



USAID | NEPAL

FROM THE AMERICAN PEOPLE

+

SOLICITATION NUMBER	72036719R00005
ISSUING DATE	July 31, 2019
CLOSING DATE	August 16, 2019 5:00 P.M Kathmandu Time.
POSITION TITLE	Program Management Advisor-PFM
NUMBER OF POSITION(S)	One
MARKET VALUE	GS-13 (\$76,687-\$99,691)-Salaries over and above the top of the GS-13 pay range will not be entertained or negotiated.
ORGANIZATIONAL LOCATION OF POSITION	Kathmandu, Nepal
DIRECT SUPERVISOR	Director or Deputy Director, Democracy and Governance Office (DGO).
SUPERVISORY CONTROL	Minimal. After an initial period, the incumbent is expected to act independently with minimal day-to-day direction.
PERIOD OF PERFORMANCE	Initial Two years beginning September 2019 thru September 2021 (with the possibility of three-one year extensions), pending review and further approval at a later date.
SECURITY ACCESS	Must be able to obtain/revalidate security clearance at the secret level from the USAID SEC and medical clearance from the State MED within a reasonable period of time.
AREA OF CONSIDERATION	Open to U.S Citizens.

U.S. Agency for International Development
G.P.O. Box 295
U.S. Embassy, Maharajgunj
KATHMANDU, NEPAL

Tel: 977-1-4007200
Fax: 977-1-4007285
<http://nepal.usaid.gov>

POSITION DESCRIPTION:

Program Management Advisor for Public Financial Management

1. Introduction and Background

The Program Management Advisor (Public Financial Management) supports and advises the USAID/Nepal Mission as part of the Democracy and Governance Office (DGO). The Advisor will provide expert Public Financial Management, fiscal reform, macroeconomic development and management guidance in support of USAID strategy and program implementation. The position assumes key responsibilities in project design, management, and implementation of USAID/Nepal's Public Financial Management Strengthening Project (PFMSP) and other governance projects. The Advisor will serve as principal liaison with the Contracting Officer and USAID designated staff from the Offices of Health, Education and Disaster Risk Reduction, Reconstruction and Resilience. The position requires a broad knowledge of economic development of Nepal, specialized knowledge of tax, budget, audit, macroeconomic policy and institutional support. In addition, the position requires knowledge and skills related to administrative and project management techniques, and awareness of and ability to maintain collaborative relationships with specialists of various disciplines. Advance planning and preparation are key, as well as ability to respond to new requirements on extremely short notice.

The incumbent is directly responsible for project management as well as for supporting, mentoring, training, and advising the Alternate Contracting Officer Representative (COR) with the implementation of the USAID-funded Nepal Public Financial Management Strengthening Project (PFMSP), which aims to help the Government of Nepal (GON) improve its fiscal sustainability and enable the delivery of essential services to its citizens. PFMSP will enhance the transparency and accountability of the PFM systems of GON ministries and agencies. PFMSP will support the GON's capacity building priorities, and entails extensive consultations between USAID, GON and the donor community. The geographic scope is USAID/Nepal's 20 focus districts in the West, Mid-West and Far-West regions, as well as the 14 earthquake affected districts.

A. MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as the Contracting Officer's Representative/Agreement Officer's Representative (COR) for the Mission's Public Financial Management Strengthening Project (PFMSP).
2. Provides expert advice in various specialized fields of Public Financial Management, covering all aspects of public revenue and

expenditure management including, but not limited to, forecasting, budgeting, monitoring and reporting tax and fee based sources of revenue and expenditures in a transparent manner.

3. Provides factual and analytical background reports, collects data, and prepares/reviews reports related to DG as well as supports other offices on their PFM portfolios.

4. Provides analysis of program evaluations, performance data and reporting documents.

5. Monitors, evaluates and analyzes implementation of DG programs and related health and education technical office programs relating to PFM, closely coordinating with the grantee(s)/contractor(s) on results and outcomes.

6. Develops project scope and objectives ensures project design involves all relevant stakeholders and ensures technical feasibility. Coordinates closely with the Office of Acquisition and Assistance to determine appropriate procurement mechanisms.

7. Closely coordinates with donors, government officials and participates in the PFM Multi-Donor Trust Fund together with other development partners to support the GON in strengthening its public financial management performance.

8. Mentors and advises Locally Employed Staff (LES/FSN) and USG inter-Agency working groups on PFM and fiscal governance.

