



## U.S. EMBASSY DHAKA

### VACANCY ANNOUNCEMENT NUMBER – 2017-037

- OPEN TO:** **All Bangladeshi Interested Candidates/All Sources**
- POSITION:** **Project Management Assistant (Budget)**
- OPENING DATE:** **July 20, 2017**
- CLOSING DATE:** **August 17, 2017** (before 4:30 p.m.)
- WORK HOURS:** Full-time; **40 Hours/5** days per week
- SALARY:** FSN-09 (Salary approx. Tk. 124,900 per month)
- Depending on qualifications and experience, Incumbent may be hired at a trainee grade (lower than the position grade)**

**EMPLOYMENT LENGTH:** Four years from the date of appointment with possibility of extension

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Management Assistant (Budget)** in the Office of Economic Growth.

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:**

This position of Financial Program Management and Operations Specialist is located in the Economic Growth Office (EGO), USAID/Bangladesh. S/he performs a broad range of budget implementation, management, and analytical services to the EGO, which has a budget of over \$70 million. The primary purposes of this position are threefold: a) analyze and advise on the budget and financial aspects of designing, implementing and evaluating EGO programs; b) prepare and manage Economic Office budgetary information systems and (c) project management and monitoring as Contract Officer Representative (COR)/Agreement Officer Representative (AOR) during the conceptualization, planning, implementation, management, monitoring, and evaluation of USAID-funded activities in agriculture, nutrition, and food security. D) integrate gender across the EGO portfolio as the EGO's resource person on matters related to gender. S/he exercises a significant level of independent work and is expected to call upon a broad understanding of all activities undertaken by EGO and to be familiar with USG and Agency policies and procedures as related to US development assistance. S/he must also have an in-depth knowledge of corresponding GOB policies and procedures. This is a four-year position and the position may be renewed subject to availability of funds, satisfactory performance and continuing need for the services.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

Under the direction of the EG Office Director and coordinating with both Deputy Directors (Environment and Agriculture), the incumbent works independently to accomplish the following:

### **A. EG Program Budgeting and Financial Monitoring of Activities:**

1. Serves as principal financial advisor to the EG Office Director, Deputy Office Directors and all EG COR/AORs on financial management; budgeting; and related program planning, implementation, monitoring, and procurements. Responsible for understanding the guidelines, policies, and procedures unique to the Feed the Future (FtF) Initiative and the Global Climate Change (GCC) Initiative.

2. Conducts research and analytical work and provide oversight on a range of technical issues related to program implementation, including: pre-obligation requirements, assistance checklists, fund directives and earmarks, forward funding regulations, emphasis area coding, limitations set forth in the annual appropriations bill, USAID's internal policies and procedures as outlined in the Automated Directive System (ADS), funds control requirements and program policies to the Senior Management Team and technical team members.



- 3.** Prepares and provides financial data to the Program Office (PRO) and Financial Management Office (OFM) for Annual Budget Submissions, Out Year Budgets, and EG's Strategic Budget/Financial Plan. Prepares updated financial tables for the Semi-Annual Program Review. Identifies existing and potential problem areas and suggests solutions to supervisor.
- 4.** Initiates and prepares EG procurement documents, Modified Acquisition and Assistance Request Documents, Global Acquisition and Assistance System (GLAAS) inputs, Purchase Orders, Implementation Orders, Annual Procurement Plans and documentation for the procurement of services and commodities.
- 5.** Trains and mentors new USAID staff, USDH and FSN, on requisition checklist and GLAAS requirements for EG procurement actions.
- 6.** Liaises with the USAID M&E advisor in preparation of EG strategic financial data for submission in the Performance Plan and Report, Operational Plan, and all other related reporting (semi-annual and annual).
- 7.** Safeguards EGO for federal and statutory requirements, including maintaining financial compliance. Maintains the internal control system to support the EG Office Director when approving procurements.

**B: Prepares And Manage Economic Growth Office Budget Information Systems:**

- 1.** Maintains and manages the EG Office's budget information system; tracks EG Office budget requests, allowances, and obligations; and provides budget analysis reports in conjunction with OFM personnel.
- 2.** As the budget information systems expert, leads data analyses exercises to support decision making on a wide range of programming issues at the operational and strategic levels, including EG Office program resource allocation.
- 3.** Under the direction of the EG Office Director or Deputy Office Directors, takes lead in preparation of budgets. Tracks annual budget allowances for EG activities under specific accounts and directives for Bilateral and Field Support obligations channeled through USAID/Washington.
- 4.** Analyzes and proposes appropriate recommendations to senior staff for management and oversight of the EG Office's pipeline.
- 5.** Tracks disbursement of funds, unused funds, and un-earmarked and uncommitted funds. Deobligates, decommits, de-earmarks and reprograms all



unused funds under the Development Objective Agreement (DOAG) for other activities when appropriate.

