

UNCLASSIFIED

# VACANCY ANNOUNCEMENT

USAID/CAIRO

<b>Number:</b> 5	<b>Subject:</b> VACANCY (Egyptians)	<b>Date:</b> May 10, 2017
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**Applicants who have already submitted a resume do not need to apply, unless your qualifications have changed.**

<b>Position Title:</b>	<b>Project Management Specialist – Senior Education Specialist</b>
<b>Position Number:</b>	<b>91-02</b>
<b>Duration:</b>	<b>One year with options to renew</b>
<b>Organization:</b>	<b>USAID/ Office of Education &amp; Health</b>
<b>Salary Potential:</b>	<b>FSN-12</b>
<b>Resume Deadline:</b>	<b>June 5, 2017</b>
<b>Salary Range for a Fully Qualified Candidate:</b>	<b>Starts at LE 329,881 (This is the Gross Annual Salary before deducting Taxes)</b>

## **BASIC FUNCTION OF POSITION**

The Senior Education Specialist serves as a recognized expert in education and advisor to the Mission, Government of Egypt, and the Embassy on all aspects of the Mission's basic and secondary education program in Egypt. The Job Holder participates in and supports the management and coordination of programs/projects/activities within the USAID Education program; represents USAID in working-level meetings, and, at that level speaks and/or makes presentations on behalf of the Agency and the USG. Advises superiors on the implications of political and social developments on the education program; establishes and maintains senior-level contacts on behalf of USAID with Government of Egypt, private sector, other donor, non-governmental organizations, universities, and research institutions. Drafts technical documentation and analyses research to develop strategies for the portfolio. Represents the Mission in discussion and negotiations with implementing partners (IPs) and other donors, monitoring ongoing programs, and prepares performance reports, briefing papers, concept papers, and other periodic documentation for USAID/Washington and other USG stakeholders; and, tracks overall Education budget progress and funding priorities. The Job Holder assists Mission Management, the Office, and visiting officials in public meetings, events, field trips, and discussion with Egyptian officials and IPs.

## **MAJOR DUTIES AND RESPONSIBILITIES**

The Senior Education Specialist provides technical direction and support in the planning and designing, program/project/activity management and monitoring, budget tacking, and analysis and reporting for the Education program. For the purposes of this position, Education programs include basic and secondary education and involve nationwide projects and activities, training, technical assistance and coordination with national, governorates and district Government of Egypt officials.

#### A. Program/Project Activity Management and Monitoring – 60%

The Job Holder serves as a principal and expert advisor on education as well as manager of various projects/ activities in the education portfolio and Contractor/Agreement Officer Representative (C/AOR) for contracts/grants supporting these projects/activities. Performs the full range of project manager and C/AOR functions including, inter alia, negotiating project/activity implementation issues, monitoring implementation progress, ensuring grantees/contractors meet the full objectives of their scopes of work, advising on and initiating evaluations, directing the close out of NGO grants, etc. to ensure compliance with USAID objectives and regulations.

Conducts site visits as the Mission's official representative to monitor implementation and progress, and to identify delays or difficulties requiring resolution. Recommends authoritative solutions for the resolution of such problems, which might include compliance with requirements for the approval of site selection or require solutions for specific social, political or cultural concerns that impact program achievements. Ensures that all official approvals are obtained from GOE partners, as required.

The Job Holder negotiates and coordinates various actions related to assigned activities with a host of senior Egyptian government (GOE) officials, as well as explains to them USAID procedures, responsibilities, objectives and restrictions. These include Governors in various governorates, Undersecretaries and General Directors at the central and governorate levels of the Ministry of Education, and Deans of the Faculties of Education. Ensures that concerned Ministry officials are apprised of progress, and that program elements support the appropriate social, political and development objectives agreed-upon between USAID and the GOE. Coordinates the participation of these officials in special meetings and events, especially with high-level visitors or Embassy representatives. Conducts liaison with senior leaders in Egyptian NGOs and the civil society community to cultivate and maintain support for the education programming in Egypt.

