

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-09-007

OPEN TO: All interested candidates

POSITION: Project Management Specialist - Engineer
Energy Office

OPENING DATE: February 26, 2009

CLOSING DATE: March 12, 2009

WORK HOURS: 40 hours/week

SALARY: (JD 20,146 – JD 33,237)
Position Grade Level 12

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for a Project Management Specialist – Engineer in the Energy Office. This is a Personal Services Contract (PSC) position, grade FSN-12. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-12 level.

Basic Function:

The incumbent serves as a senior Project Management Specialist in the Energy Office. As a recognized energy expert he/she is technically responsible for a variety of activities that assists USAID/Jordan in advancing best use of Jordanian energy resources. The incumbent will work as part of a team to manage a multi-year, multi-million dollar energy initiative. Duties will include managing the design, contracting, and implementation of projects valued in the tens of millions of dollars. Beyond managerial and technical requirements, the incumbent must be qualified to assume the full range of duties and responsibilities listed herein.

Major Responsibilities:

1. Serves as Agreement/Contract Officer's Technical Representative (A/COTR) for USAID funded activities related to: energy efficient building practices, best use of Jordan's energy resources, and the energy sector incentive structure. Review studies, technical documents, and required reports submitted by contractors/grantees on all assigned projects and comment on findings, report completeness, accuracy and recommended actions. Review billings and check for reasonableness and accuracy of expenditures. Provides technical inspection and reporting on the progress of Energy Office funded activities. Conduct periodic field inspection trips to monitor contractor's adherence to the terms of the contract, implementation progress and quality of work. Prepare documents and correspondence required by USAID and GOJ counterparts to implement activities. Meet with representatives of the contractor, cooperative agreement partner, and grantee and GOJ counterparts to discuss Energy Program progress, problems encountered and possible solutions. Explain USAID regulations and requirements.
2. Develops and maintains close professional contacts with the GOJ counterpart agencies affiliated with energy and building construction activities. Keeps Energy Office Director informed of current trends in energy efficiency equipment and energy efficient building construction techniques, cost trends of ongoing and proposed development activities as well as government policies, laws, and regulations that may affect USAID funded projects. Advises the GOJ counterparts regarding USAID contracting and procurement policies and regulations. Develops and maintains contacts with other international donors and local NGOs to ensure complementary and coordination in activity development and implementation.
3. Responsible for developing new projects/activities within the Energy Office and managing the implementation of new projects/activities. Write technical reports, advise, and make recommendations for activities in the Jordan Energy Program. Participate and as necessary chair committees to prepare scopes of work, evaluate technical proposals, and recommend the award of technical assistance consulting services and commodity procurement contracts. Works with Agreement/Contract Officer to ensure that all USAID funded contract documents comply with USAID rules and regulations.
4. Serves as Specialist in supporting other Mission Offices, providing assistance in energy efficiency activities. Work closely with concerned USAID offices, GOJ government agencies, local NGOs and Jordanian experts in developing and implementing technical assistance activities.

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated on the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

1. B.Sc. Degree in Civil or Mechanical Engineering is required; Masters Degree in Civil or Mechanical Engineering is desired. Registered Engineering Certification is required from the Jordanian Engineers' Association. (Please include documentary proof.)
2. Must have seven years of demonstrated progressively responsible experience:
 - in the renewable energy sector and/or similar work in the building construction sector; and
 - in the collection, analysis, and presentation of energy and building construction information.

Must have five years of demonstrated professional experience in managing major energy or building construction projects having multi-million dollars of value.

3. Skills and Abilities:
 - Must have demonstrated broad knowledge of energy efficiency and building construction issues.
 - Must have demonstrated ability to establish and maintain an extensive range of contacts with ministerial and high level officials of the Government of Jordan (GOJ) counterpart implementing agencies, other USG interest offices, and related private-sector organizations, to include Non Governmental Organizations (NGO).
 - Must have demonstrated ability to obtain, organize, analyze, evaluate, and present information and to organize and draft clear, concise reports which are factual and analytical in nature.
 - Must have demonstrated ability to interpret and communicate Jordanian priorities and concerns to senior USAID officials.
 - Must have demonstrated computer skills in specialized software including Windows 2003 and the Microsoft Office Suite.
4. Demonstrated fluency in both written and spoken English and Arabic (Level IV) is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken and English, including the ability to translate Arabic into precise and correct English, and English into Arabic is required. On occasion, an employee at this level might be expected to act as an impromptu interpreter.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be invited for testing. The test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees currently serving on probationary period are not eligible to apply.

Interested applicants for this position should submit the below listed forms electronically to: email: Ammanemployment@state.gov

- A. Application for Employment Form; plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site: http://jordan.usembassy.gov/job_opportunities.html

Point of Contact:

Point of Contact: Questions may be directed to American Embassy, Human Resources office, Attn: May Shami, Tel: 5906000 ex 6508, Fax: 593-1598.

DRAFT	EXO JSoussou	_____	Date _____
CLEARANCE	EO RHagan	_____	Date _____
	EXO EZehr	_____	Date _____