6. Tracks budget data on grants, cooperative agreements, and contracts, such as congressional earmarks, commitments, and expenditures on a routine basis.
7. Analyzes EG spending patterns and implementation of activities through quarterly accruals, semi -annual portfolio reviews, and Annual Reports, such as the FtF Initiative, Global Climate Change, Micro-enterprise earmark, Clean Energy earmark and Biodiversity earmark.
8. Closely monitors the Phoenix database to analyze the pipeline and take necessary actions to liquidate old funds and support pipeline reductions.
9. Responds to information needs within the EG Office by initiating the development of new databases and systems as required.

**C: Project Management and Monitoring, Technical Advice, Analyses, and Review:**

The incumbent will serve as a lead or alternate COR/AOR on one or more EGO agriculture-related programs. The project management and monitoring responsibilities will include:

1. Manages and coordinates all the support activities and funding pertaining to successful implementation of activities, including field operations, training, workshops, budget management, information exchange, and high-level visits between Bangladesh and US Government officials and business people.
2. Guides the EGO agriculture implementing partners on the reporting, both technical and financial, to meet the information needs of Congress, auditors, and external and internal parties.
3. Develops reporting tools for USAID management to plan, budget, and forecast needs for funds.
4. Maintains databases to monitor project performance, progress, objectives achieved, and funds disbursed.
5. As required, coordinates monitoring and evaluation of agriculture activities, prepares scopes of work (SOWs), and manages conduct of sector assessment and evaluations of EG program activities.
6. Manages activity level preparation and periodic updates of the Performance Monitoring Plan and ensures Data Quality Assessments are done on a regular



basis. Assists in the verification and validation of baseline data and helps analyze data collected.

7. Maintains liaison with GOB counterparts, other donors, civil society, non-government organizations and associations to keep informed of agriculture sector updates in relation to project management.
8. Completes Action Memoranda and PRO/OFM checklist clearances, and follows up with support offices as needed for timely responses to Office of Acquisition and Assistance (OAA) queries.
9. Manages and monitors FtF-funded activities to ensure timely start up, successful work plan completion, and results that reach targets. Coordinates visits of assessment and planning teams to assure productive meetings with USAID, GOB ministries, and other partner ministries.

#### **D: Gender Integration in all EGO Portfolios:**

As the EGO Gender Focal Point, the incumbent advises, guides, and supports EGO on USAID's Gender Policy, requirements, and best practices. The activities include:

1. Responsible to make sure that all EGO concept notes, Project Appraisal Documents, SOWs, Position Descriptions, and work plans reflect gender as a cross-cutting issue. Develops gender SOWs for new activities.
2. Responsible for developing strong gender analyses for new activity designs which incorporate meaningful activities that advance gender equality and women's empowerment in the food security and global climate change sectors. Identifies, monitors, and evaluates indicators related to gender.
3. Coordinates planned gender related assessments and evaluations with Mission Gender Advisor and relevant gender officers in the Bureau for Food Security and/or Global Climate Change.

#### **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:** Bachelor's Degree in Finance, Budget, Accounting, Social Science, Agriculture, Environment or related discipline is required. *(You must attach a copy of your Bachelor's degree & specialized training certificate along with your application form.)*



- 2. Experience:** Five to seven years of progressively responsible experience in budget, financial and/or program management in economic growth/agriculture sector is required.
- 3. Knowledge:** The incumbent must have a comprehensive knowledge of accepted practices of financial accounting, practices, and terminology. The incumbent must have a general familiarity with the best practices in development project design, implementation, management and evaluation, and specialized knowledge that would allow the use of analytical tools using statistical or mathematical techniques to generate reporting to facilitate senior level decision making in allocation of resources.
- 4. Skills and Abilities:** Requires excellent judgment, sophisticated analytical and interpersonal skills and strong organizational ability. Must be able to obtain, analyze, and evaluate a variety of data; organize, interpret and present it in meaningful oral or written form for varied audiences, including senior management staff; and provide solid analysis to support sound program decisions. Requires the ability to draft factual and interpretive memos, providing clear and well-supported recommendations and provide objective information and advice. The ability to develop and maintain cordial, professional relationships and perform in a team environment is a must. A high degree of computer literacy is required including the ability to create and manipulate budget spreadsheets utilizing and increased productivity and develop and manage complex accounting and control systems. Other essential skills required: an advanced level of experience working with database and spreadsheet applications in order to conduct statistical analysis using sophisticated mathematical and IT analysis techniques.
- 5. Language:** The incumbent must demonstrate proficiency in spoken and written English at Level IV (fluent) and must be fluent in spoken and written Bangla. 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 encourage to apply.