



U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – **2017-11**

OPEN TO: **All Bangladeshi Interested Candidates/All Sources**

POSITION: **Project Management Assistant**

OPENING DATE: **March 13, 2017**

CLOSING DATE: **March 28, 2017** (before 4:30 p.m.)

WORK HOURS: Full-time; **40 Hours/5** days per week

SALARY: **FSN-08** (Salary approx. Tk. 93,700 per month)

Depending on qualifications and experience, Incumbent may be hired at a trainee grade (lower than the position grade)

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Management Assistant** in the Office of Population, Health, Nutrition and Education (OPHNE).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.



BASIC FUNCTION:

OPHNE manages an active and complex portfolio with more than 45 activities with annual funding of over \$80 million with currently 16 program management specialists and advisors. This requires project management assistants to take on a large programmatic and project management and administrative role to ensure adherence to USAID programmatic, fiscal and legal requirements.

This Project Management Assistant position is located in the Office of Population, Health, Nutrition and Education (OPHNE) which is responsible for helping with the design, implementation and achievement of USAID's major health portfolio. The primary purpose of the position is to provide programmatic, management and administrative support for the 26 health team members, specifically supporting the Health Service Delivery Team, and more than 40 health activities. S/he serves as a project management team member on the new three year \$6 million Adolescent Health Activity in addition to three other activities. In addition, the project management assistant plays a critical role in ensuring the full compliance of all OPHNE bilateral projects with the Statutory Family Planning Requirements, specifically Helms and Tiahrt Amendments of the Foreign Assistance Act. The project management assistant reports to the PHNE Senior Technical and Policy Adviser.

MAJOR DUTIES AND RESPONSIBILITIES:

Activity Management: 35%

- S/he serves as a project management team member on the new three year \$6 million Adolescent Health Activity in addition to three other activities. S/he serves on activity design teams. S/he monitors program and management activities to ensure compliance with policies and the standard provisions; coordinates with mission financial analysts to track expenditures and pipelines and to coordinate the timing of incremental funding. S/he tracks quarterly financial statements and annual performance narratives so that they are in compliance with the agreement. S/he helps ensure that obligations, expenditures, and pipelines conform to action plans, agreements and budgets. Monitors implementation through consultations, progress review meetings and field trips. Performs inspections/site visits to gather information about implementation and progress and as appropriate recommends changes to improve performance. S/he maintains performance records and as necessary, participates in performance audits and resolution of findings and in contract/grant closeout actions to ensure that USAID programmatic, fiscal and legal requirements are met.



Family Planning Compliance: 20%

- The project management assistant is responsible for monitoring the compliance of all PHNE bilateral projects with Helms/Tiahrt legislative requirements. Performs inspections/site visits to gather information about implementation and progress and as appropriate recommends changes to improve performance. Performs inspections/site visits to gather information about implementation and progress and as appropriate recommends changes to improve performance. S/he ensures that the compliance systems are in place at the project level; reviews Helms/Tiahrt-related job aids and tools developed by PHNE projects, makes visits as necessary to review the implementation of these systems and monitors for compliance; maintains all relevant documents and files; develops and maintains a data base on Helms and Tiahrt compliance of each project and prepares files and arranges logistics for an audit, if necessary. S/he works with the Resident Legal Officer to ensure that all PHNE staff receive annual training and ensures proper reporting to USAID/W for Family Planning Legislative Requirements.

Program/Project Management Support: 45%

- S/he organizes meetings and events. S/he serves as a backstop to PHNE's Management and Operations Lead on budget issues. S/he corresponds with the Government of Bangladesh, implementing partners, development partners and others as needed. S/he drafts, prepares, and processes project documents related to normal activity and activity planning including procurement requests, implementation letters, waivers, correspondence, briefing papers, memoranda and other program documents as required for the full health portfolio. S/he maintains project files in accordance with OAA requirements for audit. Such documentation may include clearance documents, internal memos, annual report narratives, letters to government and NGO counterparts, site reports, technical papers, budgetary tables, statistical information and matrices containing technical terminology and numeric data. S/he manipulates data as appropriate and prepares final versions of documents. S/he conducts data quality assessments.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **Education:** A Bachelor's degree in social sciences or related field which provides the skills to understand and analyze project management, implementation, monitoring and evaluation and gender issues is required.



(You must attach a copy of your Bachelor's degree & specialized training certificate along with your application form.)

- 2. Experience:** At least three to five years of progressively responsible experience in development assistance or related field is required.
- 3. Knowledge:** Must be knowledgeable about donor policy, systems and program/project requirements including particularly those related to family planning compliance. Good knowledge of standard financial and budget systems. Knowledge of host country government and donor agency policies and regulations and of gender in development principles.
- 4. Skills and Abilities:** Must be self-motivated, able to learn quickly, work with a minimum of immediate supervision and manage a number of tasks at the same time. Ability to use personal computers and Microsoft office software. Must be able to obtain, organize and analyze data and be able to prepare accurate, precise and well organized reports and statistical charts. Strong interpersonal skills are required. Must be able to develop and maintain working-level contacts with government, implementing partners, non-governmental organizations and private sector entities.
- 5. Language:** Level 4 (Fluent) Speaking/Reading/Writing of Bangla and English is required. English language proficiency will be tested.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. The candidate must be able to obtain and hold a local security certification.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

3. Current employees serving a probation period are not eligible to apply.

HOW TO APPLY: Applicants must submit the following documents either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Filled up application form. The application forms are available on our website <http://www.usaid.gov/bangladesh/work-with-us/careers>; and in the below link:



[Application Form AID-302-3](#)

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and;**
- II) A copy of Passport or Voter ID or Driver's License, and;**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

WHERE TO APPLY:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Dhaka 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. Women and members of minority groups are encouraged to apply.

-----XX-----