



## Memorandum

**DATE:** July 13, 2015

**FROM:** Debbie Jackson, Supervisory Executive Officer 

**SUBJECT:** Vacant Position: USAID/Mali Project Management Specialist (Public Financial Management/Public Administration)

**TO:** All Malian Citizens and Local Residents at the time of application.

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**OPEN PERIOD:** **Monday, July 20, 2015**

**CLOSING PERIOD:** **Monday, August 10, 2015**  
**(5:00pm Bamako time)**

**GRADE LEVEL:** **FSN PSC-11, Full Performance Level (FCFA 14,434,295 to FCFA 22,373,159)**

*(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade)*

**NUMBER OF POSITION: One (1) Vacancy**

The U.S. Agency for International Development is seeking one individual as Project Management Specialist (Public Financial Management/Public Administration) for the Peace, Democracy and Governance Office.

### **Basic Function of Position**

Under the direct supervision of the USAID Mali PDG Director and in collaboration with other PDG staff members, the Project Management Specialist will serve as the Mission's point person on public financial management and public administration aspects of its 5 years, \$50 million cross-sectoral Democracy and Governance portfolio as well as the mission's overall \$120 million annual budget. The incumbent will advance USAID's work to improve public financial management and public administration in Mali by providing USAID with technical input and oversight of assistance to central, local, and regional governments throughout Mali. In particular, s/he will support public financial management improvements; adoption of information and communication technology in public financial management reform, civil service reform, and the development of quality management systems within targeted public institutions.

### **Major Duties and Responsibilities**

#### **A. Direct Management of Program Activities 25%**

The Specialist will provide guidance, support, and assistance to advance the good governance and public financial management and public administration program area by designing, implementing, monitoring, and evaluating programs within this portfolio. The Specialist will maintain regular contact with USAID implementing partners, other donors, , relevant GOM ministries and institutions, civil society, and other stakeholders, relevant Ministry and other executive branch officials; and parliamentary deputies and staff to advance these programs. Following the completion of applicable training and certification requirements, the Public Financial Management/ Public Administration Advisor will assume AOR/COR duties and/or serve as an activity manager for one or more activities in this area. As AOTR/COTR (or alternate AOTR/COTR or activity manager) for a number of complex activities, the incumbent will provide technical and managerial oversight for a sensitive portfolio of activities. Specific responsibilities include:

1. Monitoring and facilitating program achievements via effective coordination with implementing partners,



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within the framework of several sensitive and complex assistance instruments. Tracking and monitoring partner activities. Analyzing work plans submitted by implementing partners to ensure that proposed activities support achievement of results. Making frequent site visits and field trips to document progress, to identify problems and identify solutions to these problems.

2. Preparing or supervising the preparation of other reports and documentation required on the good governance portfolio.
3. Managing the budget for the public financial management and public administration reform portfolio and ensuring sufficient resources are allocated to activities within it. Analyzing pipelines and mortgages and assuring timely obligation of funds.
4. Serving as AOTR/Alternate AOTR, or activity manager for a number of complex activities within this portfolio including providing technical and analytical direction to implementing partners on the implementation of programs, interacting as needed with Government of Mali counterparts to develop revisions or adjustments to program interventions to increase program effectiveness.

## **B. Management support and coordination of the USAID/Mali's Governance Development Objective (DO #1). 25%**

Governance comprises one of USAID/Mali's three development objectives. Even though some programs under DO#1 might be managed by the Health, Education or Economic Growth Office, the PDG Office Director will assume overall responsibilities for results under this development objective. This will require creating and establishing methods to regularly collect governance related information, assisting in the development objective monitoring and evaluation efforts, and synthesizing and packaging mission wide information. The incumbent will serve as the PDG Director's assistant in the management of DO #1.

## **C. Strategic Planning and Coordination 20%**

The Specialist will help carry out democracy and governance aspects of USAID/Mali strategic planning by supporting cross-sectoral coordination both within USAID and within the GOM. The incumbent will coordinate cross-sectoral governance activities across the USAID mission, liaising with representatives in USAID's Health, Education, and Economic Growth office to ensure effective cross-sectoral program implementation. H/She will maintain a network of personal contacts, including members of the Malian public administration, relevant Ministry and other executive branch officials; parliamentary deputies and staff; and other stakeholders including NGO and independent media representatives and will coordinate with these counterparts to develop the capacity of the Malian public financial management and public administration by developing the following cross-sectoral capacities within Malian ministries: financial management, project management, procurement, human resources, and strategic planning.

## **D. Public Financial Management/ Public Administration Reform Expertise for USAID/Mali 20%**

The Specialist will provide leadership and input on public financial management and public administration issues to ensure that USAID's programs are positioned well to support progress in advancing transparency and democratic, accountable governance within the GOM. He/she will keep abreast of issues and key political developments affecting the effective delivery of government services in Mali and conduct regular research on Malian legal and legislative developments (both formal and informal). The incumbent will provide regular analytical reporting to support current and future USAID programming. Increasing accountability and anti-corruption reforms will be a key theme in all USAID programs. The Specialist will assist the PDG team to formulate strategies and initiatives to support these reforms in the ministries with whom USAID works, including Justice, Decentralization, Education, Health, Agriculture, Reconciliation, and Finance. Other advisory duties may include periodic evaluations of the progress of administrative reform of select ministries; participation in sector assessments related to governance, capacity building processes, analysis of pending legislation related to public administration; analysis regarding anti-corruption efforts, etc.



#### **E. Donor Coordination, Representation 10%**

The Specialist will advise and coordinate closely with other donors concerning public administration reform, public financial management other democratization-related issues. He/she will represent USAID in forums such as regular US implementers meetings; ad hoc donor coordination events; Government of Mali-sponsored initiatives; international meetings, conferences, and roundtables.

**Minimum Qualifications:** To be considered for this position, applicants must meet the minimum qualifications.

1. Possess Malian citizenship or local residency at the time of application;
2. A bachelor's degree in a related field is required. Related fields include public administration, public financial management, government, law, democracy and governance, international development, international relations, political science, public policy.
3. At least five years of progressively responsible, professional-level experience in democracy and governance related project management in the public or private sector, preferably related to public administration. Applied experience in at least two of the following subject areas: public financial management, e-governance, civil service reform, quality management systems, business process improvement, human resources restructuring, business restructuring. Experience in coordinating entities representing various (preferably opposing) opinions is highly desirable. Demonstrated ability to analyze complex political, legal and policy issues is required. Previous work experience with international donors or implementers is desirable, and experience working in the Malian government, consulting firm, or NGO is a plus.
4. Fluent (level 4) in English and French. H/she must be capable of drafting error-free routine correspondence and translations in English and French.

**Selection Factors:** To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the position title.

In making financial selection, management will consider nepotism/conflict of interest, and budget implications in determining successful candidate.

#### **Qualifications Required:**

- a. Education: A bachelor's degree in a related field is required. Related fields include public administration, public financial management, government, law, democracy and governance, international development, international relations, political science, public policy. (20%)
- b. Prior Work Experience: At least five years of progressively responsible, professional-level experience in democracy and governance related project management in the public or private sector, preferably related to public administration. Applied experience in at least two of the following subject areas: public financial management, e-governance, civil service reform, quality management systems, business process improvement, human resources restructuring, business restructuring. Experience in coordinating entities representing various (preferably opposing) opinions is highly desirable. Demonstrated ability to analyze complex political, legal and policy issues is required. Previous work experience with international donors or implementers is desirable, and experience working in the Malian government, consulting firm, or NGO is a plus. (25%)
- c. Language Proficiency: Fluent (level 4) in English and French. H/she must be capable of drafting error-free routine correspondence and translations in English and French. (15%)



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- d. **Knowledge:** The Specialist must have a deep understanding of government policy and the history of the democratic transition in Mali, and political, legal and social trends in Malian society. The Specialist must also have a deep understanding of the Malian legal and security system. Substantial technical knowledge of relevant Malian governmental institutions and decision-makers including: Ministry of Justice, judicial self-management bodies, and other relevant judicial and executive branch agencies; Parliament and other regional/local elected bodies; civil society organizations, non-governmental organizations, and political parties are highly desirable. Familiarity with legislative, judicial, and political processes in Africa is required. Knowledge of democratic developments throughout Africa is highly desirable. (20%)
- e. **Skills and Abilities:** Ability to establish and maintain contact with senior-level executive branch officials; legislators and legislative staff; judicial authorities; security sector authorities, non-governmental representatives, and other representatives of civil society and independent media in Mali. Skills in policy analysis and evaluation are required. The specialist must be able to analyze and interpret political actions within the framework of democracy and governance development and recommend appropriate USAID responses. The Specialist must be able to plan and implement complex projects to achieve results working as part of a team within a framework of broad guidance and supervision. Ability to obtain, organize, analyze, evaluate, and present information and to organize and draft clear, concise, well written reports both factual and analytical in nature in English is required. Skills in the operation of basic computer word processing, spreadsheets and office information are required systems. Understanding of budgets and budget analysis is desirable. The incumbent must maintain cordial, collegial and constructive relationships both within the PDG office and with staff of other Mission offices as well as with outside parties in the donor and NGO communities as well as with government stakeholders. Ability to work flexibly and effectively both as a team member and individually is required, as is the ability to manage multiple simultaneous tasks. Excellent communication skills, including the ability to articulate USAID policies and strategies and respond to queries concerning USAID's viewpoint on various rule of law and security sector reform activities and other democracy and governance development issues, are required. Ability to plan and manage complex projects with a great deal of independence and to draft relevant and required documentation is required. Incumbent must be able to travel frequently within Mali, often under basic and sometimes difficult conditions. (20%)

