

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-10-001

**OPEN TO:** All interested candidates

**POSITION:** Project Management Specialist – Enterprise Development  
Office of Economic Growth

**OPENING DATE:** March 11, 2010

**CLOSING DATE:** March 24, 2010

**WORK HOURS:** 40 hours/week

**SALARY:** JD17,542 – JD28,943  
Position Grade Level 11

**PLACE OF PERFORMANCE:** Amman, Jordan

USAID/Jordan has an immediate vacancy for a Project Management Specialist – Enterprise Development in the Office of Economic Growth (EG). 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. 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 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.

## **Basic Function:**

Under the direct supervision of the Deputy Director in the EG Office, the incumbent serves as a Project Management Specialist and applies expertise to: a) the design and management of Small/Medium Enterprises (SME) development, and related community development activities under Strategic Objective (SO) 14 and b) assists in the organization and presentation of Conditions Precedents related to the Cash Transfer. The incumbent interacts regularly with ministerial and other senior-level officials in the Government of Jordan (GOJ), industry, private sector leaders and heads of other donor

institutions. The incumbent is recognized as an expert in the development of SMEs and private sector development issues.

### **Major Responsibilities:**

#### **Project Management/Program Development:**

The incumbent serves as the senior EG professional responsible for the design and management of EG project activities related to SME economic growth. In this key management role, the incumbent will independently:

1. Develop and prepare complex concept papers, scopes of work, and feasibility studies.
2. Draft comprehensive statements of work for a wide range of USAID procurement documents, such as: purchase orders, contracts, grants, and cooperative agreements.
3. Review and analyze proposals and bid documents; prepare recommendations for technical evaluation reports.
4. Provide technical oversight for EG contractors and grantees.
5. Serve as the Senior Contracting Officer's Technical Representative (COTR) for EG projects, as assigned by the EG Office Director. The anticipated portfolio involving direct COTR responsibilities include the Mission's SME development activities.
6. Build, maintain, and facilitate effective working relationships between USAID contractors, grantees, and senior host country counterparts.
7. Identify and solve project implementation problems.
8. Explain and ensure compliance with USAID policies and regulations.
9. Review contractor and grantee reports on all project activities. Comment on completeness, accuracy, problems encountered, and recommended actions.

#### **Professional Liaison:**

Provides senior advisory services to the EG Office Director and Mission management on all aspects related to SME development in Jordan and the region. Serves as the Mission's senior advisor for the formulation, analysis, monitoring, and implementation of SME development activities. The incumbent establishes effective working relationships and networks among senior GOJ policymakers, donor representatives, private sector

leaders, the U.S. Embassy, and implementing partners. In this advisory role, the incumbent will independently:

1. Take a key role in policy dialogue with GOJ officials, including representatives from the Royal Court, Ministries, Secretary Generals, other donors, and senior private sector representatives working collaboratively with the EG Office Director.
2. Provide up-to-date background information to USAID/Jordan and U.S. Embassy management on emerging economic growth and private sector development issues in Jordan.
3. Investigate, analyze and monitor economic growth and private sector development trends and opportunities, and their impact on achievement of EG objectives and results. Report on such trends and opportunities to the EG Office Director, Mission management, and to the Ambassador, if necessary.
4. Advise the EG Office Director and Mission management on modifications and suggested approaches to respond effectively to economic growth constraints and opportunities.
5. Serve as the Mission's senior FSN authority regarding the formulation and monitoring of EG activities, and advises on appropriate USAID program interventions.
6. Facilitate and lead policy dialogue between USAID and the GOJ on issues related to SME growth and private sector development.

Ensure prudent financial management, including administrative review of vouchers. Responds and follows up on audit issues and recommendations.

### **Minimum Qualification Criteria:**

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

### Qualification Criteria:

1. Bachelor's degree in Business Administration, Economics, International Development, Political Science, or Public Policy is required.  
**Supporting documentation must be included in the application.**

2. Five years of progressively responsible professional experience in commercial banking, enterprise development, income generation activities, and/or donor or government agencies having direct private and/or public sector responsibilities.
3. Demonstrated fluency in both written and spoken English and Arabic (Level IV) 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.
4. Demonstrated computer skills in specialized software including Windows and Microsoft Office Suite are required. Demonstrated ability to navigate the Internet with ease is required.
5. Skills & Abilities:
  - a. Must have demonstrated strong technical, analytical, and conceptual skills to analyze issues and recommend and present solutions and/or options. Must have demonstrated project management skills including strong financial management skills.
  - b. Must have demonstrated excellent interpersonal and negotiating skills.
  - c. Must have demonstrated ability to establish and maintain an extensive range of senior level contacts with private sector and GOJ officials in order to represent and explain USAID development policies and programs.
  - d. Must have demonstrated ability to interpret and communicate Jordanian attitudes, priorities and concerns, in particular as they affect the private sector in the following areas: micro and SME finance, commercial banking, private voluntary organization NGO/institutional strengthening, enterprise development best practices, women in development economic growth issues, and income generating activities.
  - e. Must have demonstrated ability to obtain, analyze and evaluate a variety of data and to organize and present it in oral or written formats meaningful to others.
  - f. Must have demonstrated ability to strategically plan, organize, manage and evaluate important, diversified complex project activities which support the overall Mission objectives.

- g. Must have demonstrated ability to draft factual and interpretive reports covering complex subject matter that impacts on project status and direction.
- h. Must have demonstrated ability to provide, with detachment and objectivity to senior mission management, counsel and advice concerning the most sensitive matters.

**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 invited for testing. The test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees must complete 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](mailto:usaidemployment@state.gov)

- A. Optional Application for Federal Employment Form – OF-612; 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:

[http://jordan.usembassy.gov/job\\_opportunities.html](http://jordan.usembassy.gov/job_opportunities.html)

**Point of Contact:**

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.