#### B. Strategic Planning and Program Design – 25%

The Job Holder provides guidance on the requirements of USAID policies and the content and objectives of the education strategy to ensure outcomes are consistent with the Mission strategy.

Initiates project activities in accordance with the education sector strategy, the current environment in Egypt, the institutional capabilities and purposes of potential USAID recipients, resource availability and funding sources.

Drafts concept papers, design documents, project papers, and other relevant documents for proposed/new activities. Conducts research, as necessary, on social and economic factors pertaining to education in Egypt for input to these documents. Contributes to the development of conceptual frameworks and formulates implementation plans.

Ensures that the indicators for measuring the impact of DO 22's activities are tracked, accurate and used to revise strategy as necessary. Coordinates with the SO 22 technical advisor responsible for this function to ensure thoroughness and consistency of data submitted on NGO activities for the Annual Report, Implementation Reviews, etc.

Tracks policy developments, legislative changes, technical developments in the field, etc. that affect USAID activities and/or objectives regarding the education program, and advises the Team Leader and other team members of these and of the appropriate USAID position regarding them.

#### C. Analysis and Reporting 15%

The Job Holder is responsible for regular analysis and reporting on the education situation in Egypt, including the status of ongoing programs/projects/activities, populations, and the impact of USAID and other donor programs, through drafting of reports, regular communications, informal and formal briefings.

Drafts technical reports, action memorandums, Implementation Letters, correspondence, cables, scopes of work, and any other necessary documents for the implementation of assigned activities. Negotiates the clearance and approval of documents, both outside and within USAID, necessary for proper implementation of activities.

Provides financial oversight of assigned activities, grants and contracts, including: preparation and analysis of budgets, analysis of annual funding requirements, analysis of expenditure vouchers for compliance with USAID regulations and accuracy, authorizing and monitoring disbursements, etc.

Represents the Education team in conferences, workshops, donor subgroup meetings and other relevant meetings. Develops necessary documentation for presentations.

Briefs local and visiting senior USAID officials and US Embassy staff, as required, on the implementation of assigned activities in relation to host-country programs and priorities.

## **REQUIRED QUALIFICATIONS**

- a. Education: A Master's degree in Education, Business Administration, Business Management, liberal arts, humanities, social policy or international relations is required.
- b. Prior Work Experience: A minimum of 8 years of progressively responsible, professional-level experience in developing and/or managing education activities or in other professional education area is required. Experience must have provided the opportunity for performing project design, program planning, and/or implementation work. At least 5 years of this experience in development related work, for donor agencies, GOE organizations, or private-sector institutions which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data is required. Experience should also include serving in a managerial capacity for at least three years.
- c. Post Entry Training: Familiarization training in USAID-specific procedures, regulations, and methods is required and will be provided. Orientation to working from a donor Agency perspective, etc. will be provided. Successful completion of formal Contracting/Agreement Officer's Representative certification courses is required, and will be provided. This course is two weeks long. In addition, Programming Foreign Assistance course for one week; Program Design Management course for two weeks; and, Advanced Project Design and Management for one week. Other training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications may be provided as needed and as they become available subject to availability of funds.
- d. Language Proficiency: Level IV in English and Arabic, both oral and written, is required.
- e. Job Knowledge: The Job Holder must have an in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to managing education programs/projects/activities in Egypt, and the problems and policies in Egypt from the business, political, civil society, and social perspectives. The Job Holder must have thorough knowledge and understanding of the economic, political, social, and cultural characteristics of Egypt development challenges and opportunities in the education sector.
- f. Skills and Abilities: The ability to plan, organize, manage, and evaluate assigned programs/projects/activities is required. The Job Holder must have excellent verbal communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior and mid-level Government of Egypt (GOE) officials, and with public and private organizations such as primary USAID technical contacts in the development area. Verbal communication skills are used to explain and interpret GOE attitudes, priorities, and concerns to USAID officials, and to negotiate program/project/activity plans and resolve program/project/activity implementation issues with appropriate GOE entities, technical advisors, implementing partners,

counterparts, and peers. Excellent analytical and presentation skills to assemble, analyze, evaluate and present education sector data. Objectivity to provide unbiased and sound information and advice in assigned areas. Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers. Excellent analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, developing strategies for implementation, is required. The ability to work effectively in a Team environment, and to achieve consensus on policy, program/project/activity, and administrative matter is necessary. The work requires good computer skills in order to manage the achievement of goals and objectives of the Mission.

