



Vacancy Announcement USAID FN No. 12-006

Position Title:	Project Management Specialist
Full Level of Performance:	FSN PSC - 11
Area of Consideration:	All interested candidates who have the required work and/or residency permits
Location of Position:	Education Office (EDO) – USAID/Tegucigalpa
Starting Date:	April 9, 2012
Closing Date:	April 24, 2012
Hours of Work:	Monday through Friday (40 hours per week)

BASIC FUNCTION:

The Education Specialist will provide management and technical support to the USAID/Honduras' Education Office Director and to the education team. The Education Specialist will work closely with the Office Director to manage the Mission's program objectives in basic education and workforce development. With an assigned annual budget (including basic education and special initiative funding), USAID's education program focuses on promoting the quality of instruction, access to alternative education and skills training programs, and education decentralization in Honduras.

The Education Specialist will provide expertise to the team in the area of monitoring and evaluation. This may include support in developing Performance Monitoring Plans (PMPs), Evaluation plans, Scopes of Work for evaluations and assessments, guidance on use of indicators, and analyses of performance and technical reports. S/he will serve as a senior manager and technical advisor for all monitoring, evaluation and training aspects of the Mission's education program, supporting the Office Director in ensuring that the USAID meets the highest standards of professionalism, efficiency, and quality in working with the Ministry of Education, municipalities, communities, and other donors to achieve planned results.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

1. **Program Management** - The Education Specialist will be called upon to provide the Education Office and USAID Mission with expert guidance on monitoring and evaluation components of USAID/Honduras' basic education program. S/he will provide leadership and structure from an impact perspective to the process of programming USAID's annual education budget in accordance with Agency guidance and procedures. The Education Specialist will work closely with the Office Director and other team members to design, manage, and report upon a complex portfolio of contracts and grants. S/he will provide technical expertise to the team on monitoring and evaluation. This may include support in developing Performance Monitoring Plans (PMPs), Evaluation plans, Scopes of Work for evaluations and assessments, guidance on use of indicators, and analyses of performance and technical reports. The Education Specialist will be one of the key technical writers on the team, expected to draft various strategic, briefing, procurement, and reporting documents. S/he will report to the Education Office Director and have frequent direct contact with senior State Department and/or Mission management, with the Ministry of Education and other donors, and with USAID/Washington regarding all aspects of program management. **40%**
2. **Management of Activity Implementation** - Education Specialist will provide technical guidance to implementing partners to ensure sound management of basic education interventions. At the same time, s/he will ensure that USAID/Honduras' basic education activities are complementary to efforts of other donors and the priorities of the Education for All (EFA) Fast Track Initiative efforts in Honduras. S/he will provide the team with assistance in tracking and reporting against targets. The Education Specialist will provide oversight to contractors and grantees by serving as Contracting Officer's **25%**

Representative (COR) for selected implementing partners. As COR, the incumbent will manage all administrative, technical, and financial aspects of these programs. S/he will closely track the Ministry's priorities for related technical areas, engage in dialogue on these priorities with the Ministry and other donors, and ensure that USAID programming contributes to the Honduran government's long-term objectives for the education sector. The Education Specialist will conduct regular site visits and progress reviews with the implementing partners' Key Personnel. S/he will verify and report on program impact at the level of the Ministry of Education and targeted beneficiaries. In addition, s/he will contribute to the team's Development Outreach and Communications strategy by writing up program success stories and finding other ways to share information on USAID/Honduras' education program with audiences in Honduras and the United States.

3. Representation to the Ministry of Education, Other Donors and Stakeholders - The Education Specialist, in coordination with other education team members, will establish and maintain collaborative relationships with a wide range of partners and stakeholders including central and decentralized levels of the Ministry of Education, other donors, and private sector and NGO representatives working to improve education in Honduras. S/he will participate regularly in the EFA donor working group "Mesa Redonda de Cooperantes en Educacion" (MERECE), and in the various working groups that the Ministry uses to coordinate partner interventions. This may include providing support to MERECE's joint efforts, such as monitoring missions to assess progress made under EFA in Honduras. The Education Specialist will represent USAID in a variety of different official settings, including to senior levels of the Ministry of Education. S/he must demonstrate strong diplomatic and communication skills, and have previous experience working for bilateral organizations or international development programs as part of similar education sector reforms. 15%

4. Other duties as assigned by the Chief Education Officer or his/her designee. 5%

DESIRED QUALIFICATIONS:

EDUCATION: A Bachelor's Degree in Education or related field is REQUIRED. A Master's Degree in Education or related field is preferred.

EXPERIENCE: Minimum of 5 years of progressively responsible professional experience managing bilateral/multilateral international development programs in basic education/international educational development is required. Experience working in the area of monitoring and evaluation required.

LANGUAGE: Level IV English and Spanish proficiency are required. At this level 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.

KNOWLEDGE: Knowledge of education issues specific to Honduras required. Knowledge of international commitments such as the Millennium Development Goals, Education for All, and the Fast Track Initiative (EFA-FTI) required. Knowledge of sector-wide approaches including multi-donor sector investment programs such as EFA-FTI programs is required. The incumbent is expected to bring state-of-the-art knowledge and international best practices in the areas of education standards, programming, and monitoring and evaluation of education programs. Knowledge and/or previous experience with the focal technical areas of Honduras' basic education program: education system decentralization, education sector planning and management, capacity-building, pre-service and in-service teacher training, use of radio and/or other technologies to improve education, student assessment, and community participation in education will be preferred.

SKILLS AND ABILITIES:

Demonstrated ability to work in a team, with excellent management and technical skills, is required. Excellent organizational skills are required to plan, supervise and evaluate complex activities. Demonstrated ability to establish realistic team and program workloads, benchmarks, and short- and long-term objectives is desirable. Skill in conceptualizing programs, policies, plans and developing strategies for their management and implementation. Computer proficiency.

Leonardo Paredes
Acting Executive Officer