

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-190**

OPN TO: All Interested Candidates **OPENING DATE:** November 21, 2012
TITLE: AID Development Assistance Specialist (OTI) **CLOSING DATE:** December 04, 2012
GRADE: GRADE: FSN-11 (Rs. 2,710,924 P.A. to Rs. 5,054,436 P.A.) **AGENCY:** USAID
Position No: 80280-009 **LOCATION:** ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The position is located in the Office of Transition Initiatives (OTI) at USAID/Pakistan in Islamabad. The incumbent supports the OTI Deputy Country Representative (DCR) in development, implementation, and review of OTI program/project activities in support of OTI and USG goals in FATA, KP, Karachi, and southern Punjab. The incumbent is primarily responsible for program/project monitoring and evaluation (M&E) and serving as an advisor to OTI on possible improvements to program/project implementation and impact. The incumbent also provides support for reporting to OTI/Washington, USAID/Pakistan, USAID/Washington, and others. The incumbent is the primary OTI employee for travel to FATA and KPK to conduct M&E efforts. The incumbent ensures compliance with all OTI M&E requirements. OTI programs/projects are diverse, and are implemented throughout the region.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Master's Degree (sixteen years of education) from an accredited university in a field relevant to development assistance, such as public or business administration, political science, education, economics, international relations, statistics, or a closely related field, is required.

EXPERIENCE: A minimum of seven years of progressively responsible, job-related experience in project implementation, monitoring, and evaluation, and analysis and interpretation of data and presentation of findings in written form is required. Three years of the total seven years of required experience should be in visiting project sites in FATA and/or KP, and collecting information and feedback for action by program management.

LANGUAGE: Level IV (Fluent) Reading/Writing/Speaking of English and Urdu are required. Level IV Spoken Pashtu is also required. Language skills may be tested during the recruitment process.

KNOWLEDGE: Must have a thorough understanding, or the ability to quickly gain such understanding, of the goals of the office in FATA and KP and the overall programs, and a very good knowledge of monitoring and evaluation techniques for development programs. A good knowledge of host-country economic, social, cultural, and political characteristics and an understanding of development in the region are required. The incumbent should have knowledge of the objectives and operations of the organization, or the program activities of other international donor organizations.

ABILITIES & SKILLS: This position requires experience in program reporting and monitoring, strong interpersonal skills, and the ability to work in a team environment. The ability to liaise effectively with a wide range of individuals and institutions is essential. Must be able to manage a local Pakistani NGO and a team of 50+ enumerators who visit project sites. The incumbent must understand program evaluation practices, community development, and practical economic policy. The incumbent must be able to prepare timely reports and briefing papers in English, and have the ability to develop a thorough understanding of the organization and host-government goals, policies, and procedures. This work requires flexibility, ability provide considered analyses, and the ability to work under pressure. Computer literacy and experience in word processing, spreadsheet programs etc. are required. This position also requires travel into FATA under dangerous circumstances which requires diplomacy, analysis, tact, and maturity.

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. While submitting through email, the Vacancy Announcement Number (e.g. 12-190) 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: December 04, 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.