## **POSITION ELEMENTS**

- a. **Supervision Received:** The USAID Senior Education Specialist works under the Education Development Officer. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Job Holder is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Job Holder will seek advice and assistance as required. Work is reviewed in terms of results achieved.
- b. **Supervision Exercised:** Full supervision of their USAID staff is not contemplated. The exercise of administrative supervision and technical guidance to Education office staff on monitoring and evaluation planning and techniques is contemplated.
- c. **Available Guidelines:** Available guidelines include USG, USAID, and education-related guidance, rules, and requirements of the professional USAID Mission Orders, Mission strategy, and other relevant reports, the Automated Directives System (ADS); and, USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation on the part of the Job Holder.
- d. **Exercise of Judgment:** Independent professional judgment is required for developing, implementing, and managing the assigned program/project/activity portfolio, for reporting, and for other assignments. Judgment is required in order to make decisions, based on a careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact; exercises good judgment, and completes work independently; and, monitors implementation of the assigned portfolio and maintains accountability for results achieved.
- e. **Authority to Make Commitments:** The Job Holder exercises the authority given to all USAID activity managers and CORs/AORs, and makes administrative arrangements consistent with ADS Guidance and Mission policy. The Job Holder takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. The Job Holder may not independently commit the USG to the expenditure of funds; but, within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. The Specialist may negotiate ad referendum for the immediate supervisor.
- f. **Nature, Level, and Purpose of Contacts:** The Job Holder maintains a full range of contacts within the Mission, at all levels, and with assigned contractors and grantees implementing USAID-funded programs/projects/activities in the sector. Within the Embassy, contacts are with counterpart staffs, and with senior staff as needed. Host-government, local and other contacts vary widely with the type of program/project/activity, and may be at any level – including Ministerial, Deputy Minister, etc. Frequent and substantive personal contacts with senior-level offices of the Government of Egypt, and with the private sector, are for purpose of explaining and defending USAID policies, objectives and procedures, and to transmit and interpret Government of Egypt and private-sector attitudes and concerns to senior USAID officials.

- g. Time Expected to Reach Full Performance Level: A well-qualified Job Holder would take between 3-6 months to reach full performance level.

Selection Criteria:

Category	Scoring Percentage
Education/academic requirement	10%
Experience	40%
Language Proficiency	10%
Knowledge	20%
Skills & Abilities	20%
TOTAL	100%

**\* As per details reflected under Qualifications above.**

**RECRUITMENT PROCEDURES AND GUIDELINES:**

**Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.**

**Candidates must provide in their CVs names of family members working in the Mission.**

Qualified candidates who are interested in this vacancy should apply by submitting an **up-to-date CV with a cover letter detailing how they are qualified for the position**, quoting the position number, to USAID Human Resources Office, by no later than COB of the vacancy deadline noted above. Cvs can be submitted via e-mail to [usaidhr@usaid.gov](mailto:usaidhr@usaid.gov), inter-office mail, or by fax to 25160388 (submissions made in any other way will be disregarded). The CV and attachments must not in all cases exceed five pages. The USAID HR Office will disregard any submissions exceeding five pages and/or those received after the deadline.

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of resumes, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your resume once you receive an automatic acknowledgement of receipt from the system. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If a selected applicant does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a

relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

**SOFT COPIES OF THIS VACANCY ANNOUNCEMENT ARE AVAILABLE ON THE USAID MISSION INTRANET, UNDER JOB OPPORTUNITIES & THE USAID MISSION EXTERNAL WEBSITE (Egypt.usaid.gov). HARD COPIES CAN ALSO BE OBTAINED FROM THE USAID HR OFFICE OR THE US EMBASSY HR OFFICE.**

**Priority will be given to qualified FSNs who have been involuntarily RIF'ed.**

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

**Samia Joseph  
USAID/Human Resources Officer**