

## Position Announcement

**Job Title:** Program Management Senior Specialist

**Reports to:** Dual Reporting: Chief of Party/Program Manager & Vice President, Advancement

**No. of position:** 1 (one)

**Location:** Kabul, Afghanistan

**Vacancy #:** AF-N-69-2021

**Position Announcement close date:** April 21, 2021

### Overview

Founded in 2006, the American University of Afghanistan (AUAF) is a private, non-profit, nationally-accredited university offering an American-style liberal arts education. We are a dynamic university with a student population of over 1,000 students.

### About the Program Management Senior Specialist Position:

This is a dual-support position providing equal time and level of effort to:

- USAID Cooperative Agreement
- FHI 360/AHEAD Grant

It is envisaged that the prospective candidate will perform an equal amount of time and level of effort to support both programs (i.e. 50% to support the Chief of Party/Program Manager and 50% to support the Vice President for Advancement on the AUAF AHEAD Grant).

### Specifics to the role under the USAID Cooperative Agreement:

The Program Management Senior Specialist supports and assists the Chief of Party/Program Manager (PM) to monitor and achieve the objectives of the USAID Cooperative Agreement. Critical responsibilities include working closely with the operational departments and faculty teams to collect information and data for follow-on inclusion into documents prepared and submitted by the PM to USAID, interaction with the Internal Auditor and Chief Ethics and Compliance Officer (CECO), and assisting to ensure overall AUAF compliance with USAID requirements. This position will report directly to the Chief of Party/Program Manager, whose focus is on overall compliance, management, and execution of the USAID Cooperative Agreement.

### Position Summary:

The incumbent will focus on the following areas:

1. Assist the Chief of Party/Program Manager to ensure AUAF is in compliance with the USAID Cooperative Agreement.
2. Collect data and information to form the basis of required reporting and other USAID compliance aspects.
3. Develop and manage an on-line Google Docs drive with all PM-related correspondence.
4. Work closely with the Monitoring and Evaluation (M&E) Team to ensure objectives within the Activity Monitoring, Evaluation, and Learning Plan (AMELP) are achieved and reports submitted timely.
5. Monitor the USAID website to ensure all updates and new information are downloaded to ensure compliance.

### Major Duties and Responsibilities with internal AUAF Departments (not all-inclusive):

#### Procurement Department:

- Collect documentation required to support UASID prior approval packages.
- Liaise with the USAID Vetting Support Unit (VSU) and Procurement Team.
- Manage a tracker to monitor due dates/expiration dates.

**Finance Department:**

- Collect documentation required to support submission of USAID vouchers.
- Coordinate with Controller to track due dates to required quarterly reporting.
- Focal point for management and execution of USAID tax exemptions letters.

**HR Department:**

- Collect documentation required to support USAID International travel notifications.
- Coordinate with the HR team in relation to new personnel requests, stipends, and other HR-related actions.

**M&E:**

- Collect documentation required to support the M&E Team and quarterly submission to USAID.
- Maintain copies of all M&E reports
- Develop a program management tool to track status of objectives and requirements.

**Academics:**

- Collect documentation required to support adjuncts/overloads requests to USAID.
- Collect and assemble weekly highlights for submission to USAID.

**Security:**

- Collect and assemble documentation required to support visits to USAID.

**Specifics Advancement role under the FHI 360/AHEAD Grant:**

This position will have specific responsibility in support of the FHI 360/AHEAD: AUAF Higher Education Network-Business (HEN-Biz) in coordination with the VP-Advancement (VP-A). Critical responsibilities include working closely with AUAF faculty teams and operational departments to track and monitor AUAF commitments and timelines for donor/grantor-required reports. The PMA will also draft reports to meet award/grant requirements; collect information and data for follow-on inclusion into documents prepared and submitted by the VP-A to donor; manage archival retention of records; and interact with the AUAF Internal Auditor and Chief Ethics and Compliance Officer (CECO). This position will report directly to the Vice President for Advancement.

