

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-16-023

OPEN TO: All interested candidates

POSITION: USAID Project Management Specialist (Water Conservation)
Water Resources and Environment Office

OPENING DATE: October 27, 2016

CLOSING DATE: November 09, 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 (Water Conservation) position in the Water Resources and Environment (WRE) Office. 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:

WRE implements a portfolio that supports improved, sustainable water and sanitation services, protection of natural resources, and increased water conservation at the household level and in the agriculture sector. This position requires senior-level technical expertise in water conserving agriculture (experience in hydroponics and drip irrigation, natural resources and water management, and practical knowledge of

program) and project design, management, and monitoring and evaluation. The incumbent serves as the Project Management Specialist (Water conservation/Agriculture) and reports to the Agriculture Officer in the WRE Office. The incumbent is expected to incorporate science, technology, innovation and partnerships into all activity design, implementation and evaluation duties. As the Contracting/Agreement Officer's Representative (COR/AOR), the incumbent will be expected to manage awards that focus on technical assistance, water conservation, and/or agricultural activities.

Major Responsibilities:

Project Management

The incumbent serves as the USAID Project Management Specialist (Water Conservation/Agriculture). S/he will serve as COR/AOR or Activity Manager for programs and activities that include agriculture and natural resource management, including policy reform and local capacity development in the WRE Office related to water conserving agriculture (e.g., hydroponics, drip irrigation), land restoration, natural resource and water management, bio-solids, and other areas relevant to the objectives of USAID/Jordan and the WRE office. S/he prepares all needed documents and correspondence for Government of Jordan (GOJ), USAID Washington, and other involved organizations. S/he is responsible for managing and implementing the different phases of a variety of projects/activities, including design, implementation, and monitoring and evaluation.

As AOR/COR, s/he assures that USAID-funded contracts or grants are implemented in accordance with USAID rules and regulations per award documents. The Water Conservation/Agriculture Specialist is responsible for the development and implementation of annual work plans, budget allocations and out-year budget planning, pre-obligation requirements, and expenditure analyses. S/he is responsible for providing input to portfolio reviews, evaluation planning and implementation, audits, development and outreach communications, and award closeout processes. S/he also prepares site visit/trip reports that are both analytical (i.e., assessing program impact) and programmatic (identifying implementation issues and problems). The incumbent explains USAID regulations and requirements to implementing partners, and provides recommendations for work improvements. He/she reports findings and recommendations, and approves and monitors award disbursements and prepares authorizations for the signature of the responsible U.S. Government official. The responsibilities of an AOR/COR are defined in the AOR/COR letter issued by the Amman Office of Acquisition and Assistance.

Specifically, it is anticipated that the Water Conservation/Agriculture Specialist will manage water conservation activities, with a focus on water conserving agriculture, and natural resources components of broader WRE programs, in addition to supporting management of other WRE activities as needed.

The Specialist will support the WRE objectives, Mission, and USG efforts to ensure effective, cost-effective, and responsible programming and reporting in compliance with

USG and USAID regulations and ethics standards, including environmental compliance, and, ultimately, help USAID achieve its objectives in Jordan.

Technical Analysis and Documentation

The incumbent prepares scopes of work/program descriptions, budgets and evaluations of technical studies, project documents; reviews and analyzes technical proposals for applicability and effectiveness in meeting the objectives of the WRE Office, prepares written and oral technical analyses, summaries, and provides recommendations for future WRE programming. The incumbent reviews technical reports related to WRE activities including reports submitted by implementing partners, and provides comments on completeness, accuracy, and recommended actions. The incumbent prepares implementation letters, other implementation documents and correspondence related to project activities.

As a key team member of the WRE Office, the Water Conservation/Agriculture Specialist leads USAID's effort to increase awareness of water conservation techniques and innovative agricultural practices in Jordan. The incumbent is responsible for providing technical and strategic leadership at all levels, from policy analysis to program design in developing sound approaches for WRE activities contributing to the objectives of reducing agriculture water usage and increasing conservation of water. The incumbent participates in, and may chair, committees to design projects/activities, prepares scopes of work and program descriptions, prepares independent government cost estimates, evaluates technical proposals and recommends awards to prospective implementing partners. S/he writes and reviews technical reports, and makes recommendations for areas of technical assistance supported through the WRE Office. Adaptability and flexibility will be required as the Water Conservation/Agriculture Specialist responsibilities may change over time as new USAID strategies and GOJ priorities emerge.

