

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-16-021

**OPEN TO:** All interested candidates

**POSITION:** Project Management Assistant  
Economic Development and Energy Office

**OPENING DATE:** October 20, 2016

**CLOSING DATE:** November 02, 2016

**WORK HOURS:** 40 hours/week

**POSITION GRADE:** Foreign Service National (FSN) Grade-08

**ANNUAL SALARY:** Min. Step 01 (JD12,380) Max. Step14 (JD20,427)

**PLACE OF PERFORMANCE:** Amman, Jordan

USAID/Jordan has an immediate vacancy for a Project Management Assistant position in the Economic Development and Energy Office. This is a Personal Services Contract (PSC) position, grade FSN-08. 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-08 level.

USAID/Jordan may select more than one candidate with this solicitation.

## **Basic Function:**

This position is located in the Office of Economic Development and Energy (EDE) under the Development Objective 1 (DO1): Broad-based, Inclusive Economic Development Accelerated. The incumbent serves as an activity assistant for the EDE program by collecting, investigating, managing, and distributing information associated with the USAID/Jordan EDE strategy and objectives. The incumbent is responsible for producing and disseminating public information about the office's activities for Jordanian

and American consumption to educate and promote a better understanding of USAID programs.

The incumbent is responsible for reviewing the EDE Office's strategy through monitoring, analyzing, and reporting on developments that affect the EDE Office portfolio. The incumbent assists the Deputy Office Director and other Team members in carrying out a full range of monitoring, administrative and information gathering and disseminating activities in support of DO. These may include financial management, technical support duties, preparing project and program documents, and performance of program and project administration.

### **Major Responsibilities:**

#### Project Management Assistance:

The incumbent is the Project Management Assistant for the entire EDE office and will have an administrative responsibility for all financial operations concerning the EDE program funded projects.

She will assist the Project Management Specialists in communicating with counterparts, receiving and analyzing periodic performance reports, and discussing the projects' implementation milestones. The incumbent will also participate in insuring the adherence to performance indicators relative to the managed activity to be included in the DO's overall Performance Monitoring Plan (PMP). She will conduct financial analysis of expenditures and consulting EDE Teams on needed incremental funds, independently drafting and circulating the necessary documents needed for funding the activity, and performing all closeout procedures when the project ends.

The incumbent may accompany Project Management Specialists to conduct field visits to project sites and actively participates with the COR/AOR in field visits and meetings to discuss major accomplishments and implementation plans for projects which the incumbent is the alternate COR/AOR.

The incumbent is in charge of providing a wide range of project management assistance to the EDE CORs/AORs. This assistance will include but is not limited to support to process waivers and routine requests that support the functioning of EDE Office programs, and manage the pipeline review for the whole EDE projects.

The incumbent updates and analyzes information regarding EDE projects and shares this information/analysis with the COR/AOR managing these contracts and/or agreements.

The incumbent will lead the process of compiling and producing the narrative and financial documentation for the annually produced Operational Plan, which informs the US Congress of how the Mission intends to spend the budget allocation for the coming fiscal year.

The incumbent will lead the process of compiling and producing the narrative for the annually produced Portfolio Reviews and Performance Plan Reports, which inform the

Mission Director and the US Congress as to the accomplishments that have been achieved in the previous fiscal year.

The incumbent will be in charge of working with the CORs/AORs, the communications team and the EDE Deputy Director to finalize and update success stories drafted by the EDE Office and/or its programs.

#### Budget and Financial Management:

The incumbent manages updates and reports on the Economic Growth Office budget. S/he coordinates between the Financial Management Office (FMO) and the relative COR/AOR to manage the flow of budget information. The incumbent will help the COR/AOR to analyze their projects' financial needs and to articulate the financial information into the required mission and Agency documents.

