



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-11-011(Juba)

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.

POSITION: Project management Specialist- Education

OPENING DATE: Friday, July 15, 2011

CLOSING DATE: Monday, August 01, 2011 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

SALARY & GRADE: FSN-10 (Development Level)

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

USAID South Sudan is seeking a qualified individual for the position of Program Management Specialist at USAID Juba.

BASIC FUNCTION:

The position is located in the Education Office of USAID/South Sudan. The Education Program Management Specialist (EPMS) will serve as Project Manager for selected projects in the Education portfolio. In this capacity, the incumbent will prepare project implementation documents, coordinate project activities with relevant ministries and manage USAID inputs for successful implementation of project(s). She/he will provide oversight for implementation of selected education and NGO activities in the sector including management of contract team(s), project consultants, and NGO grants to ensure that project activities are implemented according to approved work plans.

This includes tracking expenditures and obligations in grants and contracts and ensures undisrupted flow of funds within the program. The incumbent will participate in the planning, design, management and monitoring of the Mission's new initiatives in the field of education. Assist with measurement of achievements and track and report on indicators. Prepare statements of work and other required technical materials for any solicitation for assistance and/or acquisition for the sector and participate in source selection processes.

The incumbent will continually assess developments and trends in the education sector, including policies, programs, data, and activities in public, private and NGO sectors in South Sudan for their impact on USAID assisted projects and make recommendations as appropriate to Mission management. The position will involve monitoring, and information gathering functions of a broad scope and complexity. The incumbent will coordinate directly with the Program Office of USAID/Ghana to provide timely and accurate project related information to senior USAID officials in the Mission, the USAID Africa Bureau (AFR/Sustainable Development and AFR/Development Planning), and USAID Education implementing partners on budget and programmatic issues. The EPMS also plays a key role in managing program monitoring, tracking, and evaluation

systems designed to assist Mission management in tracking and assessing program results. The EPMS reports to the Education Team Leader. The incumbent will carry out his/her duties as staff member of the USAID/Sudan Mission and will work in collaboration with other members of the education team.

Major Responsibilities:

- The incumbent will assist with the coordination of preparing operational plans, annual performance reports, and Congressional Budget Justifications (CBJ), and other ad hoc reporting requirements to ensure timely and accurate information is provided when needed by the Mission and USAID/Washington;
- Participate in planning for program portfolio reviews and analyzing relevant Education documents for accuracy and consistency with planned results, benchmarks, funding levels, pipeline guidelines, meeting planned earmarks, and addressing cross-cutting themes (e.g. gender);
- Track program actions and issue resolutions arising from program portfolio reviews and preparing status reports for Mission management;
- Undertake preparation of activity/program design and approval documentation and its authorization, and evaluation plans for the mission;
- Assist in the preparation of briefing materials on the USAID/Education program, including drafting success stories, and providing written and oral briefings to interested parties.
- The incumbent will take the lead on monitoring and reporting of results obtained from USAID Education projects against benchmarks set forth in the implementing partners work plans. Tasks in this area will include (but will not be limited to);
- Leading the design and development of the Education programs performance monitoring system in close collaboration with the Program Office to track results.
- Provides support and planning, designing and conducting evaluation of programs and activities. Develop and monitor annual evaluation plans.
- Track, revise and report on indicators of results for South Sudan education projects as assigned.
- Work closely with stakeholders and partners to ensure that program achievements and lessons learned are properly disseminated to representatives of the education sector. Ensure

the measurement of progress is accurate and clearly describe the objectives of the program and the results achieved.

- Report to USAID South Sudan Mission staff in consultation with the education team on progress and impact of USAID education projects, participating in regular site visits and as appropriate during program implementation reviews and during the preparation of USAID's annual performance report.
- Promote communication and interaction between USAID and South Sudanese stakeholders, including: the Ministry of Education, Science & Technology and state ministries; beneficiary communities, private sector firms, county development committees, civilian administrations, civil society groups, South Sudanese NGOs, and international NGOs.
- The incumbent will take the lead on monitoring and reporting of results obtained from USAID Education projects against benchmarks set forth in the implementing partners work plans.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

a. --**Education:** Bachelor's degree in Education or in relevant field is required.

--Prior Work Experience:

Minimum 5 years of experience working in humanitarian field preferably with USAID, UN Agencies or INGO; South Sudan work experience and/or familiarity is a plus.

--Language Proficiency: (This will be tested)

| | Speaking | Reading | Writing |
|----------|-----------------|-----------------|-----------------|
| English: | Fluent Level IV | Fluent level IV | Fluent level IV |

--Skills:

Managerial and coordination skills; excellent interpersonal skills in various settings; good social and professional judgment; ability to undertake extensive field trips; ability to maintain collaborative working relationship in a team structure.

Ability to exercise initiative and to work independently. Ability to establish and maintain contacts with USAID contractors, grantees, clients and counterparts in relevant host - government and private sector organizations. Ability to work with MS Word, Outlook, Excel, and Power Point. Ability to undertake analysis and to understand USAID programs. Must be sensitive to USAID relationships with GOS, other donors, the Embassy, PVOs and private and public organizations.

SELECTION PROCESS:

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

ADDITIONAL SELECTION CRITERIA:

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.

TO APPLY:

Interested individuals for this position should submit **ONLY** Form DS-174. This form is available on US Embassy web site: http://sudan.usembassy.gov/job_opportunities.html or Deliver one copy to: U.S USAID/Juba applications Box is outside Consular Entrance.

Additional Application Instructions

- DO NOT attach any additional or supporting documents such as certificates, licenses or awards.
- RESUMES will NOT be accepted.
- INCOMPLETE applications will NOT be considered.
- Completed applications must be received on or before the closing date listed on the Vacancy Announcement. Applications received after the closing date will not be considered

Submitting Your Application

Email completed application only once to: jubahr@usaid.gov.

Subject Line must include Position Title and Vacancy Announcement number.

OR

Deliver one copy to: USAID/South Sudan, Juba. Applications Box is outside Consular Entrance.

Interested individuals for this position should submit **ONLY** Form DS-174. This form is available on US Embassy web site.

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OR

If Selected for Consideration

Only persons selected for further consideration will be contacted and advised of the date and time for interview and testing. English proficiency (oral and written) testing is required. More than one appointment may be necessary. Only candidates attending the interview will be required to provide supporting documentation; for example, ID, licenses, educational certificates. ALL supporting documentation must be in English or translated.

DEFINITIONS

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs