



EMBASSY of the UNITED STATES of AMERICA to BARBADOS,  
the EASTERN CARIBBEAN, and the OECS

**U.S. EMBASSY  
BRIDGETOWN, BARBADOS  
VACANCY ANNOUNCEMENT 14-011**



DATE: May 29, 2014

POSITION: **Rule of Law Specialist, USAID**

TO: All Interested Candidates

FROM: William K. Elderbaum, USAID Regional Executive Officer

OPENING DATE: May 29, 2014

CLOSING DATE: June 13, 2014

WORK HOURS: Full time / 40 Hours per week

STARTING SALARY: BDS\$127,247 FSN Grade 11 Equivalent  
(Offer will depend on salary history)

The USAID Mission to Barbados and Eastern Caribbean is seeking an individual for the position of Rule of Law Specialist. This position is open to eligible nationals under the CARICOM Single Market and Economy (CSME) Free Movement of University Graduates who possess the relevant skills certificate from their home state.

## **BACKGROUND**

The countries of the Caribbean, commonly referred to as the “Third Border,” are of special interest to the United States. USAID/Barbados and Eastern Caribbean has its mandate to support the six independent states of the Organization of Eastern Caribbean States, as well as Barbados, Guyana, Suriname, and Trinidad and Tobago. USAID’s current strategy 2011-2015 includes three Functional Objectives: Governing justly and Democratically, Investing in People and Economic Growth. Through these objectives the strategy focuses resources on urgent challenges facing the region – the challenges of youth to positively contribute to the economic development of the region, adaptation to climate change and the challenge to control HIV/AIDS. The descriptive goal statement of the strategy is: *To promote a stable, just and resilient environment supported by social and economic opportunities for the well-being of citizens and growth of Caribbean States.*”

A new paradigm for U.S. cooperation with the Caribbean on issues of citizen safety and shared security cooperation between the United States and the countries of the Caribbean has resulted in a Presidential program, the Caribbean Basin Security Initiative (CBSI), which brings to bear increased resources for

assorted law enforcement activities and various forms of youth-focused crime prevention. CBSI, a multi-year initiative announced at the 2009 Summit of the Americas, seeks to expand efforts to foster citizen safety in the region by complementing existing programs of the United States and other stakeholders. Resources have therefore been provided to support youth development under the CBSI to include basic education, training for youth primarily those at risk and requiring a second chance, and juvenile justice reform which supports the expansion in the Mission's program portfolio focusing on youth.

USAID/Barbados and Eastern Caribbean has an approved staffing level of 24; daily operations and program implementation are supervised by the USAID Mission Director. The staff includes a five-person General Development Office and a three-person Health Office based in Bridgetown and a four-person General Development Office based in Georgetown. Technical staff are supported by a six-person Program Office and a four-person Administrative Office. The Mission's Government to Government Advisor reports to the Mission Director. Additional support (administrative backstopping, contracting, legal and financial management) is provided by USAID/Dominican Republic and Washington Headquarters.

## **BASIC FUNCTIONS OF POSITION**

The incumbent directly supports the USAID/Barbados and Eastern Caribbean General Development Office (GDO), which manages USAID citizen security programs in the Eastern and Southern Caribbean. The incumbent will work as a member of the GDO team under the supervision of the Supervisory General Development Officer or his/her designate and will serve as the Mission's technical expert on rule of law, anti-corruption measures, judicial and police reform and transparency issues in the Eastern and Southern Caribbean region. He/she will be responsible for managing several rule of law, citizen security and juvenile justice reform initiatives spanning a number of areas including: building local, national and regional capacity for justice sector reform; the development and institutionalization of multinational/international justice standards; introduction of best practices, including diversion and alternative sentencing options; and inter-relationships between judicial reform and anti-crime measures. The incumbent will also manage other non-rule of law related programs overseen by the General Development Office, as required.

