



SOLICITATION NUMBER: USAID/Jordan-EXO-18-007

ISSUANCE DATE: April 26, 2018
CLOSING DATE/TIME: May 09, 2018

SUBJECT: Solicitation for a **Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC)**
(Local Compensation Plan)

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified persons to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VI** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contract (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Matthew Corbin
Contracting Officer



I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** USAID/Jordan-EXO-18-007
- 2. OPEN TO:** All interested Jordanian Citizens
- 3. ISSUANCE DATE:** April 26, 2018
- 4. CLOSING DATE/TIME:** May 09, 2018 12:00 midnight Amman Time
- 5. POSITION TITLE:** Project Management Specialist
Education and Youth Office
- 6. MARKET VALUE (SALARY PER ANNUM):** **JOD20,828 – JOD34,361** equivalent to **FSN-11**
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID\Jordan. Final compensation will be negotiated within the listed market value (Salary).
- 7. PLACE OF PERFORMANCE:** Amman, Jordan
- 8. SECURITY LEVEL REQUIRED:** Facilities Access / Employment Authorization
- 9. STATEMENT OF DUTIES**

1. Basic Function of Position

USAID/Jordan has an immediate vacancy for a Project Management Specialist in Education and Youth (EDY) Office. The work schedule is 40 hours per week and the workweek is Sunday-Thursday. USAID/Jordan may select more than one applicant for this solicitation.

The incumbent serves as an Education Specialist within Education and Youth Office. The Education/Youth Team leads the design and formulation of USAID/Jordan's overall education five-year strategy, and manages implementation of education projects portfolio. The incumbent advises the Office Manager and Mission Management on all aspects of the existing program, monitoring and evaluating progress towards results in accordance with project documents and USAID policy guidance. The incumbent will participate in the design of new activities in support of social sector objectives and the Mission's youth development and poverty alleviation work. The incumbent will provide expert advice on basic education, with particular emphasis on educational reforms in Jordan, literacy and numeracy, informal and non-formal education, professional development, policy and systems strengthening. The incumbent will have to explore potential solutions for enhancing educational and economic opportunities for youth and improving educational quality in Jordan that will contribute to achievement of the Mission's strategic objectives.

2. Major Duties and Responsibilities

Activity Management:

The incumbent participates in the planning, design, management and monitoring of the Mission's new initiatives in the field of education. S/he prepares statements of work, serves on Evaluation Technical Committees (TEC) and drafts other required technical materials for any solicitation for assistance and/or acquisition for the sector.

The incumbent monitors ongoing education projects in the Mission's portfolio. In this capacity, s/he prepares project implementation documents; coordinates project activities with relevant ministries and Jordanian organizations and manages all USAID inputs for successful implementation of project(s). The incumbent provides oversight for implementation of education and NGOs' activities in the sector including management of contract team(s), project consultants, and NGO grants to ensure that project activities are implemented according to approved work plans.

The incumbent conducts site visits, reviews reports and performs assessments to monitor program progress, contractor and NGO performance in the implementation of activities.

S/he provides technical advice and recommendations to the Mission and partner organizations for revisions or adjustments to activities in order to increase program effectiveness.

The incumbent assists with the development of required reports for internal USAID purposes (Annual Report, portfolio reviews, briefings and talking points for high level visits.)

Design and Policy Guidance:

The incumbent continually assesses developments and trends to improve the quality and relevance of education and increase learning achievement in children. Particular attention will focus on policies and programs to improve the professional development of teachers, increase the literacy and numeracy for children in the early grades (grades 1-3) and youth (ages 15-24), and inputs to strengthen policies and 'systems' at the Ministry of Education.

The incumbent designs and promotes policies and new activities to improve the quality of education with particular focus on programs in the fields of professional development of teachers and school managers, early grade reading and math, parental and community involvement in education, and system strengthening at the Ministry of Education.

The incumbent increases impact of USAID assisted projects in Jordan and makes recommendations as appropriate to Mission management.

Budget & Administration:

The incumbent assists Education and Youth Office to update budget and procurement needs.

The incumbent assists Education and Youth Office in appropriate outreach and administrative tasks that demonstrate the nature and extent of USAID programming including, but not limited to revision of briefers, input into website, and coordination of events.

1. Supervisory Relationship

The Project Management Specialist reports directly to the Education Development Officer.

2. *Supervisory Controls*

This is a non-supervisory position

10. AREA OF CONSIDERATION:

To meet basic eligibility requirements, the applicant must be a Jordanian Citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass a medical and security clearance. This process takes, on average, nine months. The selected applicant will be expected to start work within one month of final receipt of clearances.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 06-5906000 extension 6955/ 06-5906000 extension 6605

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** A Bachelor's degree in one of the following fields: Education or Social Science is required. **Supporting documentation (i.e. a copy of University Degree must be included in the application for eligibility purposes).**

b. **Prior Work Experience:** A minimum of five years of progressively responsible professional experience in education and/or youth programming, including field experience in any one or more of the following areas: policy and planning, teaching methodology, curriculum development, literacy and numeracy development in formal, informal, and/or non-formal education. Professional experience relates to development, management of a variety of evaluations and assessments, design and implementation of professional development programs, conducting analyses, writing reports, and operating successfully within fluid team settings.

c. **Language Proficiency:** Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. Examination scores have to have been recorded within the last six months; or else, candidate will be tested again.

d. Skills and Abilities:

Must have demonstrated strong interpersonal skills and demonstrated ability to work effectively within fluid team frameworks, and to work with staff to achieve quality results on time; a clear willingness and ability to take initiative with minimal guidance; strong conceptualization, analytical and problem-solving skills; excellent communication skills, including outstanding writing skills, with special attention to detail, timeliness, and quality of presentation.

Must have demonstrated the ability to work collaboratively with a broad range of professional counterparts within and outside of one's home organization. Must demonstrate computer skills in

specialized software including Windows and Microsoft Office Suite. Must demonstrate the ability to navigate the Internet with ease.

III. EVALUATION AND SELECTION FACTORS

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 applicants who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a skills technical test. The skills technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID/Jordan will conduct reference checks on top-ranked applicants. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

IV. SUBMITTING AN APPLICATION (APPLYING)

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae that includes the National Jordanian ID number
- b. Filled and signed Universal Application for Employment (DS-0174).
- c. Copies of educational certification for eligibility purposes,*

*Failure to submit copies of certification will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.

Applications must be received by the closing date and time specified in Section I, item 3, and submitted to the ammanresumesusaid@usaid.gov. Application forms can be accessed from the Embassy web site: <https://jo.usembassy.gov/jobs/>

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following salary, benefits and allowances:

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission's Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

VI. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant text as required.]

Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>