

Solicitation Number: 72036719R00001

USAID/Nepal invites applications for employment from all interested and qualified U.S Citizens or Third Country Nationals for the position of Public Financial Management (PFM) Specialist in the Democracy and Governance Office under a Personal Services Contract (PSC), subject to availability of funds.

OPEN TO: Interested and qualified U.S. Citizens and Third Country Nationals.

POSITION: Public Financial Management Specialist, US/TCNPSC Resident Hire-

GS-12 equivalent (\$63,600-\$82,680 per annum). Final compensation will be negotiated within the listed market value based upon the candidate's

past salary, work history and educational background.

OPENING DATE: November 3, 2018

CLOSING DATE: November 23, 2018, 5:00 P.M Kathmandu Time

PERFORMANCE PERIOD: Initial one year, with two one-year options/extensions, subject to review

and approval for continuing needs of the position and availability of

funds.

WORK HOURS: Full-time; 40 hours per week

NOTES:

- U.S. Citizen or Third Country National who at the time of application and recruitment resides in the cooperating country.
- RESIDENT hire USPSC is eligible for FICA, health insurance and life insurance in accordance with USAID policy. RESIDENT hire Contractors are not eligible for any other fringe benefits.
- As a RESIDENT hire, no moving, lodging or RELOCATION travel expenses will be extended to successful applicants.

BASIC FUNCTION OF THE POSITION:

The Program Management Specialist (Public Financial Management) supports and advises the USAID/NepalMission as part of the Democracy and Governance Office (DGO). The Specialist will provide expert Public Financial Management, fiscal reform, macroeconomic development and management guidance in support of USAID strategy and program implementation. The position assumes key responsibilities in project design, management, and implementation of USAID/Nepal's Public Financial Management Strengthening Project (PFMSP) and other governance projects. The Specialist will serve as principal liaison with the Contracting Officer; USAID Directors designated staff from the Offices of Health, Education and Disaster Risk Reduction, Reconstruction and Resilience. The position requires a broad knowledge of economic development of Nepal, specialized knowledge of tax, budget, audit, macroeconomic policy and institutional support. In addition, the position requires knowledge and skills related to administrative and project management techniques, and awareness of and ability to maintain collaborative relationships with specialists of various disciplines. Advance planning and preparation are key, as well as ability to respond to new requirements on extremely short notice.

The incumbent is directly responsible for project management as well as for supporting, mentoring, training, and advising the Alternate Contracting Officer Representative (COR) with the implementation of the USAID-funded Nepal Public Financial Management Strengthening Project (PFMSP), which aims to help the Government of Nepal (GON) improve its fiscal sustainability and enable the delivery of essential

services to its citizens. PFMSP will enhance the transparency and accountability of the PFM systems of GON ministries and agencies. PFMSP will support the GON's capacity building priorities, and entails extensive consultations between USAID, GON and the donor community. The geographic scope will be USAID/Nepal's 20 focus districts in the West, Mid-West and Far-West regions, as well as the 14 earthquake affected districts.

REQUIRED QUALIFICATIONS:

The successful applicant will meet or exceed each criterion below.

- Education (10 Points): The incumbent must have a Bachelor's Degree in any of the related fields such
 as business administration, economics, accounting, business financial management or closely
 associated field is required. However, a Master's Degree or higher in any of the related fields will be
 prioritized.
- 2. Experience (45 Points): Must have at least ten years of relevant work experience that demonstrates increasing responsibility for designing, managing, and reporting on economic growth and public financial management related activities, and coordinating and guiding multifaceted analytical and project management efforts for a complex organization is required. Preference will be given to those who have relevant experience working in a post-conflict environment. Experience working in the area of program administration, business, marketing, private sector development, trade, commercial law, public financial management, banking or other private sector related development fields is required.
- 3. Knowledge and Abilities (20 Points): The incumbent must have relevant experience in at least one of the following programmatic areas such as, but not limited to, public budgeting, finance and taxation, private sector development, business enabling environment or the methodology, procedures, and documentation related to designing, and implementing of said programming is a requirement. Sound knowledge of computer software (MS Word, Excel, Powerpoint, and internet) and electronic information handling is required. Must be a self-starter, highly organized, have exceptional interpersonal, communication and leadership skills, and be able to work in a team environment and under pressure. The incumbent must be able to engage and work across diverse technical teams within USAID. The ability to train, direct and mentor local staff is extremely important.
- 4. Skills (20 Points): Strong skills in public financial management and project management are required. The ability to identify, locate, analyze, and evaluate relevant data is required. The ability to organize and present program information into appropriate written and oral formats is critical. The incumbent should seek to attain the ability to explain and defend USAID programs, budgets, policies, objectives, and procedures.
- Language Proficiency (5 Points): Must have excellent English communication skills, both orally and written. Some knowledge of Nepali is desirable, but not required.

Maximum points available: 100 points

A detailed job description for the position can be obtained by visiting USAID/Nepal website at http://www.usaid.gov/nepal/careers or by contacting USAID/Nepal Human Resources Office.

Please send your application to the attention of USAID/Nepal Human Resources Office, US Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: USAIDNepalHR@usaid.gov.

The application must include the following:

- 1. A brief narrative demonstrating how education, experience, and skills address the requirements listed under required qualifications.
- 2. Resume not exceeding 3 pages in length.
- 3. Application for employment form AID-309-2

4. Names and contact details for three references.

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