

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. AID-16-15**

OPEN TO: In-House Candidates Only
TITLE: USAID Development Assistance Specialist
GRADE: FSN-11
POSITION NO: 80280-009
SALARY: Rs. 2,745,924 P.A. (Starting salary at the full performance level)

OPENING DATE: July 1, 2016
CLOSING DATE: July 14, 2016
AGENCY: USAID
LOCATION: Islamabad

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United States Agency for International Development (USAID/Pakistan) is seeking an individual for the position of USAID Development Assistance Specialist for the Office of Transition Initiatives (OTI) in Islamabad. The position is classified at the FSN-11 grade level. The starting salary for this position is Rs.2,745,924 per annum and the maximum range is Rs. 5,120,934 per annum, per the current FSN Compensation Plan. This salary range is not inclusive of other benefits and allowances.

BRIEF DESCRIPTION OF THE DUTIES: The position is located in the Office of Transition Initiatives at USAID/Pakistan in Islamabad. OTI in Pakistan is directly responsible for development, implementation, management, and oversight of all OTI programs/projects in the Federally Administered Tribal Areas (FATA), Khyber Pakhtunkhwa (KP), Karachi, and Southern Punjab. OTI programs/projects are diverse, and are implemented throughout the targeted regions. The incumbent supports the OTI Country Representative (CR) and Deputy Country Representatives (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 managing OTI's program/project monitoring and evaluation (M&E) processes including managing OTI's Independent Monitoring Unit (IMU). The incumbent also provides support for reporting to OTI/Washington, USAID/Pakistan, USAID/Washington, and others. The incumbent frequently travels to FATA and KP, Punjab and Karachi to ensure OTI's M&E systems are being implemented efficiently. The incumbent ensures compliance with all OTI M&E requirements.

QUALIFICATIONS REQUIRED:

EDUCATION: Successful completion of a university degree (16 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, or statistics is required.

EXPERIENCE: A minimum of seven years of professional, job-related, experience in project implementation, monitoring, and evaluation, and analysis and interpretation of data and presentation of findings in written form is required as is a minimum of three years' experience visiting project sites in FATA and/or KP and collecting information and feedback for action by program management.

LANGUAGE: Level IV (fluent) English and Urdu language proficiency, speaking and writing, as well as spoken Pashtu (Level IV), is 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 OTI programming and the overall USG Pakistan program. A very good knowledge of monitoring and evaluation techniques for development programs is required. A good knowledge of host-country economic, social, cultural, and political characteristics and an understanding of development in the region 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 liaise effectively with a wide range of individuals and institutions is essential. The incumbent must be able to manage a local Pakistani NGO and a team of field staff who visit project sites. 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 USAID and host-government goals, policies, and procedures. This

work requires flexibility, ability to provide considered analyses, and the ability to work under pressure. Computer literacy in word processing, spreadsheet programs, etc. is required. This position also requires travel into FATA under dangerous circumstances. The incumbent must be able to exercise tact, diplomacy and analysis with maturity. Computer skills may be tested during the recruitment process.

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 and who are currently on a Performance Improvement Plan are not eligible to apply.
4. Applicants for the position must meet the **required** educational qualifications as advertised in the vacancy announcement.
5. Current employees who have been voluntarily reassigned or been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. 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.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.
9. Applicants selected for interview must pass the technical test (if one is required) to advance.

TO APPLY:

Interested applicants must submit their duly completed DS-174 (Application for Employment as LE Staff) which can be retrieved from the Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. **Applicants are advised to include all of their current and previous work experience including duties and responsibilities that may not be directly related to the subject position. An Internal Candidate's experience acquired before/after joining US Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to applicant's qualifications could make the candidate ineligible for the position.** Applications should be forwarded only on the email: FSNIslamabad@usaid.gov address. When submitting an application, the vacancy announcement number and the title of the position must be mentioned in the subject line.

Incomplete applications, applications received through Zip folders or links of Google Drive, Sky Drive and/or any other private cloud computing database/websites and/or applications received after the closing date will not be considered. Only applications submitted on the prescribed application DS-174 Form and on the email address given in the vacancy announcement will be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised USAID positions, please visit the Embassy website <http://islamabad.usembassy.gov/usaid-vacancies.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 travel orders and under Chief of Mission authority or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 14, 2016

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.

DISTRIBUTION: All American Personnel, All Agencies, All Posts, Pakistan.
Diplomatic Mission, UN Agencies, NGOs and other Organizations