

Job Details

Senior Project Manager - (5576)

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Job Title

Senior Project Manager

Job Description

Job Summary

This position is under the supervision of the Director of the Office of Workforce Planning, Policy and Systems Management (PPSM) and serves as the Senior Project Manager of the Task Team for Foreign Service Performance Management and Promotions, within the USAID Office of Human Capital and Talent Management (HCTM). The primary focus of this position is to lead efforts to institutionalize the transformation of the Agency's Foreign Service (FS) and Senior Foreign Service (SFS) Performance Management and Promotion Processes.

FS Performance Management and Promotion has been a key objective of HR Transformation. Much has been accomplished, including establishing new procedures for quarterly conversations between supervisors and FSOs; and the development of Annual Performance Evaluations, Annual Accomplishment Records, Performance Input Forms, and Multi-source ratings. During the past cycle, HCTM, as a result of the global pandemic, also held virtual promotion and tenure boards for the first time. Now HCTM must take the transformation of FS Performance and Promotion to the next level, building on the gains made, adapting the process in accordance with lessons learned, and building a high-functioning, cohesive team to institutionalize new processes.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Employee may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Essential Functions and Responsibilities

The Senior Project Manager will work with the Task Team Lead to define and prioritize key initiatives and analysis, assemble working groups, develop work plans, and lead implementation, working closely with stakeholders in HCTM, GC and OCRD. Duties include:

- Reviewing out-briefing memos from the 2019-2020 promotion boards, and convening stakeholders to prioritize changes for the 2021 and 2022 processes.
- Lead process to develop a comprehensive timeline for upcoming FS performance, tenure and promotion processes.
- Coordinate the work of a contractor and two GS-14 SMEs to produce guidance and materials for use by the promotion boards.
- Formalize process for appointing board members, and prepare appointments for upcoming boards.

- Review the process for selecting public members of the boards, recommending any needed changes.
- Review technology challenges from the 2021 boards and recommend changes; coordinating closely with HCTM's Systems Management division.
- Work closely with the Office of General Council to understand any legal vulnerabilities inherent in current processes and develop a plan of action for implementing necessary changes.
- Lead the implementation of upcoming FS tenure boards, and FS and SFS performance boards.
- Develop communications and messaging to the FS community as well as stakeholders including, but not limited to OCRD, AFSA, and Congress on changes to processes.
- As needed, draft Congressional Testimony and writing/overseeing production of memos or reports for audiences to include the USAID Front Office, IG, GAO and others.

Travel Requirements

0 - 10%

Salary Grade

Job Requirements

Education and/or Experience

- Deep experience, including at senior levels, in USAID management, structures, workforce and organizational culture.
- Change management experience, especially as relates to human resources.
- Strong analytical and problem-solving skills.
- Thorough knowledge of MS Excel, Word and PowerPoint.
- Excellent organizational and interpersonal skills, including written and verbal communications skills.

Qualifications and Requirements

Must be a US Citizen

Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

MUST BE ABLE TO OBTAIN AND MAINTAIN USAID FACILITY ACCESS

Category

Human Resources

Location

USAID EH - Washington, DC 20004 US (Primary)

Education

Bachelor's Degree

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