

# "Nairobi-2025-017" Vacancy Details

## About

Announcement Number:	Nairobi-2025-017		
Hiring Agency:	Embassy Nairobi		
Position Title:	Project Management Specialist (HA -Coordination) - All Interested Applicants		
Open Period:	06/25/2025 - 07/01/2025		
	Format MM/DD/YYYY		
Vacancy Time Zone:	GMT+3		
Series/Grade:	LE - 1550 11		
Salary:	KES KSh5,676,423 - KES KSh9,649,886 /Per Year		
Work Schedule:	Full-time - • 40 hour per week		
Promotion Potential:	LE-11		
Duty Location(s):	1	in	Nairobi, KE
Telework Eligible:	No		
For More Info:	<div><div></div><div>HR Section</div></div> <div><div></div><div>020-363-6000</div></div> <div><div></div><div>NairobiRecruitment@state.gov</div></div>		

## Overview

Hiring Path:	• Open to the public		
Who May Apply/Clarification From the Agency:	This position is open to: • All Interested Applicants / All Sources		
	For USEFM - FP grade is 4: FSN-11. Actual FP salary authorized by Washington D.C.		
Security Clearance Required:	Public Trust - Background Investigation		
Appointment Type	Permanent		
Appointment Type Details:	• Indefinite subject to successful completion of probationary period		
Marketing Statement:	EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.		
Summary:	The U.S. Mission in Nairobi, Kenya is seeking eligible and qualified applicants for the Project Management Specialist (humanitarian assistance and donor engagement) in the Foreign Assistance office.		
	<b><u>This is Sudan Position based in Kenya.</u></b>		
	<b><u>Applicants must be able to get a work permit.</u></b>		
Supervisory Position:	No		
Relocation Expenses Reimbursed:	No		
Travel Required:	50% or less The position requires significant travel, including to remote or challenging locations within or outside the country, in the region. The position may require working after hours, weekends, holidays, or during emergencies.		

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## Duties

### 1. Project/Program Management Duties 20%

#### Project Management - Contract, Cooperative Agreement, Grant, and Activity Administration

- Oversee the implementation of assistance projects, ensuring activities align with broader strategic goals.
- Serve as the technical liaison between USG officials and implementing partners in designated oversight roles (COR, GOR, AOR, AM).
- Provide technical guidance and oversight to DoS assistance programs in alignment with designated responsibilities. Monitor compliance with award terms, conditions, and applicable policies and regulations.
- Establish and maintain routine communication with alternate oversight representatives, as applicable, and provide updates on performance and activities to support the project continuity.
- Serve as SMEs for the team providing specialized knowledge and expertise to address complex technical issues. Share knowledge across various areas to ensure technical coherence throughout the projects/ programs.

Work Product: Implementation of DoS assistance program projects and activities.

Program Management - Technical and Advisory Support, Program Development, and Project Design

- Provide Technical Expertise in the food and nonfood assistance to support program and project objectives, contributing to broader Mission and/or DoS strategic goals.
- Engage in Planning and Strategy Development, to include the preparation and compiling of performance and reporting documents such as Country and Regional Strategies, Operational Plans, Performance Reports, and supporting activities, as applicable.
- Contribute to the Project Design process and support activities to operationalize the Mission's development strategies.

Work Product: Contributions to project design for DoS Assistance Programs at the mission and/or regional level.