**Position Summary:**

The incumbent will focus on the following areas:

1. Assist the VP-A to ensure AUAF is in compliance with all donor agreement conditions, including FHI 360/AHEAD.
2. PMA will provide 50% level of effort (LOE) to FHI 360/ AHEAD: AUAF Higher Education Network-Business (HEN-Biz)
3. Collect data and information to form basis of required reporting for HEN-Biz and other donor agreements/awards.
4. Work closely with HEN-Biz team, including AUAF Project Manager/Principal Investigator (PI) and Sector Lead to provide necessary documentation and records in support of the FHI 360/ AHEAD project.
5. Liaise with Hen-Biz Higher Education Networks (HEIs) as needed, under the guidance of PI and Sector Lead.

6. Develop and manage an on-line record retention system (Google Docs drive or equivalent) for all VP-A records and correspondence.
7. Demonstrate initiative and ability to forward plan to anticipate and manage work flow.

**Major Duties and Responsibilities:**

- Collect, analyze and manage documentation required to support grant reporting requirements.
- Maintain close interaction with AUAF HEN-Biz colleagues and HEI partner universities.
- Develop and manage trackers to monitor due dates/expiration dates.
- Collect documentation required and liaise with Finance colleagues to prepare vouchers for submission to grantors/ funding agencies.
- Organize and assign tasks with appropriate lead time to team members contributing to required reporting cycles (e.g. monthly/quarterly, annually).
- Coordinate with the HR team in relation to new personnel requests, stipends, and other HR-related actions.

**Required Qualification (experience and education):**

- Demonstrated experience working on U.S. government (USG)-funded (or equivalent) projects and grants.
- Bachelor's degree and demonstrable experience in USG-funded program management.

**Required Skills:**

- Excellent working knowledge of the USAID ADS system, CFR, and Federal Acquisition Regulations.
- Knowledge of USG program management, as well as laws, regulations and policies applicable to international entities working under grants and contracts funded by USG, other government and donors.
- A demonstrated general knowledge of federal government accounting and procurement practices
- Experience in monitoring and evaluation of development assistance programs in complex settings.
- High-level of communication, interpersonal skills to cultivate and maintain relationships with AUAF's internal management and external stakeholders, including USAID Agreement Officers and Representatives, FHI 360 senior management and HEN Sector Leads and partnering HEIs.
- Excellent judgment with proven ability to identify problems and deal with complex issues.
- Strong analytical and problem solving skills, particularly on challenging, complex and difficult issues to develop solutions that address root causes.
- Excellent command of the English language--written and spoken.
- Ability to earn and keep respect of peers and colleagues.
- Demonstrated high level of personal and professional integrity, objectivity, impartiality and fairness.
- Demonstrated strong work ethic and commitment.
- Initiative, dependability and adaptability, and ability to follow instructions and maintain attention to detail and deliver on tight deadlines.
- Ability to manage stress effectively in a fast-paced environment.
- Ability to develop and deliver training to small and large groups.

**To Apply**

To apply, please send as a single PDF document: a cover letter, curriculum vitae (CV) and contact information for three references to [nationaljobs@auaf.edu.af](mailto:nationaljobs@auaf.edu.af) Review of applications will begin immediately and will continue until the position is filled. Please, include **AF-N-69-2021- Program Management Senior Specialist** in the subject line of the email, otherwise, the application will not be considered. Applications in languages other than English will not be reviewed. Please be advised that only shortlisted candidates will be contacted. A written test or example of work may be used as a form of screening.

If hired, the successful applicant is expected to provide official proof of academic degrees (transcripts sent from the degree-granting school directly to AUAF).

AUAF does not charge recruitment fees to applicants.

AUAF is an equal opportunity employer that values diversity at all levels. AUAF follows a strict non-discriminatory policy in its selection and employment practices. All applicants will receive equal consideration and applicants from all ethnic, religious and economic backgrounds are encouraged to apply.