



Vacancy Announcement

(Announcement Number: 19-12)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Project Management Specialist-Deputy Office Director at Education Development Office, under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates

POSITION: Project Management Specialist-Deputy Office Director - FSNPSC-12

OPENING DATE: August 15, 2019

CLOSING DATE: August 30, 2019– 5:00 P.M Kathmandu time

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION:

The Deputy Director serves as the Education Development Office's most senior Foreign Service National staff. S/he works directly on an \$86 million portfolio of seven basic education activities in Nepal. S/he leads the coordination of USAID-supported education activities with the Nepal Ministry of Education, Science, Technology (MOEST). The incumbent also represents EDO to the larger USG Mission and external development partners. The Deputy Director provides expert input into the overall education portfolio, estimated at \$15 million per year, and advises on challenges, opportunities, and issues in the overall education sector in Nepal. Program elements currently focus on early grade reading, inclusive education, access to education, especially for girls, and post-disaster recovery in the education sector, while new areas of engagement will include early grade learning (expanding technical coverage of math and pre-primary education), and systems strengthening. Engagement is required in other cross-cutting issues, including local governance, public financial management, gender and social inclusion, and resilience.

REQUIRED QUALIFICATIONS:

- a. **Education:** The complex and highly technical and visible nature of the position requires at a minimum a bachelor's degree (Master's Preferred) in educational development, reading, curriculum development, student learning assessment, teacher training, gender and girls' education, education policy and planning, monitoring and evaluation, community mobilization, school governance, or a related field relevant to USAID/Nepal's work in education.
- b. **Prior Work Experience:** A minimum of 7 years of relevant work experience in positions with progressively greater responsibilities and leadership experience at senior professional or management levels in academics, government, or I/NGOs related to the education field is

required. Relevant and practical professional work experience designing, managing, monitoring, evaluating, and reporting on large-scale development programs; leading policy discussions with senior government officials; coordinating donor and other development partner activities; collaborating across teams; and managing, motivating, coaching, and mentoring staff are also key requirements of the position. Experience working with or for USAID, USAID contractors, other US government agencies, other donors, or public international organizations in Nepal is preferred. Excellent past and current leadership, communications (verbal and written) and interpersonal skills. The ideal candidate should have specialized knowledge and experience working on education activities related to USAID/Nepal's current education focus. Proven ability to work effectively with high level personnel from government, the donor community, and implementing partners.

- c. Post Entry Training:** Familiarization training in USAID and USG-specific procedures, regulations, and methods will be provided. Formal courses will be offered, as appropriate, in addition to courses, seminars, conferences, and other activities in fields related to the function and needs of the staff member to maintain and update his or her qualifications. The incumbent will be expected to complete successfully the course for Contracting/Agreement Officer's Representative (COR/AOR) and become certified as soon as is practical and in compliance with USG regulations. Additional training will be provided for courses such as Introducing the Program Cycle, Project Design and Management and other USAID or outside training opportunities directly relevant to the performance of core responsibilities. Other USAID-specific education technical training/webinars will be made available as practical.
- d. Language Proficiency:** Level IV in written and spoken English and level IV in Nepali. Must be able to speak, write and present in a concise and thoughtful manner on development programs and issues in both English and Nepali.
- e. Job Knowledge:** The Deputy Director must have a highly technical knowledge of Nepal's education sector, social and cultural characteristics, and the history of education development assistance activities in Nepal, especially the USG's role. The Deputy Director requires expert knowledge and understanding of the GON system for educational development across ministries, institutions, and agencies in order to foster and maintain close relationships with GON officials, MOEST staff, donor representatives, local and international implementing partner organizations, and other non-government organizations (NGOs). The Deputy Director requires a high degree of political and management savvy to effectively influence policy reforms across the portfolio. The position requires expert knowledge in primary education, secondary education, girls' education, early grade reading, curriculum development, teacher training, policy planning, student-learning assessment, education evaluation, community mobilization, and/or school governance. S/he must also have knowledge of gender and inclusion principles. In-depth knowledge of strategies, programs, and working methodologies in the education sector in Nepal, other donor programs in the Nepali education sector and familiarity with the School Sector Development Program and SWAp mechanism is required. Experience working with the GON is critical for quality education policy reform.

- f. **Skills and Abilities:** The Deputy Director must have very good computer skills, including the ability to use Google Doc/Sheet/Form and Microsoft Word, Excel, and PowerPoint efficiently and effectively as well as to be able to articulate his/her thoughts both verbally and written and both in English and in Nepali. The abilities to quickly analyze and synthesize data for decision making and reporting and to mobilize teams to meet tight, last minute deadlines are essential. The ability to troubleshoot, solve complex problems, manage difficult situations and personalities, plan ahead, organize, and divide work appropriately across individual team members are all expectations of the position. The Deputy Director is also expected to shepherd projects and activities in various stages of design, implementation and evaluation, develop budget spreadsheets, statements of work, review and analyze project reports and financial statements to ensure on-time achievement of project deliverables. S/he must have the ability to effectively manage complex mechanisms to ensure compliance with USAID regulations and the achievement of program objectives. The incumbent should be able to advocate for education investments within a broader spectrum of development challenges, and within the context of changing USG foreign policy trends and domestic and international political and economic developments. The ability to communicate USG positions, policies, and strategies on education issues to different audiences effectively is essential. Finally, the position requires good customer service, strong interpersonal communication, negotiation and diplomatic skills. S/he must be able to coordinate successfully with the GON, relevant Contractors/Grantees, with other parts of the USAID Mission, and with the Embassy to advance program interests.

A detailed job description for the position can be obtained by visiting USAID/Nepal's website at <http://www.usaid.gov/nepal/careers> or by requesting USAID/Nepal's Human Resources Office (USAIDNepalHR@usaid.gov).

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the detailed job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may also be sent electronically to: USAIDNepalHR@usaid.gov.

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.