

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-105**

OPEN TO: In-House Applicants Only

TITLE: AID Project Management Specialist – Governance

GRADE: FSN-11 (Rs. 2,518,042 p.a. to Rs. 4,687,961 P.A.)

POSITION NO: 80260-020

OPENING DATE: June 14, 2012

CLOSING DATE: June 27, 2012

AGENCY: USAID

LOCATION: PESHAWAR

BRIEF DESCRIPTION OF DUTIES: The USAID-FATA/KP team's Governance Specialist will serve as the senior democracy and governance (DG) technical expert for the FATA/KP regions. The incumbent will advance USAID's work in the DG field within their geographical area of responsibility by providing USAID with technical input, as well as situational awareness of current socio-political trends relating to governance. S/he will serve as the senior DG technical resource person within the USAID KP/FATA Office; will provide KP and FATA-specific information to the USAID/DG office in Islamabad and oversight of its programs in the FATA/KP region; and liaise with USAID DG implementing partners and Government of Pakistan (GOP) counterparts in the FATA and KP regions on DG technical and programmatic issues. As warranted, and following the completion of applicable training and certification requirements, the Governance Specialist may be further asked to assume A/COR duties for one or more DG-sector activities. The Governance Specialist, while reporting directly to the USAID/FATA/KP office, will also liaise frequently with other USAID offices, most notably but not exclusively, with the USAID/DG in Islamabad. The incumbent will be required to make and maintain high level contacts with Government of Pakistan officials, donors, community decision-makers and civil society representatives.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Master's degree (16 years of education) in political science, economics, sociology, project management, or a related field is required.

EXPERIENCE: A minimum of five years of progressively responsible, professional-level experience in governance-related project management in the public or private sector is required. Experience must be demonstrated in good governance programming. Experience must include analytical work, program design and management, and direct technical assistance working with a donor agency or donor implementing partner, the Government of Pakistan or non-governmental organization (NGO).

LANGUAGE: Level IV English (fluent proficiency) Reading/Writing/Speaking in of English, Urdu and Pashto is required. This may be tested.

KNOWLEDGE: As the Governance Specialist will be expected to support DG programs in a variety of DG sub-sectors (including, but not limited to, local governance, public sector executive function, anti-corruption, civil society, rule of law, human rights, elections, etc.), broad knowledge of the principles and accepted practices of democratic governance is required. The incumbent should have a detailed knowledge of applicable Pakistani laws and regulations that shape, constrain, or otherwise impact efforts to improve governance in the KP and FATA. Similarly, s/he must understand the complexities of local Pashtun cultural and socio-political institutions, and their interrelationship with governance issues. The Governance Specialist must have the potential to rapidly acquire knowledge of USG legislation relating to development assistance, including programming policies, regulations, procedures, and documents and solid working knowledge of budgeting, accounting and monitoring systems. Understanding of DG program goals and familiarity with best practices in project design, development, implementation and/or evaluation is required.

ABILITIES & SKILLS: Incumbent must have excellent judgment, sophisticated analytical and interpersonal skills, and strong organizational ability. Must be able to obtain, analyze and evaluate a variety of data; organize, interpret and present it in meaningful oral or written form for varied audiences and provide solid analysis leading to sound financial decisions. Ability to draft factual and interpretive memos, providing clear and well-supported recommendations and provide objective information and advice is required. This position, while based in Peshawar, will work closely with colleagues in both Peshawar and Islamabad, as well as perhaps other areas. Therefore, the incumbent will need to develop and maintain cordial, professional relationships and perform in a team environment, even when daily, face-to-face contact is not possible. Advanced computer skills is required including, the ability to

create and manipulate budget spreadsheets utilizing and introducing new computer programs; manipulate and present a variety of data to different audiences; utilize office technology for increased productivity and develop and manage complex accounting and control systems. Must be able to establish and maintain contacts with key external stakeholders including high level government officials, donors and implementing partners.

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. 12-105) 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: June 27, 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.