

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-75**

OPEN TO: All Interested Candidates
TITLE: AID Development Assistance Specialist
FSN-11 (Rs. 2,518,042 p.a. to Rs. 4,687,961 P.A.)
Position No: 80335-017

OPENING DATE: May 4, 2012
CLOSING DATE: May 17, 2012
AGENCY: USAID
LOCATION: LAHORE

BRIEF DESCRIPTION OF DUTIES: The USAID Development Assistance Specialist (OTI) position is located in the Office of Transition Initiatives (OTI) and attached to the USAID/Pakistan Field Office in Lahore. OTI in Pakistan is directly responsible for development, implementation, management, and oversight of all OTI programs/ projects/ activities in the Punjab Province. The incumbent will serve as a key member of the USAID/Pakistan, Lahore Team, and an important member of the overall OTI team in Islamabad. The Specialist supports the OTI Country Representative and OTI Field Program Manager in development, implementation, and review of OTI programs/projects/activities in support of OTI and USG goals in the region and Punjab. The Specialist is primarily responsible for program/project/activity monitoring and evaluation (M&E), including participating in designing the local Performance Monitoring Plan (PMP) and M&E systems, and serving as an advisor to OTI on possible improvements to program/project/activity implementation and impact. The Specialist also provides support for reporting to OTI/Washington, USAID/Pakistan, USAID/Washington, and others. The Specialist is the primary OTI employee for actual travel into the Punjab and for PMP and M&E for OTI programs/projects/activities in the Lahore and Punjab Province. The Specialist ensures compliance with all OTI requirements for PMP and M&E. OTI programs/projects/activities are diverse, and are implemented throughout the Region.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a University Degree (16 years of education), or the host-country equivalent, 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 five 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 this experience should include work in development assistance, project sites in Lahore and/or Punjab Province, and collecting information and feedback for action by program managers.

LANGUAGE: Level IV (fluent) speaking/reading/writing of English and Urdu is required.

KNOWLEDGE: The Specialist must have a thorough understanding, or the ability to quickly gain such understanding, of the goals of OTI for Punjab region 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, is required. Knowledge of the objectives and operations in Pakistan, or the program activities of other international donor organizations, is also required.

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 liaison effectively with a wide range of individuals and institutions is essential. The incumbent must understand program evaluation practices, community development, and practical economic policy. The incumbent must be able to prepare reports and briefing papers in English, in a timely manner, 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. is required. This position also requires travel into Punjab Province 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 envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-75) 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: May 17, 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.