

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD  
VACANCY ANNOUNCEMENT NO. 12 - 161**

**OPEN TO: In-House Candidates Only**

**OPENING DATE: October 1, 2012**

**TITLE: AID Project Management Specialist**

**LOSING DATE: October 14, 2012**

**GRADE: GRADE: FSN-10 (Rs. 2,121,152 P.A. to Rs. 3,933,871 P.A.)**

**AGENCY: USAID**

**Position No: 80120-003**

**LOCATION: ISLAMABAD**

**BRIEF DESCRIPTION OF DUTIES:**

The incumbent is responsible for implementing selected portions of the Education portfolio at USAID/Pakistan, with responsibility for providing full A/COR, Program, Activity Manager Oversight and professional management, implementation, and direction for up to two Implementing Partners (IPs). The incumbent assists in the management of education programs in Pakistan, including both basic and higher education activities, and participates in and supports the management and coordination of activities. The incumbent liaises with GOP officials, other donors, local and international organizations, and other stakeholders. Incumbent represents, speaks and/or makes presentations on behalf of the Agency and establishes and maintains senior-level contacts. S/he also advises superiors on the implications of political and social developments on the education program. The incumbent prepares performance reports, briefing papers, concept papers, and other periodic documentation for USAID/Washington and other USG stakeholders.

**QUALIFICATION REQUIRED:**

**EDUCATION:** Completion of a Master's degree (16 years of education), or the local equivalent, in education, sociology/social science, anthropology, economics, or in a related field is required.

**EXPERIENCE:** Three years of progressively responsible, professional-level experience in project design, program planning, and/or implementation in the education field is required. At least two years of experience in development work or related field for other donor agencies, host-country organizations, or private-sector institutions that include project designing, performance monitoring, and/or analysis and interpretation of large amounts of data is also required.

**LANGUAGE:** Level IV English (fluent proficiency) Reading/Writing/Speaking in English and Urdu is required. This may be tested during the recruitment process.

**KNOWLEDGE:** The incumbent must have in-depth professional-level knowledge of development principles, concepts and practices, especially as they relate to the assignment and to development programs in the host country and the region. Must have a good knowledge or the potential to acquire such knowledge of USG legislation, policies and practices relating to development assistance, programming policies, regulations, procedures, documentation, objectives, methodology, and status of assigned activities. An in-depth knowledge of GOP institutions, policy directions, objectives, and priorities relating to USAID activities is required. Incumbent must have sound knowledge of political, economic, social, and cultural characteristics and developments in Pakistan.

**ABILITIES & SKILLS:** The incumbent must have ability to plan, organize, manage, and evaluate program activities. Must be able to explain and interpret host-country attitudes, priorities, and concerns to USAID officials, and to negotiate project plans and resolve project implementation issues. Writing skills are required to prepare regular and ad-hoc reports, project documentation and briefing papers. Incumbent must have analytical ability to interpret public policies, and to assist in the development of revised policies. Skills in project programming, policies, plans, and developing strategies for implementation are required. Must be able to work effectively in a team environment and to achieve consensus on the policy, project, and administrative matters. Proficiency in computers is required.

**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.
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). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number (e.g. 12-161) must be mentioned in the subject line.

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

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address 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](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: October 14, 2012**

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.