

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-16-016

OPEN TO: All interested candidates

POSITION: USAID Project Management Specialist
Education and Youth Office

OPENING DATE: July 14, 2016

CLOSING DATE: July 27, 2016

WORK HOURS: 40 hours/week

POSITION GRADE: Foreign Service National (FSN) Grade-11

ANNUAL SALARY: Min. Step 01 (JD20,401) Max. Step14 (JD33,661)

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for a USAID Project Management Specialist in the Education and Youth Office (EDY). This is a Personal Services Contract (PSC) position, grade FSN-11. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The qualified selected candidate may be employed at a trainee level until reaching the position's full performance level.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-11 level. USAID/Jordan may select more than one candidate with this solicitation.

Basic Function:

The candidate serves as an Education Specialist within the Education and Youth Team. The Education and Youth Team leads the design and formulation of USAID/Jordan's overall education five year strategy, and manages implementation of the education portfolio. The candidate advises the Office Manager and Mission Management on all aspects of the existing program, monitoring and evaluating progress towards results in accordance with project documents and USAID policy guidance. The candidate will design new activities in support of social sector objectives and the Mission's education development and youth development programs. The candidate will provide potential solutions for enhancing educational opportunities at all grade levels for

students in Jordan, and improving educational quality in Jordan that will contribute to achievement of the Mission's strategic objectives.

Major Responsibilities:

Activity Management:

The incumbent monitors ongoing education projects in the Mission's portfolio. In this capacity, the candidate will prepare project implementation documents, coordinate project activities with relevant ministries and Jordanian organizations and manage all USAID inputs for successful implementation of project(s). S/he will provide oversight for implementation of education and NGO activities in the sector including management of contract team (s), project consultants, and related NGO grants to ensure that project activities are implemented according to approved work plans.

The incumbent conducts site visits, reviews reports and perform assessments to monitor program progress, contractor and NGO performance in the implementation of activities. The incumbent provides technical advice and recommendations to the Mission and partner organizations for revisions or adjustments to activities in order to increase program effectiveness.

The incumbent actively participates in education working groups and technical committees alongside other donor agencies working and contributing to education in Jordan. S/he coordinates with donors on certain government related issues and ensures complementary activities will not overlap in assistance.

Design, Policy Guidance, Monitoring and Evaluation:

The incumbent continually assesses developments and trends in basic education, teacher training and higher education including policies, programs, data, and activities in the public and private sectors for their impact on USAID assisted projects in Jordan and makes analytical recommendations to Mission management.

The incumbent participates in the planning, design, management and monitoring of the Mission's new initiatives in the field of education. S/he prepares statements of work and other required technical materials for any solicitation for assistance and/or acquisition for the sector. S/he assists with the development of required reports for internal USAID purposes (Annual Report, portfolio reviews, field visit reports, briefing/talking points for high level visits, etc.)

Qualification Criteria:

1. Master's degree or the host-country equivalent in education - policy and planning, education - methodology, curriculum development, or information and communication technology.
Supporting documentation for the university degree must be included in the application for eligibility purposes.

2. Five years of progressively responsible professional experience in education, including field experience. Professional experience will relate to development, management of a variety of evaluations and assessments, integrating information and technology into classrooms, conducting analyses, writing reports, and operating successfully within fluid team settings.

Note: Additional experience will NOT be substituted for Education.

3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; or else, candidate will be tested again.

4. Skills and Abilities:

- a) Strong interpersonal skills and demonstrated ability to work effectively within fluid team frameworks, and to work with staff to achieve quality results on time. Clear willingness and ability to take initiative with minimal guidance
- b) Strong conceptualization, analytical and problem-solving skills
- c) Excellent communication skills, including outstanding writing skills, with special attention to detail, timeliness, and quality of presentation
- d) Experience with the evaluation of innovative change applications in schools, especially involving the use of technology
- e) Demonstrated ability to work collaboratively with a broad range of professional counterparts within and outside of one's home organization
- f) The incumbent must have demonstrated excellent computer skills in specialized software including Windows and Microsoft Office suite, data analysis tools, and ability to navigate the Internet with ease.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will

screen for nepotism/conflict of interest in determining successful candidacy. USAID/Jordan employees must have completed 52 weeks of employment in their current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to Email: usaidemployment@state.gov

- a. Complete Universal Application for Employment (DS-0174); plus
- b. A current resume or curriculum vitae; plus
- c. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:

<https://jo.usembassy.gov/jobs/>

For emails with several large attachments, please divide your attachments on two or three emails (e. g. in the subject heading write part 1 and attach some of the documents and for the rest of the attachments please attach them on another email(s) as required and write the sequence of parts in the subject heading)

Benefits and Allowances:

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Jordanian Social Security
- Mission Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6117.