

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 13-26**

OPEN TO: All Interested Candidates

OPENING DATE: February 8, 2013

TITLE: AID Project Management Assistant

CLOSING DATE: March 7, 2013

GRADE: GRADE: FSN-9 (Rs. 1,222,464 P.A. to Rs. 2,271,353 P.A.)

AGENCY: USAID

Position No: 80135-003

LOCATION: ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The incumbent is a key member of USAID/Pakistan Health, Population, and Nutrition (HPN) Office, working directly to support a flagship Maternal and Child Health (MCH) Program. The incumbent serves as an advisor to USAID and Embassy officials in matters pertaining to USG health objectives. S/he is responsible for designing and/or managing development programs, which engage public and private sectors in the sustainable provision and use of quality family planning, maternal and child health, health information and communications, commodities management, and service delivery. The incumbent provides organizational and logistical program support, as well as technical input, analysis, and judgment to strengthen USAID's health program performance and develop innovative public-private partnerships. S/he also supports monitoring, reporting and evaluation functions for the HPN Office and helps to define health sector strategies and program approaches, as well as the program results framework. S/he plays a critical role in the achievement of the MCH Program objectives and results related to the overall MCH Program. The incumbent represents the HPN Office to Government of Pakistan (GOP) officials, donors, and non-governmental organizations (NGOs).

QUALIFICATION REQUIRED:

EDUCATION: Completion of Bachelor's degree (at least fourteen years of education) in public health, business administration, social sciences, international development, or related field is required.

EXPERIENCE: The incumbent must have at least three years of progressively responsible professional experience in planning, designing, and/or managing health projects in either the public or private sectors. This includes demonstrated innovation and creativity in understanding, designing, and analyzing appropriate strategies and activities for high impact, evidence-based interventions.

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

KNOWLEDGE: The incumbent must have in-depth knowledge of Pakistan's private and public health sectors. Must understand GOP's health sector involvement at the federal, provincial and district levels, including the challenges and opportunities associated with devolution. Must understand the different monitoring and evaluation methodologies. Knowledge of evidence-based high impact health interventions related to maternal, newborn, child, and reproductive health is required. Must have thorough knowledge or the potential to acquire knowledge of US government legislation related to development assistance, programming policies, regulations, procedures, and documentation requirements for strategy and project design, implementation, management, and evaluation; and, of the objectives, methodology, and status of the programs to which assigned.

ABILITIES & SKILLS: The incumbent must be able to identify problems, analyze them critically, and develop creative solutions. Incumbent must utilize strong interpersonal skills to work effectively in a team environment and achieve consensus on policy, project, research, and administrative matters. The incumbent must be able communicate highly technical health information to both health and non-health audiences, collaborate with host-country officials in program implementation, and interact with partners, contractors, and other stakeholders at senior levels. He/she facilitates meetings and makes logical and persuasive oral presentations to senior officials and partners in a multi-cultural context. Must be able to utilize good leadership skills to collaborate with host-country officials in program implementation and interact with governments, partners, contractors and other stakeholders at the highest levels. He/she should be proactive and work independently with minimum supervision, and must be able to collaborate with contractors, technical and support staff. Must demonstrate strong writing skills in English and be proficient with computers particularly use of word processing, e-mail, Excel, and Power Point; and be able to complete assignments with short deadlines and while under pressure.

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. 13-26) 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 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: March 07, 2013

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.