2. Monitoring and Evaluation - Performance Monitoring, Analysis, and Reporting 10%

- Develop performance monitoring plans, oversee their implementation, conduct evaluations and generate reports in support of designated programs/projects, as well as the broader office portfolio.
- Monitor implementing partners' performance and verifies that it conforms to the technical requirements and quality standards outlined in the award mechanism. Conduct site visits to gather data and verify progress toward project objectives.
- Obtain project data, analyze performance data, and provide input into repositories to support the advancement of broader Mission objectives.
- Draft, author, edit, review, and update documentation for project and other relevant administrative reporting activities. This includes the preparation of internal documents (e.g. memoranda, spreadsheets, databases, checklists, etc.) as mandated by Mission and DOS regulations, and in support of general administrative and collaboration, learning, and adapting activities.
- **Stakeholder Engagement - USG Inter-Agency, Host Government, Donors, Partners, Multilateral Group Engagement (35% of time)**
- Represent the DoS in key stakeholder engagements, managing information flows and providing input to inform decision-making and advance objectives. This includes written and verbal communication, and presentations to cross-cultural audiences that convey DoS standards, policies, and priorities.
- Build partnerships, facilitate communities of practice, and serve on working groups, committees, technical review panels, and other administrative or governing bodies that are stakeholders in the subject technical area of the position. Offer technical input and represent DoS in efforts to align actions among stakeholders during project implementation.
- **4. Financial Management - Budget Tracking, Financial Oversight, and Administrative Controls (10% of time)**
- Responsible for managing project and program budgets, ensuring funding pipelines, and overseeing the financial aspects of awards
- Prepare and monitor the financial status of awards on an ongoing basis, including tracking quarterly accruals, incremental funding, and budget execution, to ensure compliance with Agency financial regulations.
- **5. Information Management - File Documentation, Upkeep, Retention, Disposition, and Collaboration (25% of time)**
- Establish and maintain files in accordance with DoS standards and use mandated electronic storage applications for document retention. This includes maintaining records of all monitoring and oversight activities, site visits, correspondence with implementing partners, and all other relevant actions taken in designated oversight roles.
- *\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbents will be required to perform other duties as assigned by the agency.*

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Qualifications and Evaluations

Requirements:		All selected candidates must be able to obtain and hold a:
		<ul style="list-style-type: none"><li>• Certificate of Good Conduct security clearance.</li></ul>
		All selected candidates will be subject to a background investigation and may be subject to a pre-employment medical exam. Selected candidate must be able to begin working within a reasonable period of time (4 weeks) upon receipt of agency authorization and/or clearances/certifications or their candidacy may end.
Education Requirements:	A bachelor's degree in public health, agriculture, international relations, project management or social sciences, is required.	
Evaluations:	You will be evaluated against the qualifications and requirements in this vacancy announcement. You may be asked to complete a pre-employment language or skills test. You must complete the application form and provide the required documents. Your application must address all the position qualifications and requirements including education, experience, language, and any knowledge/skills/abilities listed. If you fail to submit a complete application, then your application may be disqualified for this position.	
Qualifications:	Experience:	A minimum of five (5) years of professional work experience in Humanitarian Assistance, collaborating with and/or working for a large governmental organization, donor organizations, the host country government, or other related organizations, is required, including at least one year of relevant experience implementing USG assistance program, project, or activities.
Language:		

English: Level 4 - Fluent; speaking/reading/writing, may include the ability to translate.

Arabic Level 3 - Good working knowledge; speaking, reading & writing.

#### Job Knowledge:

- Advanced knowledge of program and project management processes and practices, contracting, procurement and funding practices, administration of foreign assistance implementing mechanisms, as well as program/project financial regulations, procedures, and practices.
- Advanced knowledge of the host country and government institutions and bureaucratic processes, policies, and regulations. This entails high-level knowledge of host government laws, policies, procedures, and institutional doctrines.
- Advanced knowledge of research and analysis techniques to successfully study complex subjects and issues related to assigned program area.
- Good knowledge of legal and regulatory framework governing grants and project management in the host country, including local laws, regulations, and compliance requirements.
  - Strong technical and programmatic expertise in humanitarian assistance, including the delivery of lifesaving support such as in-kind Title II and cash-based food assistance, water, shelter, emergency healthcare, sanitation and hygiene, and essential nutrition services. Demonstrates a comprehensive understanding of humanitarian aid across all phases—preparedness, response, relief, and recovery—ensuring a holistic approach before, during, and after crises.
  - Demonstrated understanding of the United Nation's Humanitarian Architecture and response frameworks, and familiarity of Public International Organization (PIO) (i.e. World Food Program, UNICEF, UNHCR, and OCHA) response mechanisms.
  - Knowledge of Sudan and demonstrated understanding of the historical context of political and warring parties in Sudan. Working knowledge of Islamic culture and customs is required.