S/he will be responsible for the monitoring and evaluation of implementing partners and other WRE sector activities, for obtaining and reporting on results and possible setbacks, and for initiating programmatic adjustments, when necessary. The incumbent is responsible for monitoring and evaluation at the project/activity levels, including development of project and activity-level M&E plans, Data Quality Assessments. S/he designs technical evaluations and provides input into high quality evaluations conducted by the Program Office, and analyzes data and information sources to inform programming decisions, including supporting the use of Geographical Information System (GIS) data. The incumbent is responsible for drafting narratives and providing other inputs for USAID planning documents (annual Operational Plans, the Country Development Cooperation Strategy (CDCS), Project Appraisal Documents (PADs), etc.) and reporting processes (Performance Plan and Report, Mission Resource Request, etc.), as well as ad-hoc reporting requirements, such as responding to Washington taskers, event coordination, supporting VIP visits, and drafting outreach materials.

Communication and Teamwork

The incumbent develops and maintains professional contacts at mid and senior levels with GOJ counterpart agencies affiliated with water, agriculture, and environment activities. S/he generates consensus and broad support among external parties on existing agricultural and natural resources activities, as well as coordinates new activity development with GOJ agencies, other donors, Non-Government Organizations (NGOs), civil society, and the private sector to obtain information and ensure coordination of WRE activity development and implementation.

The incumbent provides technical advice in support of other Mission activities and serves as technical expert on assigned projects. The incumbent keeps the WRE Office Director or his/her designee informed of current trends and activities, as well as government policies, laws, and regulations that may affect USAID-funded projects. S/he identifies links to the Mission's Strategy as well as ways to work with other technical and/or support offices, as well as USAID Missions in the region and the inter-agency, for greater synergies among programming.

The Water Conservation/Agriculture Specialist will work closely with the other WRE team members, the Program Office, the Mission Director's Office, and the U.S. Embassy on day-to-day activities and reporting requirements. The incumbent will be responsible for responding to U.S. Congressional inquiries and other Washington policy and operational requests; drafting briefing materials, speeches/talking points for high-level USG officials, press releases, and presentations; and contributing to Mission/Agency newsletters and other communications related to water, sanitation and hygiene (WASH) activities. The incumbent may be called upon to support VIP visits and carry out ad-hoc assignments, as dictated by unforeseen operational requirements at the discretion of the USAID/Jordan Mission Director, USAID/Jordan Deputy Director, and/or WRE Director/Deputy Director.

The Water Conservation/Agriculture Specialist will be required to assist in creating a supportive work environment that values diversity, and elicits the highest possible level of performance from all team members, including accomplishment of all other duties as assigned.

Qualification Criteria:

1. Bachelor's degree in Agriculture Science, Agronomy, Business, Economics, Natural Resources Management, Water Resources Management, Environmental Science, or Engineering is required.

Supporting documentation (i.e. a copy of the Bachelor's degree) must be included in the application for eligibility purposes.

2. Five professional experience which demonstrates progressive responsibility in agriculture sector, water, or natural resources management and/or seven years of progressively responsible professional experience managing donor-assisted agriculture, natural resources, or water conservation development projects, including project design.

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:
 - Demonstrated strong technical, analytical and conceptual skills to analyze issues and recommend and present solutions and/or options.
 - Demonstrated project management skills - including strong financial management skills.
 - Demonstrated ability to manage a variety of tasks simultaneously, work collaboratively as part of a team and interact effectively and diplomatically with senior level officials.
 - Demonstrated ability to prepare presentations and reports is required.
 - Must have demonstrated strong computer skills in specialized software, including Windows and the Microsoft Office Suite. Must have demonstrated ability to navigate and research the Internet.

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

- 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
- 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: 06-5906000 ext. 6876/6605.