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10/30/06

**Vacancy Announcement – Development Program Specialist**

Open to: -All Foreign Service National Employees – All Agencies  
*Current employees serving a probationary period are not eligible to apply*  
-All Zimbabwean citizens

Position Title: Development Program Specialist  
(FSN Grade 12 – entry level **may** be lower)

Opening Date: October 30, 2006  
Closing Date: November 10, 2006

Work Hours: 40 hours per week

The United States Agency for International Development (USAID), in Harare, has a vacancy for a Development Program Specialist position. The candidate selected for this position will be employed under a personal services contract and work in the Program Office of USAID/Zimbabwe. Compensation is based on qualifications and earning history. Due to the dynamics of this position, the incumbent will be hired at an appropriate grade level, and be promoted when s/he meets the pre-requisites for the next grade level.

The filling of this position is subject to funds availability.

**Scope of Work:** Incumbent will advise and assist Mission management and staff (including both technical and support offices) on activity planning and review, reporting, monitoring and evaluation, technical analysis, and coordination. Specifically, s/he is responsible for coordinating Mission-wide preparation of major budgetary and programmatic documents, such as the strategic plan, Operational Plan, Foreign Assistance Cooperation and Tracking System (FACTS), Congressional Budget Justification, and performance monitoring plan as well as other reporting requirements. The incumbent must ensure that management and reporting controls are in effect and adhered to, and must exercise sound judgment in interpreting Agency policies and procedures. S/he serves as the Mission's resident expert on economic issues, advises on developments in other programmatic areas, and is the primary liaison with the Ministry of Finance on the negotiation of project and strategic objective grant agreements (when applicable). S/he is expected to establish effective working relationships with the Mission Director, Embassy, Government of Zimbabwe (GOZ), non-governmental organizations, and other donors.

For an amplified position description, please contact the Human Resources Officer at USAID. See below for contact information.

**Required Qualifications:**

- A. Education: A university degree (minimum of a BA/BS) related to economics, the social sciences, development, or another relevant field essential. A Masters degree in any of the above disciplines highly desirable.
  
- B. Prior Work Experience: At least 5 years of progressively responsible experience working in the design, implementation, and administration of private and/or public sector projects and/or programs. Experience in direct management and research related to projects, programs or systems is desired. Experience with international development organizations is necessary. Experience in conducting budgetary and programmatic analysis and interpretation of data and presentation of findings in written and oral form. Prior work experience with USAID is highly desirable.
- C. Post-Entry Training: The incumbent will be required to take USAID training in Managing for Results, Program Budget, Acquisition and Assistance and Leadership training as it becomes available. Other appropriate training will be provided as necessary in activity management and implementation, financial management, information technology, etc. Miscellaneous training will be provided on-the-job.
- D. Language Proficiency: Fluency in spoken and written English is required. Strong English writing skills are essential.
- E. Knowledge: The incumbent must possess detailed knowledge of the concepts and techniques associated with the design and implementation of development projects and familiarity with the development needs of Zimbabwe. It is desirable that the incumbent be familiar with USAID program budgeting, Government of Zimbabwe and USAID policies and regulations, programmatic emphases, and relevant U.S. legislation. Must be able to obtain, analyze and evaluate complex financial and program information to prepare accurate analyses and written and oral reports. Knowledge of information technology, statistics and international development is essential.
- F. Skills and Abilities: Must be able to develop and maintain contacts with senior government officials and officials throughout the mission, as well as key officers within the region, and representation to government and non-governmental participating organizations. The incumbent must be able to effectively identify, mobilize, and draw upon the expertise of technical and managerial personnel in the mission. Demonstrated capability for perceptive analysis and the ability to write and speak effectively are required skills. The incumbent will be expected to participate actively in and at times represent the mission, in meetings as appropriate with the US Embassy, USAID/Washington representatives, other donors, senior Government officials and other partners and stakeholders. Must be able to work in teams and motivate others to accomplish mission goals.

**To Apply:** Interested applicants must address all the above qualifications in their application. An application should include the following:

1. An application letter
2. A current resume relevant to the position
3. Relevant documentation supporting the minimum requirements listed above (e.g. certificates).

**Selection Process:** After an initial application screening, the best qualified applicants will be invited to a testing process, which will include an oral interview and a written exercise. The final phase of the selection process is the probationary period of one year. Medical and security clearances are also required before employment can begin. Only short listed candidates will be contacted.

**Submit Applications to:**

Human Resources Officer

USAID

1 Pascoe Ave

Or

PO Box 6988

Belgravia, Harare

Harare

Email: or [aappel@usaid.gov](mailto:aappel@usaid.gov) or [tsirewu@usaid.gov](mailto:tsirewu@usaid.gov)

For queries Contact Tendai Sirewu on 252401 or 252420 Ext. 256

(NO LATER THAN Closing Date – November 10, 2006)

Issued By:

Executive Office

Courtney Ives

Executive Officer