The incumbent will conduct technical and policy-level discussions on juvenile justice and rule of law initiatives within the context of the region's development with senior level representatives from the rule of law and citizen security sectors, government entities (including ministries of Justice), donors, regional institutions, non-governmental organizations and the private sector, including key persons such as regional secretariats, government officials, and business and community leaders. In addition, he/she will conduct site visits to monitor the implementation of regional rule of law and citizen security activities assigned and will conduct the programmatic, administrative and financial oversight necessary to ensure that objectives are being met within USAID guidelines and regulations. The incumbent will prepare financial and program documentation, provide inputs to the portfolio review process, will draft inputs for other reporting and strategic documents as required. Maintenance of program files, performance monitoring systems, and problem solving with partners on implementation issues or challenges are implicit management functions that are the responsibility of the incumbent.

The incumbent will have delegated authority and autonomy as necessary given the regional nature of the work and is responsible for all work responsibilities described below that relate to initiatives in the six independent countries of the Organization of Eastern Caribbean States (OECS) and to Barbados, Guyana, Suriname and Trinidad and Tobago. Autonomy is required due to the geographic dispersion of beneficiaries from each other and from the USAID administration structure. Autonomy is also required because of the breadth of contacts required among high-level officials throughout the region. The position requires frequent and extensive travel throughout the Caribbean region and occasionally to the United States and other locations. The incumbent will engage closely with a range of senior-level counterparts throughout the region and other civic and state actors.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **a. Management of citizen security/rule of law activities 60%**

As the Mission's resident point of contact on rule of law, anti-corruption and justice sector and security sector reform, the incumbent provides technical and administrative guidance to USAID's team and all relevant partners, implementing organizations, local activity managers, grantees/subcontractors, donor representatives and others to achieve program results. S/he should be familiar with various types of justice sector practices, including restorative, retributive and rehabilitative justice, as well as approaches for the reintegration of offenders into society. S/he will have an understanding of human rights issues related to criminal justice reform and best practices to support due process, reduce pre-trial detention rates and the linkages between justice sector and security actors. S/he also provides guidance on the implementation of related activities. Management responsibilities will include responding to the major, strategic challenges, opportunities, and issues in the region.

The incumbent will manage and oversee the implementation of programs related to rule of law, anti-corruption, judicial reform and citizen security across the Eastern and Southern Caribbean region. Duties will include, but not be limited to: identification and resolution of technical and operational problems, management of institutional and short term technical grantees/contractors, and preparation of policy recommendations related to the sustainable provision of justice and judicial services to the citizens of USAID partner countries. The incumbent will also manage other non-rule of law related programs overseen by the General Development Office, as required.

Programs to be managed include: juvenile justice reform initiatives that are currently providing support to the six independent OECS countries, Guyana, Suriname and Trinidad and Tobago to reduce vulnerability to crime and promote citizen security; initiatives to build and strengthen regional capacity for juvenile justice reform and implementation at the local, national and regional level; and initiatives developing and implementing alternative sentencing, diversion for and reintegration of offenders and updating legal and regulatory frameworks. Strengthening the capacity of civil society to support reform efforts will be an important component of USAID supported initiatives. Programmatic assignments and countries of operation may change over time. Additional program assignments may be given during the duration of the position.

The incumbent advises grantees and contractors regarding financial transactions (receipt of advance payments, liquidation of expenses, requests for funds, preparation of accruals, etc), procedures and substantive implementation issues. S/he will prepare Scopes of Work and Program Descriptions as required for new technical assistance initiatives and cooperate with other USAID/Barbados and Eastern Caribbean staff members and USAID/Dominican Republic support staff to ensure synergies across all development objectives that support the overall strategy.

**b. Monitoring, Evaluation and Reporting 25%**

As part of a robust USAID/Barbados and the Eastern Caribbean monitoring framework, the incumbent will work with the GDO Director and Program Office to ensure adequate monitoring according to USAID guidelines and best practices. The incumbent will assist in establishing baseline data and performance targets where not available for activities and will monitor the progress of all such activities to ensure achievement of results indicated in the Mission's Regional Development Cooperation Strategy. The incumbent will also draft technical material for public communications outputs based on successes and lessons learned.

