

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-04**

OPEN TO: All Interested Candidates
TITLE: AID Project Management Specialist
GRADE: FSN-11 (Rs. 2,518,042 P.A. to Rs. 4,687,961 P.A.)
LOCATION: ISLAMABAD

OPENING DATE: January 6, 2012
CLOSING DATE: January 19, 2012
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The USAID Project Management Specialist (Energy) is responsible for management of major portions of the USAID/Pakistan Energy sector portfolio. The Specialist is based in Islamabad, and advises senior Mission management, the Energy Office Director and Deputy Director, and others on Pakistani economic development issues, with a major focus on energy policy, energy efficiency, and energy infrastructure. The Specialist contributes to the to the design and planning of one of the largest USAID energy programs, and participates actively in the Mission decision-making process for designing, drafting, and soliciting contracts and grants for carrying out the Energy Program. The Specialist conceptualizes and articulates energy and economic growth strategies, and implements, monitors, and evaluates existing and new Energy programs/projects/activities. The Specialist utilizes knowledge of the Pakistani energy sector, and of infrastructure issues in Pakistan; maintains contacts for Mission management in the GoP, the donor community, with civil society organizations, with major implementing partners (IPs), and with other stakeholders; and, reports on Energy-sector progress to USAID/Washington, and contributes to annual reporting documents. The Specialist reports directly to the Director and/or the Deputy Director of the Energy Office.

The Specialist supports the development and design of the overall Mission energy sector strategy; designs and implements programs/projects/activities that facilitate energy efficiency, improved energy policy and accountability, and energy infrastructure improvements, including fuel supply and renewable energy; serves as COTR/AOTR for grants and contracts; formulates, administers, monitors and evaluates portions of the overall Mission Energy portfolio; monitors and evaluates on-going programs; prepares performance reports, briefing papers, concept papers, and other periodic documentation for the Mission, USAID/Washington, the State Department, and the US Congress; drafts and analyzes technical documentation (i.e., RFAs, RFPs, SOWs) needed to develop the energy strategy, obligate funds, and award grants and contracts; and, serves as a member on various Technical Evaluation Committees (TECs), including those for proposal review and the hiring of personnel. The Specialist represents the Energy Office in discussions with IPs and other donors; assists the Office Director and/or Deputy Director in coordination of visiting USG officials, and others in public meetings, field trips, and discussions with Pakistani officials and partner organizations; advises on other bilateral and regional interests; and, establishes and maintains necessary contacts for Mission management in the GoP, the private sector and non-governmental sector, universities, research institutions, and within the donor community.

QUALIFICATION REQUIRED:

EDUCATION: A Bachelor's Degree in engineering, business, public administration, energy policy, or other related field is required.

EXPERIENCE: A minimum of three years of progressively responsible, professional-level experience in work related to the energy sector is required. Additional years of experience in other sectors that aid in supporting and understanding the financing, environmental, social safety nets, legal, and other facets of the energy sector are also required. Experience must have provided the opportunity for performing project/project/activity design, planning, and/or implementation. At least two years of this experience in development-related work, or related fields, for other donor agencies, GoP organizations, or private-sector institutions which included project/project/activity design, performance monitoring, and/or the analysis and interpretation of large amounts of data.

LANGUAGE: Level IV English and Urdu (fluent proficiency), in both written and spoken English, is required.

KNOWLEDGE: The work requires an in-depth knowledge of the GoP development agenda, developmental initiatives, and development priorities for the Energy sector, as well as the socio-political culture prevalent in various geographical regions of Pakistan and the region, as it relates to the sector. An in-depth knowledge of a broad range of issues of energy efficiency, policy, and infrastructure requirements is required. A good knowledge of the strategies, programs, and working methodologies of other donor agencies (bi- and multi-lateral) in the energy sector in Pakistan is required.

ABILITIES & SKILLS: A high level of technical expertise and ability in energy is required. The ability to effectively communicate complicated policy, strategy, and program issues orally and in writing is required. The Specialist must have good interpersonal, coordination, and project management skills; be able to coordinate successfully with counterparts throughout the Mission, and the Embassy to advance program/project/activity interests; and, use good judgment in speaking on behalf of the organization in meetings with senior GoP officials, representatives from NGOs, and other donors and in conferences, seminars, workshops, and similar events; and, possess good organizational and management skills.

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 envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-115) 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.

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: January 19, 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.