

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-16-001

OPEN TO: All interested candidates

POSITION: USAID Development Assistance Assistant
Southern Syria Assistance Platform (SSAP)

OPENING DATE: January 7, 2016

CLOSING DATE: January 20, 2016

WORK HOURS: 40 hours/week

POSITION GRADE: Foreign Service National (FSN) Grade-08

ANNUAL SALARY: Min. Step 01 (JD12,380) Max. Step14 (JD 20,427)

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for a Development Assistance Assistant in the Southern Syria Assistance Platform Office (SSAP). This is a Personal Services Contract (PSC) position, grade FSN-08. 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-08 level. USAID/Jordan may select more than one candidate with this solicitation.

Basic Function:

This position directly supports programs within the USAID SSAP team including non-lethal assistance and transition assistance. The SSAP team thrives on teamwork and, therefore, flexibility is expected to support other areas of the organization as needed. The incumbent is expected to manage outreach and networking both internally within the U.S. Government and externally with partners and potential new partners. Translation, administrative and language support will be provided to the entire USAID SSAP as needed.

Major Responsibilities:

SSAP Program Support

Responsibility to monitor ongoing events inside Syria and maintain a database(s) with information regarding critical trends and developments and data related to armed actors, extremist groups, local governance and civil society.

Conduct daily research on current and past events in Syria. The research will include the impact of these events on the opinions and attitudes of the local population, those affected by the events, where the events occurred, key facts about the events, and any other important pertinent information. This research will include global sources on both traditional and social media outlets distributed both by print and online. The incumbent will also have access to US Government resources to use for this research. It is expected that all of this research will be tracked and stored in the aforementioned databases.

Advise the USAID SSAP team on the current political environment in southern Syria and other regional locations. The incumbent will advise on how current or future events may affect aid provided by the US Government, ongoing and future essential services projects, non-lethal assistance, transition assistance and/or internal/external partners working inside Syria. The incumbent is expected to make recommendations based on their expert knowledge of the situation and daily research they will be conducting.

Tasked to provide both written and oral briefs that will enable SSAP management to have better information regarding situational awareness, allowing them to better direct assistance efforts and to appropriately advise policymakers on southern Syria.

Manage small projects as needed that may include, but not limited to, helping coordinate team meetings, coordinating external meetings with partners and assisting with the needs of visitors arriving to post.

Outreach and Networking

Maintain our current network and database of Syrian contacts and work to develop new, management-approved contacts inside Syria. These contacts should help the SSAP team identify members of civil society, local government and other key interlocutors in areas of interest. It is expected that the contacts will provide first-hand knowledge of atmospherics in the region.

Work closely with internal and external Syrian partners to monitor ongoing programs, exchange reporting on current events, track on-the-ground information inside the region, communicate program and strategy details and understand current needs/priorities inside the region.

Translation, Administration and Language Support:

Translate and report on daily social media and news that is relevant to current events within the region.

Act as a translator for critical meetings with new and existing contacts and partners. The incumbent will need to demonstrate a high level of professionalism in conversations regarding sensitive topics and have the demonstrated ability to translate items appropriately and accurately.

Provide any supporting documentation the USAID SSAP team may need in Arabic. This may involve items like creating new documents in Arabic, translating written or oral briefs from English to Arabic or vice versa, formal communication to some of our Arabic speaking partners and translating survey information or formal data from Arabic to English.

Qualification Criteria:

1. Bachelor's Degree in Business, Political Science, Language/Translation, Public Administration, International Relations, Economic Development, or Public Relations is required. **Supporting documentation for the University Degree must be included in the application for eligibility purposes.**
2. Four years of experience in international development fields together with experience dealing with conflict stricken countries (e.g. Syria) are required. At least one year of proven experience is required in translating and/or interpreting verbal and written English to Arabic and vice versa.
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:
 - Excellent translating and interpreting skills together with the ability to write and communicate professionally in English and Arabic as needed.
 - Excellent interpersonal skills, the ability to develop and maintain effective relationships and establish and enhance communication with a variety of stakeholders.

- High level of professionalism in attitude and appearance, as s/he will represent the United States Government when dealing with partners and stakeholders.
- High level of accuracy, attention to details, punctuality, and time management.
- Excellent computer skills, especially word processing, spreadsheet and data analysis tools, web research, and presentation software with the ability to navigate and research the internet and social media/networking sites.
- Success oriented with high level of self-motivation, with the ability to work in a fast paced, team-oriented and collaborative environment.
- Excellent skills to obtain, analyze, interpret, and manipulate a variety of data points; prepare concise and accurate reports/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.
- The ability to deal with challenges/problems and provide advice on ways to solve problems and/or improve the situation.
- Ability to innovate and create new approaches or fine tune existing approaches so they are easy-to-understand and efficient ways of reporting.

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. 6605/6117.