The incumbent backstops the EDE team member tasked with tracking the financial position of EDE activities, providing advice on forward funding, developing accrued expenditure reports, and reviewing and processing the documents for un-liquidated residual balances under contracts and other procurement instruments. S/he helps to ensure that obligations and expenditures are made in accordance with the approved financial plans. The incumbent helps to analyze reports of obligations and liquidations to ascertain conformance with the plans.

The incumbent analyzes with relative CORs/AORs their projects' financial needs and helps the DO leader to articulate and reflect the financial information. The incumbent prepares budget input for the Annual Report. S/he administers the approved budget in accordance with the Agency's procedures, standards and regulations in close consultation with the DO Team Leader.

The incumbent creates a database to be able to maintain the financial tracking system for all activities under the DO. S/he develops, maintains and updates financial tracking sheets for every activity and accordingly reconciles obligation and expenditure figures with the FMO to provide timely and accurate data to activity managers.

#### Project Development Assistance:

The incumbent drafts a variety of project-specific documents, such as Modified Acquisition and Assistance Request Documents (MAARDs), and source and origin waivers under the Repair and Replacement Initiative. S/he provides financial information and sources of funds for procurements under the EDE DO. S/he will draft responses to Mission management requests related to their activities as they arise. The incumbent is the designated individual for processing acquisition and assistance requests through the Global Acquisition and Assistance System (GLAAS).

The incumbent assists the EDE Team Leader and technical officers in forming the independent government budget by providing updated specific cost information for new projects, and for local and contract staff. The incumbent may serve as the representative of the EDE on the Mission's Media Team, and contributes to development and implementation of a media strategy for the EDE portfolio. S/he

provides information to the Mission's website coordinator and to the Mission's outreach and communication coordinator.

The incumbent communicates with Government of Jordan (GOJ) counterparts and different contractors regularly in coordination with Mission COR/AOR's to measure their needs and take needed actions. S/he conducts basic research on EDE activities under the guidance of the Deputy Director of the EDE.

The incumbent may perform routine translations for correspondence, program documents and occasionally reports. S/he serves as principal interpreter at selected meetings with counterparts, which necessitate a command for technical teams' vocabulary in English and Arabic. The incumbent shares information with the Mission existing DO teams to promote cross sector synergies where possible.

#### Qualification Criteria:

1. Bachelor's degree in Business Administration, Finance, International Development, Accounting, and/or Economics is required.

**Supporting documentation (i.e. a copy of University Degree must be included in the application for eligibility purposes.**

2. Three years of demonstrated and progressively responsible experience in the collection, analysis, and presentation of program results and financial data is required. Experience working on donor-funded projects is preferred.
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:
  - Must have demonstrated excellent oral communication skills. Will be expected to speak at high level events on a regular basis and will need to demonstrate a high level of tact, diplomacy, negotiation and conflict resolution skills.
  - Must have demonstrated ability to obtain, analyze, organize, evaluate, and interpret data and draft accurate reports with minimal grammatical errors; and to develop and present briefings.
  - Must have demonstrated ability to establish and maintain counterpart contacts in the host government, private sector firms, and Non-Governmental

Organizations/Private Voluntary Organizations (NGOs/PVOs), and to manage and advise numerous consultants, contractors, and grantees.

- Must have demonstrated ability to take initiative, work independently, work under pressure, establish priorities, and exercise sound judgment for recommendations and decisions.
- 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. Internal 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 following as a complete application package to Email: [ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov)

- a. A current curriculum vitae,\*
- b. Copies of educational certification for eligibility purposes,\*
- c. Filled and signed Universal Application for Employment (DS-0174).
- d. Any other documentation (e.g. awards, recommendation letters, trainings).

**\*Failure to submit your curriculum vitae and copies of certification will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.**

**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)**

Note: Application forms can be accessed from the Embassy web site:  
<https://jo.usembassy.gov/jobs/>

#### **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
- 13<sup>th</sup> & 14<sup>th</sup> 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: 06-5906000 ext. 6117/6605.