## **Maximum Evaluation Score 100 points**

### **Position Elements**

- a. **Supervision Received:** The Project Management Specialist works as a key member of the USAID/Mali PDG team. S/he is expected to work independently; the PDG Office Director will provide general supervision related to policy, program objectives, and USAID/Mali priorities. The Specialist will be expected to work in close coordination and partnership with other PDG staff engaged good governance efforts.
- b. **Supervision Exercised:** This professional will provide guidance to Implementing Partners in her/his Contract Officer Representative COR or Alternate COR capacity.
- c. **Available Guidelines:** USAID Automated Directives System (ADS), USAID/Mali Mission Orders, USAID/Mali Results Framework.
- d. **Exercise of Judgment:** The Project Management Specialist must exercise independent, sound, and responsible judgment in all aspects of work in the public administration reform/public financial management sector. The Specialist is expected to exercise wise and independent judgment to interpret and enforce USAID regulations. S/he must be capable of analyzing, identifying and solving problems related to project formulation and implementation. Judgment is required to review technical reports, budgets, vouchers and evaluations; analyze implications of decisions and trades-offs; and make recommendations to senior management on priorities and needed follow-up.
- e. **Authority to Make Commitments:** The incumbent will provide technical, administrative and financial inputs necessary to achieve results in her/his portfolio. S/he may make commitments on matters that do not change the conditions set forth in official project agreements. Where such changes may be warranted, advises Mission management and recommends a course of action.



- f. **Nature, Level, and Purpose of Contacts:** The Project Management Specialist will be in frequent contact with executive, judicial and legislative branch officials; non-governmental organizations; media organizations, representatives of civil society, leadership of USAID Implementing Partners, local vendors, high-level representatives of host countries where USAID implementing partners are located, and other donor agencies, as well as USAID Mission and USAID employees. S/he will represent USAID in many meetings with these officials and representatives. The Specialist will also have senior-level contacts within the USG, both in Bamako, outside the capital, and in Washington, as a USAID/Mali point-person for the subject area. Donor contacts will also be at a high level, as the Specialist will help coordinate USAID's efforts with other Embassies and multilateral agencies engaged in public administration reform efforts.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:** The Mission will make every effort to provide in-service USAID orientation; Team Training; USAID Contracts/Agreement Officer Representative (C/AOR) Training and continuing technical education in rule of law and good governance assistance. One year needed to reach full performance level.

### **SELECTION PROCESS:**

It is essential that all candidates address the listed minimum requirements in their application. Applicants must be eligible for appointment under host government laws and regulations.

### **TO APPLY:**

Interested candidates for this position must submit the following required documents:

1. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Project Management Specialist (Public Financial Management/Public Administration) position.
2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. Diplomas, degrees, certificates, recommendation letters etc.
4. Three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

**PLEASE NOTE THAT ALL CV/RESUME AND COVER LETTER MUST BE IN ENGLISH, OTHERWISE APPLICATION PACKAGE WILL BE CONSIDERED AS INCOMPLETE AND WILL BE REJECTED.**

### **HOW THE SELECTION WILL BE MADE**

The successful candidate will be selected based upon:

1. A preliminary review of the applicants submitted package to establish that minimum education and English language average requirements are met.
2. Test could include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint, and any technical skills test that might be deemed appropriate may be required.
3. Interviews may be required.
4. Reference checks.



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USAID/Mali Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum education and English language requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to possibly be tested and interviewed. Applicants will be contacted for testing (Step 2) and interview. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list.

Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

## **SUBMIT APPLICATION**

Human Resources Management Section - Email: [bamakohrmvacancies@usaid.gov](mailto:bamakohrmvacancies@usaid.gov)

Detailed statement of duties and the qualification requirements for the position is available on the following websites: <http://www.usaid.gov/mali/partnership-opportunities/local-vacancy> or <http://mali.usembassy.gov/job-opportunities.html>

**CLOSING DATE FOR THIS POSITION IS: August 10, 2015 at 5:00pm**

The US Government (USG) 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. The USG also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.