ANNOUNCEMENT NO: VA-19-002

OPEN TO: All interested and qualified candidates

POSITION: Project Management Specialist
OPENING DATE: Sunday, September 22, 2019
CLOSING DATE: Thursday, October 3, 2019
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-10 ($26,148)

USAID/Sudan is seeking a qualified individual for the position of Project Management Specialist, in the Program and Project Development Office (PPDO) at USAID Sudan.

FUNCTION:
The Democracy and Governance Program Specialist (DGPS) will participate as a full member of the Program and Project Development Office (PPDO) Team in developing and implementing USAID assistance strategy in Democracy & Governance (D&G) projects portfolio in Sudan. S/he will be based in Khartoum and assist with all aspects of PPDO programming in Sudan and report to its office head or her/his designee.

The incumbent will liaise with USAID implementing partners to ensure the maximum effectiveness of USAID's activities in support of electoral and political processes, civil society development, decentralized governance, and assist the PPDO office director in planning programs in democratic governance and liaising with implementing partners and counterparts. S/he will assist in ensuring oversight and effective management of USAID assistance in the area of democracy and governance. S/he will advise on program implementation and development to meet emerging needs of a changing environment.

The incumbent also exercises considerable autonomy in making technical judgments, decisions and developing and overseeing evaluations. The employee will be required to travel in Sudan for the fulfillment of his/her duties. S/he will work with the USAID/East Africa Regional Acquisition and Assistance office on matters relating to awards administration.

S/he also serves as Assistance/Contracting Officer's Representative (AOR/COR) for specific contract and grant activities of the PPDO in Sudan and liaison with Khartoum-based donor groups on specific areas of DG programming.

FUNCTION Major Duties and Responsibilities:
Project Management – 50%

Designs, manages, and oversees the implementation of program activities related to democratic political processes and governance in Sudan.

Serves as Agreement/Contracting Officer Technical Representative (A/COTR) for long-term (and short-term) grants and contracts and as activity manager for assigned programs.
Drafts Statements of Work (SOW) for carrying out DG-related studies and providing technical assistance.
Reviews work-plans and monitors, coordinates, and evaluates the implementation of DG activities.
Record and share with the Agreement/ Contracting Officer (AO/CO) any communications with recipients that may lead to an amendment to the award or that may affect the recipient's rights or responsibilities.
Review all performance and financial reports for adequacy and responsiveness and establish and maintain adequate AOR/COR files in accordance with applicable U.S. Government and Agency regulation and policy
Document the basis for the AOR's accrual estimates, per ADS 631 and maintain a copy of financial documentation to support their activities in the financial management area. Maintain budget pipeline analysis documentation and documentation of any other action taken by the AO in accordance with this delegation of authority.
Serves as lead person on information management and documentation, including filing.
Conducts and facilitates field visits; interviews contractor/grantee representatives, beneficiaries, and implementing partner employees to discuss implementation; and advises on best practices.
Carries out other administrative duties necessary for proper project management, oversight and evaluation.

Communication and Outreach—25%

Compiles weekly reports on preparations for and implementation of key D&G activities.
Develops and maintains contacts with key government officials, political party representatives, civil society organizations, and other donors to obtain and provide information.
Prepares factual and analytical reports on activities and/or developments affecting or supporting D&G activities of the Team.
Assists the PPDO Team in preparing regular briefing materials, reports, scene setters, and portfolio descriptions.

Research – 25%

Identifies, evaluates, and prepares written opinions pertaining to key political processes in Sudan.
Conducts research on a variety of project design issues, either independently or as a member of the PPDO Team.
Contacts senior Government officials, civil society organizations, political parties' donor and private-sector officials, and other individuals to obtain information.

QUALIFICATIONS REQUIRED:
Applicants must meet ALL of the following criteria to be considered for employment.

Education: Completion of Bachelor's degree in political science, public administration, law, international development, economics or related fields.

2) **Prior Work Experience:** Minimum of five to seven years of progressively responsible experience in relevant areas, including at least one year of this experience in a project management, or in related work for USAID, other donor agencies, host-government organizations, or private-sector institutions.

3) Language Proficiency: (Applicants will be tested as applicable):
English: Level IV (Fluent)
Arabic: Level IV (Fluent)

4) **Skills and Abilities:** Must demonstrate ability to establish and maintain high-level contacts with appropriate counterparts in the Sudanese Government, political parties, civil society organizations, donor organizations, bilateral and multilateral agencies, and private-sector organizations. Ability to work independently, individually, and with minimal supervision, in order to obtain and analyze data, and to draft accurate factual and analytical reports. The ability to obtain, evaluate, and interpret factual, analytical, and legal data, and to prepare precise, accurate, and complete reports as needed to assist in project development efforts is required. The ability to recognize significant trends in the data collected, and to bring it to the attention of superiors in a cogent and concise manner, is necessary. Skills in the operation of various computer-related programs to assist in the compilation of data are also required.

TO APPLY:
Interested individuals for this position should submit ONLY Form DS-174 Application for Employment. This form is available on the U.S. Embassy web site http://photos.state.gov/libraries/sudan/231771/PDFs/new-ds-0174-2016-sudan.pdf

Additional Application Instructions
DO NOT attach any additional or supporting documents such as certificates, licenses or awards.
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: khartoumusaidhr@usaid.gov.
Subject Line must include Position Title and Vacancy Announcement number.

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.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal

employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.