9. Maintains an organized and professional work environment at all times, meeting USAID file management requirements.

10. Performs quarterly field-level program monitoring, oversight and other program-related local travel.

11. Serves as an expert resource and/or technical advisor on a range of PFM issues to USAID.

B. MINIMUM REQUIRED QUALIFICATIONS AND SELECTION CRITERIA

In order to be considered those qualifications marked "Required" must be met. Candidates will be evaluated and ranked based on the following selection criteria:

a. EDUCATION (10 POINTS): The incumbent must have a Master's Degree in any of the related fields such as business administration, economics, accounting, business financial management or closely associated field is required.

b. **EXPERIENCE (45 POINTS):** Must have at least ten years of relevant work experience that demonstrates increasing responsibility for designing, managing, and reporting on economic growth and public financial management related activities, and coordinating and guiding multifaceted analytical and project management efforts for a complex organization is required. Preference will be given to those who have relevant experience working in a post-conflict environment. Experience working in the area of program administration, business, marketing, private sector development, trade, commercial law, public financial management, banking or other private sector related development fields is required.

c. **LANGUAGE PROFICIENCY (5 POINTS):** Must have excellent English communication skills, both orally and written. Some knowledge of Nepali is desirable, but not required.

d. **KNOWLEDGE AND ABILITIES (20 POINTS):** The incumbent must have relevant experience in at least one of the following programmatic areas such as, but not limited to, public budgeting, finance and taxation, private sector development, business enabling environment or the methodology, procedures, and documentation related to designing, and implementing of said programming is a requirement. Sound knowledge of computer software (MS Word, Excel, PowerPoint, and internet) and electronic information handling is required. Must be a self-starter, highly organized, have exceptional interpersonal, communication and leadership skills, and be able to work in a team environment and under pressure. The incumbent must be able to engage and work across diverse technical teams within USAID. The ability to train, direct and mentor local staff is extremely important.

e. **SKILLS (20 POINTS):** Strong skills in public financial management and project management are required. The ability to identify, locate, analyze, and evaluate relevant data is required. The ability to organize and present program information into appropriate written and oral formats is critical. The incumbent should seek to attain the ability to explain and defend USAID programs, budgets, policies, objectives, and procedures.

Maximum Points Available: 100

C. SUPERVISION RECEIVED: The incumbent will be supervised by the Office Director or Deputy Director.

D. AVAILABLE GUIDELINES: The USAID Automated Directives System, Department of State Standardized Regulations, Foreign Affairs Manuals, USAID Inspector General Audit Guidance, Agency Policy Determinations, Foreign Assistance Act, Government Auditing Standards, Comptroller General, Decisions and pertinent project documentation provide the guidelines that must be applied to specific situations. U.S.

Government handbooks, guidelines, regulations and laws, OMB Circulars, Generally Accepted Accounting Principles, the Yellow Book, Guidelines for Financial Audits Contracted by Foreign Recipients, and Mission Orders.

E. EXERCISE OF JUDGEMENT: Exercises a high degree of independent judgment. Heavy reliance is placed on the independent judgment of the incumbent in analyzing, evaluating and formulating conclusions and recommendations for all PFM matters related to USAID/Nepal, particularly within the DG portfolio.

F. NATURE, LEVEL AND PURPOSE OF CONTACTS: Frequent and direct contact and meetings with senior management of USAID/Nepal, as well as senior level contacts of the interagency team. Contact with implementing partners, donors, Government of Nepal, USAID's Program Area/Technical Teams, mostly regarding DG issues, will be at the highest levels.

G. MEDICAL AND SECURITY CLEARANCE: The selected applicants must be able to obtain and maintain a medical clearance and obtain and maintain a Secret level security clearance.

PERIOD OF SERVICE

Initial two (2) years from o/a September 2019 through o/a September 2021. There is a possibility of three one year extensions, based on performance, continuing needs for the position and availability of funding.

As a matter of policy and as appropriate, a USPSC is normally authorized the following benefits and allowances: If applicable

1. Benefits

- a. Employee's FICA Contribution
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Eligibility for Worker's Compensation
- e. Annual & Sick Leave
- f. Access to Embassy medical facilities, commissary and pouch mail service

2. Allowances (as applicable)

- a. Temporary Lodging Allowance (Section 120)
- b. Living Quarters Allowance (Section 130)
- c. Post Allowance (Section 220)
- d. Supplemental Post Allowance (Section 230)
- e. Post Differential (Chapter 500)
- f. Payments during Evacuation Authorized Departure (Section 600)
- g. Danger Pay (Section 650)

- h. Educational Allowance (Section 270)
- i. Separate Maintenance Allowance (Section 260)
- j. Educational Travel (Section 280)

USPSCs are not exempt from payment of Federal Income Tax.

Application Submission Instructions:

Send your application by e-mail to: usaidnepalhr@usaid.gov

The application must include following:

1. Resume
2. Form AID 309-2
3. Names and contact details for three references.
4. A brief narrative demonstrating how education, experience, and skills address the requirements listed in the solicitation

Hard copies may be sent to the following address:

Executive Officer
USAID/Nepal
U.S. Embassy
G.P.O. Box 295 Maharajgunj Kathmandu,
Nepal