#### Skills And Abilities:

##### 13. Pre-hire Skills and Abilities

- Ability to interpret technical requirements, ability to recommend needed contract and project changes, ability to monitor and evaluate project execution and implementing partners' performance, ability to review invoices, ability to inspect and accept project deliverables are required.
- Superior written and oral communication skills with the ability to work well in a bilingual environment to communicate effectively and persuasively with U.S., host government, and third-country counterparts.
- Ability to develop and maintain contacts at the senior, mid, and working levels with relevant host government institutions to successfully negotiate program and project goals and action plans.
- Proficiency in analyzing financial data, preparing budgets, and ensuring financial accountability.
- Effective users of the Microsoft Office suite, Gmail, and Google suite or other equivalent software for communication, document creation, and presentations.
- Ability to communicate complex humanitarian issues to colleagues who are not humanitarian experts in away that allows them to understand the importance of humanitarian action and sees how the success of the humanitarian response supports and complements larger USG objectives.

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## Benefits and Other Info

#### Benefits:

#### Agency Benefits:

The U.S. Mission offers a competitive compensation and benefits package for local employees.

For Eligible Family Member (EFM) applicants, benefits should be discussed with the HR Office. The pay plan is assigned by the HR Office and confirmed by Washington, D.C.

#### Other Information: **HIRING PREFERENCE SELECTION PROCESS:**

A hiring preference is extended to eligible and qualified applicants in the order listed below. It is essential you accurately describe your status in your application, failure to do so may result in a determination that you are not eligible for a hiring preference.

#### HIRING PREFERENCE ORDER

1. Appointment Eligible Family Member (AEFM) / U.S. citizen Eligible Family Member (USEFM) who is a preference-eligible U.S. Veteran\*
2. AEFM / USEFM
3. Foreign Service (FS) on Leave without Pay (LWOP) and Civil Service (CS) with reemployment rights \*\*

\* IMPORTANT: US citizen Eligible Family Member (USEFM) applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty") preferably Member Copy 4, Letter from Veterans' Affairs which indicates the present existence of a service-connected disability, equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all FS employees on LWOP and CS with re-employment rights back to their agency or bureau.

For complete definitions of AEFM, USEFM, EFM, Member of Household, etc., please visit the [3 FAM 7210 Definitions](#).

#### ADDITIONAL EMPLOYMENT CONSIDERATIONS

The following apply to EFMs, USEFMs, and AEFMs only:

- Current employees who used a hiring preference to gain employment who are within their first 90 calendar days of employment are not eligible. This does not apply when the hiring mechanism is TEMP or the work schedule is intermittent or irregular.
- Candidates with a hiring preference who have already accepted a conditional offer of employment may NOT be extended a second conditional offer of employment unless and until they withdraw their candidacy for the first position in writing.

The following apply to Locally Employed (LE) staff only:

- Current employees serving a probationary period are not eligible.
- Current employees with an Overall Summary Rating of Needs Improvement, Unsatisfactory, or an MBC score of less than 100 points on their most recent Employee Performance Report are not eligible.

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## How to Apply

**How to Apply:** Click the "Apply to This Vacancy" button at the top of the page to begin your application. For an instructional video on how to apply click [here](#).

Please address all relevant experience, education, language skills (including English), and job related skills or requirements in your application.

You may edit your application any time before the vacancy closing date. If you fail to submit a complete application by the vacancy closing date of this vacancy, then your application may be disqualified for this position.

For a copy of the complete position description, please contact the HR Office.

**Required Documents:** *Please upload all applicable documents to your application. If you fail to submit a complete application, then your application may be disqualified for this position.*

### All Applicants:

- Work Permit (If applicable)
- University Degree
- Resume/CV

### In addition, Eligible Family Member (EFM) Applicants must submit:

- Copy of Sponsor's Travel Orders/Assignment Notification (or equivalent)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

**Next Steps:** The HR Office will contact successful applicants. For more information on applying for jobs or employment with us, please visit the U.S. Mission website

Thank you for your application and your interest in working with us.

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