

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-57**

OPEN TO: All Interested Candidates **DATE:** 04/22/2011
TITLE: AID Development Assistance Specialist (Municipal Services) **AGENCY:** USAID
GRADE: FSN-11 (Rs. 2,518,042 p.a. to Rs. 4,687,961 p.a.) **LOCATION:** ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The USAID/Pakistan Democracy and Governance Office's (DG) Municipal Services Advisor will serve as the Mission's point person on its \$265 million municipal services delivery program implemented through Pakistan's Provincial Governments. The incumbent will advance USAID's work to improve and expand provision of basic public services in targeted geographic areas across Pakistan by providing USAID with technical input and oversight of the municipal services program in Punjab, Sindh, Khyber Pakhtunkhwa (KPK) and Balochistan. S/he will also provide in-depth situational awareness of current socio-political trends relating to governance more broadly within this area of responsibility. S/he will do this in at least three different ways: firstly, by serving as the senior democracy and governance (DG) resource person within the DG Office on municipal governance and basic services; second, by coordinating and providing technical advice to USAID staff in Lahore, Karachi and Peshawar that are implementing these programs directly; and, finally, by engaging the Government of Pakistan (GOP) and the Provincial Government counterparts on policy issues and other matters related to program design, implementation and oversight. Following the completion of applicable training and certification requirements, the Municipal Services Advisor will assume AOTR/COTR duties for one or more activities in this area.

In addition to serving as USAID's senior municipal services technical officer and program manager for nationwide initiatives in support of the Municipal Services Development Program (MSDP), the officer will track other democracy related issues, including but not limited to civil society development, policy reform and political trends, electoral developments, and other governance related subjects of interest to the Consulates and USAID/Islamabad. The Advisor may be called on to provide information and recommendations on a range of democracy-related matters and also serve as back-up to the Democracy Officer and Advisors in the DG office. The Municipal Services Advisor, while reporting directly to the Director of the DG Office, will also liaise frequently with other USAID offices in Lahore, Karachi and Peshawar. S/he will be a virtual team member of the DG teams in the Consulates and will be expected to maintain frequent communication and interaction with those offices to ensure that s/he remains abreast of events in the sector.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Master's degree, in political science, economics, public administration, engineering, project management, or a related field is required.

EXPERIENCE: A minimum of seven years of progressively responsible, professional-level experience in governance-related project management in the public or private sector, preferably related to municipal service delivery. Demonstrated experience in good governance programming is essential. Relevant types of experience include analytical work, program design and management, and direct technical assistance. Prior work experience with a donor agency or donor implementing partner, the Government of Pakistan, a Provincial Government(s) or non-governmental organizations (NGO) on governance and service delivery related issues is highly desirable.

LANGUAGE: Level IV (fluent) English language proficiency, speaking and writing, as well as written and spoken Urdu proficiency, is required.

KNOWLEDGE: As the Municipal Services Advisor the incumbent will be expected to support Democracy and governance municipal service delivery programs but may also be called on to support a variety of Democracy and governance sub-sectors (including, but not limited to, public administration, local governance, civil society, rule of law, anti-corruption, etc.). Broad knowledge of the principles and accepted practices of democratic governance is a must. The incumbent should be familiar with applicable Pakistani laws and regulations that shape, constrain, or otherwise impact efforts to improve governance in the country. Similarly, s/he must understand the complexities of local cultural and socio-political institutions and their interrelationship with governance issues. Understanding of

Democracy and governance program goals and familiarity with best practices in project design, development, implementation and/or evaluation is a must.

ABILITIES & SKILLS: Excellent judgment, sophisticated analytical and interpersonal skills, and strong organizational ability required. Must be able to obtain, analyze and evaluate a variety of data; organize, interpret and present it in meaningful oral or written form for varied audiences and provide solid analysis leading to sound financial, programmatic and policy decisions. Requires the ability to draft factual and interpretive memos, providing clear and well-supported recommendations and provide objective information and advice. This position, while based at the DG Office in Islamabad, will work closely with colleagues in the provincial Consulates. Therefore, the incumbent will need to develop and maintain cordial, professional relationships and perform in a team environment with provincial offices. A high degree of computer literacy is required including, the ability to create and manipulate budget spreadsheets utilizing and introducing new computer programs; manipulate and present a variety of data to different audiences; utilize office technology for increased productivity and develop and manage complex accounting and control systems.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.

2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 5, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.