent must have the following skills, knowledge and abilities:

- Basic knowledge and understanding of comparative political, social, economic, and cultural structures.
- Excellent interpersonal skills and the ability to work within a team structure in a demanding environment, with capability of handling tasks with varying deadlines.
- Knowledge of development prospects and priorities in the Middle East in general and Jordan in particular.
- Knowledge of the Jordanian history, culture, and working environment.
- Knowledge of the United States foreign/national security policy implications for development assistance.
- Excellent computer skills in specialized software, including Windows, the Microsoft Office Suite, word processing and spreadsheets.

Language Skills (15 points)

Level IV in both written and spoken English. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English. Knowledge of Arabic Language is desired but will not count toward language skills score.

VI. 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 candidates with passing scores will be invited for a technical test. Top-ranked applicants 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.

Interested applicants for this position should submit the below listed forms electronically to ammanresumesusaid@usaid.gov

- A. Application for Federal Employment OF612; 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.

For a full position description, please visit the:
http://jordan.usembassy.gov/job_opportunities.html

VII. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a United States Personal Service Contract holder is normally authorized the following benefits and allowances:

- Employer's FICA Contribution,
- Contribution toward Health & Life Insurance,
- Pay Comparability Adjustment,
- Eligibility for worker's Compensation,
- Annual & Sick Leave.
- **Federal Taxes: USPSCs are not exempted from payment of Federal Income Taxes.**

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6117.