

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-63**

OPEN TO: All interested candidates
TITLE: AID Development Program Specialist
GRADE: FSN-10 (Rs. 1,971,957 p.a. to Rs. 3,650,401 p.a.)
LOCATION: Islamabad

OPENING DATE: April 29, 2011
CLOSING DATE: May 12, 2011
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The Development Program Specialist is located in the Monitoring and Evaluation unit of the USAID/Pakistan Program Office (PRM), with responsibility for tasks related to Pak Info, an information system that collects and disseminates information about USAID goals and projects in Pakistan. Activities include preparing training materials and conducting training sessions; fielding support requests from system users and troubleshooting problems; and extracting information from the system and presenting it in effective ways. These day-to-day activities will give the candidate insights into how the system is used, its limitations, and its potential. Based on these insights, the candidate will play a key role determining how the system evolves to meet the Mission's changing information needs.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Bachelor's Degree (fourteen years of education), or the local equivalent, in business management, public administration, economics, international relations, information systems or other relevant field is required.

EXPERIENCE: A minimum of three years of progressively responsible, professional-level experience in project design, program planning, budgeting, management and evaluation, or a related work is required. At least two years of experience is desired in development work, or related fields, in any donor agencies, host-country organizations, or private-sector institutions, that includes project design, performance monitoring, and/or the analysis and interpretation of large amounts of data. Experience with GIS software is desired.

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

KNOWLEDGE: Good knowledge of development principles, concepts, and practices, especially as they relate to the assignment and to development programs in Pakistan. Knowledge of the political, social, and economic structure of Pakistan, in order to align the functionality of the Pak Info system to the economic, political, and policy constraints of the Country Strategy. Must have a good knowledge, or the potential to acquire such knowledge, of legislation, policy, and practice relating to development assistance; programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and the status of assigned activities. Knowledge and understanding of the organization and respective roles of the different branches in the GoP, in order to enhance effective communication, and to develop consensus on program/project strategy and implementation plans.

ABILITIES & SKILLS: The ability to plan, organize, manage, and evaluate program activities is desired. Verbal communication skills, tact, and diplomacy are required to establish and develop working relations and a high level of trust with senior- and middle-level GoP officials, and with public and private organizations, such as other donor organization. Verbal communication skills are also used to explain and interpret GoP attitudes, priorities, and concerns to officials, and to negotiate project plans and resolve project implementation issues with appropriate host-country organizations, technical advisors, institutional contractors, counterparts, and peers. Writing skills are required to prepare regular and ad hoc reports, training material, project documentation, and briefing papers. Analytical ability to interpret public policies, and to assist in the development of revised policies; and, to develop and monitor the performance of budgets, and the development of periodic work plans is required. Must have ability to work effectively in a team environment, and to achieve consensus on policy, project, and administrative matters. Excellent computer skills are required, including skills in numerical applications such as Excel, Microsoft Project, Data Analysis and Statistical Software -- Stata, Statistical Analysis Software -- SAS and Statistical Package for the Social Sciences -- SPSS, as well as presentation tools such as PowerPoint and Visio.

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-employments 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 EFM's (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 12, 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.