



UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)
Announcing open position for FSN-4005-10

Regional Platform Development Assistance Specialist
(Multiple positions)

USAID Office of the Provincial Reconstruction Team (PRT)

OPENING DATE: 04/05/2010

CLOSING DATE: 04/26/2010

WORK HOURS: Full-time; 40 hours/week

Basic Functions of Position:

The Regional Platform Development Assistance Specialist (R-DAS) serves under the direct supervision of the RPD. The R-DAS is an integral member of the RPO team, provides advice to the RPD, and as appropriate, to Mission Management, technical offices, implementing partners, GOI, and other donors on matters related to his/her area of technical expertise, geographic area of responsibility, and on aspects related to the expedient manner of conducting development activity in Iraqi society and culture.

Based on the technical nature of the responsibilities of his/her specific position portfolio, the R-DAS will receive overall technical guidance from the appropriate USAID technical office as well as the RPD. S/he will serve a crucial role in the monitoring of USAID activities in the area covered by the RPO; liaise with partners, stakeholders and donors; and, identify issues affecting USAID program performance. S/he will be required to coordinate and attend meetings, organize and participate in field visits, and participate in project monitoring and evaluation activities. S/he will also be expected to articulate orally and in writing in English and Arabic on the status of USAID activities in the provinces covered by the RPO.

The R-DAS is a critical link for requests for information received from the RPD, Mission Management, technical offices, and implementing partners, and ensures that requests are appropriately followed-up and executed in a timely manner. S/he maintains up-to-date knowledge of the programs, working environments, and security situations in the provinces that fall in his/her programmatic and geographic areas. The R-DAS is required to multi-task on a regular basis. Regular movement throughout the area of responsibility is required to monitor implementing partner activity, and to engage Iraqi partners and stakeholders.

The R-DAS is a member of the USAID Iraq RPO team, and reports directly to the RPD.

U.S. Agency for International Development
USAID Executive Office / Human Resources
Baghdad, Iraq
APO AE 09316 Office Tel: 202-216-6276 ext. 1298 (U.S. number)

www.usaid.gov



Positions Grade and location:

Full performance grade level for this position is: FSN-10. A training grade level, below FSN-10, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience. Positions will be located in different parts of Iraq.

Required Qualifications:

a. Education: Bachelor's degree or other equivalent degree from an accredited university (i.e. Iraqi, American or other equivalent accredited university) in Public Administration, Economics, Political Science, Business Administration, Education, Health, Finance, Public Policy or Law is required. A graduate degree in Public Administration, Economics, Political Science, Education, Health, Finance, Public Policy, Law, or other equivalent graduate degree is preferred.

b. Prior Work Experience: Five to seven years of increasingly responsible experience in management of international development programs, at least three of which should involve experience performing relevant functions in international or other donor organizations performing similar functions. Experience with economic and social post-conflict programs is desirable.

c. Post Entry Training: Participation in three or more job-related seminars, professional conferences, trainings, workshops, courses, or development studies programs, whether organized by professional groups or by USAID are required. Examples of such organized by USAID are COTR courses, EG modules, USAID e-Learning Institute's courses, etc. Appropriate modules of the Leadership and Program Operations Training Initiative such as Managing for Results, Organization and Operations, Team Skills, training in agency database systems and in other special areas related to duties. Additional in-country and/or regional training in USAID project management, contracting, monitoring and evaluation will be provided depending on course offerings and availability.

d. Language Proficiency: Comprehensive written and oral English (Level IV fluency), and Arabic language skills are required. Ability to write complex reports and correspondence in both languages, and facilitate communication between Arabic and English speakers in meetings and field trips. Fluency in Kurdish is required for the candidate selected to work in KRG.



e. Knowledge: The Specialist must have a good knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities. A current knowledge of political and economic conditions in Iraq is essential.

f. Abilities and Skills: The Specialist should have a demonstrated ability to assume management and leadership roles. The Specialist must be resourceful, have good judgment, and have the ability to work with persons from many backgrounds. The work requires a user-level ability to work with computers and common software programs used within USAID.

To Apply for This Solicitation No. 10-003

Please follow all these instructions carefully:

- 1) Please indicate the title of the position you are applying for in the subject line of your email;
- 2) Please indicate the solicitation number in your application;
- 3) A current resume or curriculum vitae providing a daytime telephone number;
- 4) Copies of any relevant supporting documentation (e.g., essays, certificates, awards and copies of degrees earned). These documents must address and be relevant to the minimum requirements of the position as listed above;
- 5) At least three references providing their telephone numbers (and email address if possible);
- 6) A separate page that addresses each selection criterion/qualification detailed above with specific information supporting each item, (i.e., education, experience, etc., and how you meet these requirements);
- 7) *Do not attach original documents to your application as they will not be returned.*

Candidates who do not follow these instructions will not be short listed for the position.

Please send email or hand-deliver your application by April 26, 2010

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov
www.usaid.gov/iraq/employment.html

Only short listed candidates will be contacted after the selection has been made.

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