



Vacancy Announcement

(Announcement Number: 19-16)

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

OPEN TO: All interested and qualified candidates

POSITION: Education Specialist – FSNPSC-11

OPENING DATE: December 21, 2019

CLOSING DATE: January 24, 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 Education Specialist works in a collaborative manner with the USAID Education Development Office's (EDO) six-person team and the larger USG Mission. S/he has the primary responsibility for the technical direction of portions of USAID/Nepal's \$15-20 million per year education portfolio, under the guidance of the EDO Office Director. The incumbent provides expert technical input into the overall education program, especially from the perspective of advising on the issues, opportunities, and strategy in the education sector in Nepal. S/he plays a leadership role in developing strategies, engaging with stakeholders, designing activities, and managing programs, specifically focused on improving the quality of education and improving learning outcomes in Nepal.

REQUIRED QUALIFICATIONS:

- a. **Education:** A Bachelor's Degree (Master's preferred) in education, social policy, international development or other related discipline is required.
- b. **Prior Work Experience:** The Education Specialist must have a minimum of five years of progressively responsible professional and/or management experience in the education field working with INGOs, Government counterparts, or Development Partners. The Education Specialist must have experience in program design, management, and implementation of education programs in developing countries. Experience working in Nepal is preferred. A high degree of technical knowledge in the area of improving the quality of education and learning outcomes is required. Prior experience working in the area of early grade reading or learning preferred. Prior experience working with USAID partners or other donor partners is preferred.
- c. **Post Entry Training:** USAID-specific training on teamwork, activity management, and USAID programming, General training, conferences, or learning experiences in early childhood development, participatory and democratic learning, applied learning, vocational education workforce development and education leadership would 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:** Expertise in education quality improvement is required, especially in the field of early grade reading, early grade learning, teacher training and support, or learning assessments. In-depth knowledge of strategies, programs, and working methodologies in the education sector in Nepal, including the School Sector Development Plan, is required. Knowledge of USAID and other donor programs in the Nepal education sector is required. Broad contacts within Nepali education agencies, civil society, NGOs, and government would also be an asset. Knowledge of gender and inclusion principles and practices is required.
- f. **Skills and Abilities:** The Education Specialist must have very good computer skills, including the ability to use Google Doc/Sheet/Form and Microsoft Word, Excel, and PowerPoint efficiently and effectively. S/he must be able to articulate his/her thoughts both verbally and written and both in English and in Nepali with expert interpersonal communication and negotiation skills. S/he can handle sensitive issues diplomatically and use good judgment when speaking on behalf of USAID. S/he has the ability to quickly analyze and synthesize data for decision making and reporting and can, with minimal supervision, prioritize and organize tasks to complete them quickly and efficiently while working collaboratively. S/he has the ability to troubleshoot, solve complex problems, and plan ahead. S/he has the ability to effectively manage complex mechanisms to ensure compliance with USAID regulations and the achievement of program objectives. S/he has highly-developed program design, implementation, monitoring, and evaluation skills.

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.