

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-16-004

OPEN TO: All interested candidates

POSITION: USAID Project Management Specialist-Democracy
Democracy and Governance Office

OPENING DATE: January 21, 2016

CLOSING DATE: February 03, 2016

WORK HOURS: 40 hours/week

POSITION GRADE: Foreign Service National (FSN) Grade-11

ANNUAL SALARY: Min. Step 01 (JD20,401) Max. Step14 (JD 33,661)

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for a USAID Project Management Specialist in the Democracy and Governance Office (DRG). This is a Personal Services Contract (PSC) position, grade FSN-11. 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-11 level. USAID/Jordan may select more than one candidate with this solicitation.

Basic Function:

The incumbent will serve as a Project Management Specialist for the Democracy & Governance Development Objective and within the Democracy, Human Rights and Governance (DRG) office, with responsibility for the design and implementation of a variety of programs such as Civic Engagement, Local Governance, Civil Society, and Media. These activities are designed to support the DRG objectives in Jordan. The incumbent will report to the Democracy and Governance Officer, and serve as a strategic advisor to the DRG Office Director and senior Mission management, ensuring ongoing and timely analysis of social trends, data and key obstacles to development in Jordan and ways the Mission can adapt to new challenges across the portfolio. S/he

will lead the integration of Civic Engagement, Local Governance, and Civil Society, Media activities across all of the Mission's technical offices and into all of the Mission's current and future mechanisms. Together with the other members of the teams, s/he will be responsible for meeting USAID/Jordan's objective of Strengthened Democratic Accountability.

Major Responsibilities:

Project Management

The incumbent will manage a portfolio of activities spanning two activities within the DRG Development Objectives (DOs). S/he will serve as a Contracting Officer Technical Representative (COR/AOR) for on large DRG initiative and as Activity Manager and Alternative COR/AOR for several activities within the DRG portfolio. In this capacity, the incumbent will prepare project implementation documents, coordinate project activities with relevant ministries and Jordanian organizations and manage USAID inputs for successful implementation of project(s). S/he will provide oversight for implementation of activities in the sector(s) assigned to her/him, including management of contract team(s), project consultants, and NGO grants to ensure that project activities are implemented according to approved work plans. The incumbent will conduct site visits, review reports and perform assessments to monitor program progress, as well as contractor and NGO performance in the implementation of activities.

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 her areas of technical expertise. Moreover, given DRG's and cross-cutting nature within the Mission, the incumbent will be responsible for engaging with other DO Teams to ensure the integration of DRG principles and best practices into ongoing and new projects at both a strategic and technical level.

In her/his capacity as a program manager, the incumbent is responsible for reviewing, analyzing and approving sub-project proposals; inspecting and reporting on USAID projects; conducting 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; meeting with contractor, grantee, and owner representatives to discuss and resolve issues; explaining USAID regulations and requirements to implementing partners; and providing technical advice to contractors, grantees and clients including advice on Jordanian laws and regulations.

The incumbent reviews periodic reports submitted by contractors and grantees on all assigned projects and comments on completeness, accuracy, problems and recommendations. S/he also reviews periodic billings for reasonableness and advises appropriate USAID offices regarding certification of these billings

In his/her capacity as a program manager, the incumbent will contribute to the completion of required monitoring and evaluation efforts relevant to the USAID/Jordan DRG Office. This includes design and monitoring of performance monitoring plans; completion of data quality assessments and portfolio reviews; and the provision of

information needed to complete relevant sections of annual agency performance plans and reports; and supervision and implementation of internal evaluations or mid-term project/program reviews.

Project/Program Development

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 Democracy and Governance in Jordan. The incumbent is responsible for the design of new programs in the Office of Democracy, Rights and Governance and under the auspices of both the Democracy DO Teams. In designing programs, s/he coordinate and consults with Civil Society leaders, Directors of NGOs, senior and mid-level government officials and private sector leaders to ascertain host government and civil society 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.

S/he will prepare statements of work, comprehensive sector assessments and other required technical materials for any solicitation for assistance and/or acquisition regarding specified programs. Continually assess developments and trends in the area of democracy and governance -including tracking any changes in policies, programs, or other related sectors such as economic development that affect development in Jordan.

Professional Liaison and research

The incumbent develops and maintains a broad range of contacts, including with ministers, commissioners, secretaries general, and directors of NGOs, chambers of commerce, business associations, corporate leaders, and key technical staff of other donor agencies. The incumbent uses these contacts to assure regular 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 policies and/or projects relevant to USAID's development program.

In addition to more general responsibilities, the incumbent will represent USAID/Jordan at donor coordination meetings led by Jordanian government ministries. In this capacity, the incumbent contributes to the development and review of joint strategies, group discussions about best practices, and planning and coordination in support of sector development.

The Project Management Specialist is expected to respond flexibly and capably to a wide range of work-related requirements. This includes, but is not limited to, responding to congressional inquiries, Washington policy and operational requests, supporting VIP

visits and carrying out ad-hoc assignments as dictated by unforeseen operational requirements at the discretion of USAID/Jordan Senior Management in Amman.

Actively participate in the development of required reports for internal USAID purposes (Annual Report, portfolio reviews, and briefing/talking points for high-level visits). S/he will regularly liaise with gender and DRG specialists in Washington to ensure that the Mission is on the cutting edge of gender and DRG programming, design for the Middle East Region, and will ensure Mission compliance will all applicable rules and guidelines pertaining to Gender and DRG programming.

Qualification Criteria:

1. A bachelor degree in one of the following fields: law, public administration, business administration, political science, international relations, engineering, economic development, literature, linguistics, anthropology or history, is required. **Supporting documentation for the university degree must be included in the application for eligibility purposes.**
2. Five years of experience in working on development projects or as a legal practitioner is required. One-year experience in an international organization is also required.
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; or else, candidate will be tested again.
4. Skills and Abilities:
 - Must have demonstrated ability to collect and organize information, analyze data, use technical reference material, and write coherent project documents and reports.
 - Must have strong interpersonal skills and ability to work within a team and negotiate with others. Able to establish and maintain an extensive range of contacts with GOJ officials, NGO staff, and representatives of donor organizations.
 - Must have the ability to dialogue with USAID and host country decision-makers and make clear and persuasive oral presentations.
 - Must have demonstrated computer skills in specialized software including Windows and Microsoft Office Suite, and also demonstrated 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

- 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.