## USAID Ethiopia Integrated Youth Activity Project Manager  
(Job Number: 77561BR)

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Tempe, Arizona or other US locations</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is a grant-funded position and is contingent on future grant funding</td>
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<tr>
<td>Salary</td>
<td>Depends on experience</td>
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<tr>
<td>Close Date</td>
<td>April 15, 2022</td>
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### Job Description

Arizona State University (ASU) and Mary Lou Fulton Teachers College (MLFTC) seeks to hire a full-time Project Manager to oversee day-to-day implementation of ASU’s work on USAID Ethiopia’s Integrated Youth Activity (IYA). The position is grant-funded and anticipated to begin immediately and conclude in Spring 2026.

The Project Manager will report to ASU faculty leads and work collaboratively with other ASU staff and consultants, as well as IYA consortium partners and Ethiopia-based staff. This role requires familiarity and experience with overall project execution for USAID, including: personnel management, recruitment and staffing; mission support; performance management, MEL, and reporting; budgeting and financial management, and supporting data collection and analysis.

### Project Overview

Kefeta (an Amharic word which means ‘elevate’) represents the shared vision of success for this project: Ethiopian youth who are game changers; empowered to advance their own economic, civic, and social development; resilient in the face of shocks; actively promoting development within their communities and contributing to the country’s peace and prosperity. ASU is part of a consortium led by Amref Health Africa (Amref), which also includes several Ethiopian civil society organizations (CSOs), the International Youth Foundation, and Johns Hopkins University Center for Communication Programs. ASU’s primary role is to co-design and co-implement a comprehensive, youth-focused approach to improve Higher Education Institutions’ capacity to prepare workforce-ready graduates to lead Ethiopia’s economic, civil, and social development. Specifically, ASU is forming an Ethiopian HEI alliance, which will support youth in higher education to join the employment systems. ASU is also strengthening pathways to youth employment and entrepreneurship and enhancing data systems to monitor student outcomes.

### Essential Duties

#### Project Management

- Coordinate and manage operation of projects as assigned by ASU Co-PIs
- Provide logistical and organizational support for ASU project staff
- Establish, maintain and update project files. Log and archive all project correspondence, documents, project deliverables and publications.
- Support compliance with contractual obligations and other relevant regulations, and ensure all activities are conducted in accordance with University policy, governmental regulations and funding source requirements.
Monitoring, Evaluation and Learning
- Develop, communicate, and maintain project management trackers
- Prepare monthly, quarterly, and annual project reports and other deliverables
- Schedule and facilitate meetings among MEL/research team and other stakeholders
- Assist with the development and distribution of data collection instruments
- Carry out periodic project-related research as assigned

Financial Management
- Assists MLFTC Business Office with project budget preparation, monitoring, and reporting
- Prepares activity-level budgets as assigned by co-PIs
- Assists in maintaining trackers for budget monitoring, level of effort utilization, and coordinates monthly updates with MLFTC Business Office
- Submits invoices, subcontractors’ costs, expense reports, deliverables, etc., to MLFTC Business Office and/or ASU Office of Research and Sponsored Projects to monitor compliance with contracts and ASU’s policies
- Prepares project expenses for approval by co-PIs and works with operations team members (both local and international) to enter them into the accounting system for processing

Project Staff Support
- Supports the recruitment of ASU project short- and long-term staff; oversees onboarding of new project staff
- Assists ASU project staff and consultants with planning and arranging international/domestic travel as needed
- Serves as support contact for ASU project staff and consultants on administrative items, and may serve as primary contact as assigned by ASU co-PIs
- Assists co-PIs with establishing and maintaining partnerships across internal ASU units as well as larger Kefeta consortium
- Provide supervision and training of other staff members (e.g., interns, practicum students) as assigned
- Assists in advising ASU project staff on Kefeta-specific operations, policies and procedures, as well as for USAID more broadly

Minimum Qualifications
Bachelor’s degree and 5 years related experience; 1 of which are in project management, or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications
- Evidence of bachelor’s degree in a relevant field (international development, higher education, global studies); master’s degree preferred
- 5 or more years experience working on USAID-funded project(s)
- 1 or more years experience in USAID project management
- Evidence of comparable knowledge, skills and abilities of USAID-specific project management, finance, contract and operations
- Intermediate level proficiency in Google Suite programs (e.g., Drive, Docs, Sheets, Studio, Sites)
• Demonstrated proactivity, attention to detail, working within deadlines, and ability to juggle multiple priorities in a fast-paced, complex environment
• Ability to work effectively both independently and as part of a team required
• Excellent interpersonal skills, written and verbal communication skills required

Working Environment
Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking; visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds; ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties; regular review of completed tasks.

Department Statement
ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.

Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.

ASU Statement
Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report
In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-
Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/az-resources](https://cfo.asu.edu/az-resources).

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<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tr>
<td>Background Check Statement</td>
<td>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.</td>
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<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. ASU does not pay for travel expenses associated with interviews, unless otherwise indicated. Only electronic applications are accepted for this position. <a href="#77561BR">#77561BR</a></td>
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