The incumbent will assess achievements and lessons learned of USAID activities in coordination with implementing partners. S/he will prepare reports on the results of these activities, including evaluating and reporting on the performance of implementing partners and recommending any adjustments or modifications for management and implementation of the activities.

The incumbent will organize evaluations, as needed, focusing on project impact and identification of lessons learned from project implementation as they relate to achieving results. S/he will determine the timing of evaluations, write related Scopes of Work, and work with USAID/Barbados and the Eastern Caribbean staff and team members in USAID/Dominican Republic on procurements relating to monitoring, evaluation or assessments relating to technical areas managed by the GDO. The incumbent is expected to apply lessons learned to ongoing implementation activities as well as to new project designs.

The incumbent will also monitor implementation and obligation of program funds. S/he will provide relevant analyses and data to the team leader that will feed into the various reporting requirements within USAID. S/he will prepare financial reports, progress reviews, and other documents in accordance with USAID procedures and requirements.

**c. Technical Advice 15%**

Advises USAID management at Post, Bridgetown, Santo Domingo and Washington on all aspects of the USAID programming processes related to rule of law and justice sector reform programs and initiatives, including the effects of policies and priorities in the region, budgetary levels and constraints, Congressional directives and earmarks and multiple funding sources which have a significant bearing on annual funding allocations. Makes recommendations to the General Development Team Leader for improvements in USAID programming in the region and on other program duties as may be assigned, including maintaining official program files.

S/he will also respond to numerous program budget and operations-related questions from USAID/Santo Domingo, USAID/Latin America and Caribbean Bureau/Washington, the Office of Management and Budget (OMB), and the Department of State.

## **REQUIRED/DESIRED QUALIFICATIONS**

- a. **Education:** A Bachelor's degree in any of the follow disciplines: legal systems, law, international development, private and/or public sector administration, international relations, democracy, human rights, social sciences, humanities or education is required. An advanced degree in law or human rights is preferred.
- b. **Prior Work Experience:** Five years of progressively responsible experience in program management is required, preferably with an emphasis on legal reform as it pertains to juveniles and sentencing alternatives. Experience working with international development organizations; experience in project design, implementation, monitoring and evaluation; and/or experience working on legal reform and/or citizen security issues in the Caribbean is desired.
- c. **Post Entry Training:** The incumbent will be given training in USAID systems and procedures.
- d. **Language Proficiency:** Level IV, fluent written and oral proficiency in English, is required. S/he must be able to communicate effectively with USAID staff at all levels, technical representatives of beneficiary institutions, and the general public. Incumbent must also be able to communicate effectively and accurately with varying levels within the U.S. Government structure including representatives of other agencies at Post, the Ambassador, and representatives at other U.S. Embassies in the region, as well as USAID-Washington Global and Latin America and the Caribbean Bureau and equivalent units in the State Department. The incumbent is required to be able to draft professionally prepared briefing documents, including participation in and leading the drafting of certain sections of annual technical, programmatic and fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a fully professional and competent manner requiring few or no editorial changes.
- e. **Knowledge:** The incumbent must be an expert with a thorough knowledge of the concepts, principles, techniques and practices relating to justice reform and rule of law issues in the Caribbean region, especially as they relate to sustainable development. Strengths required are a sound knowledge of justice provision/systems, judicial reform, law/regulations and procedures as they relate to juveniles, police reform, community policing, and juvenile justice reform issues and activities in the Latin America and Caribbean (LAC) region, with particular emphasis on the Anglo-phone Caribbean. A thorough knowledge of human rights and justice issues in the Caribbean is highly desired. Knowledge of policies/regulations and best practices as they relate to legal and justice sector reform, particularly as they relate to juveniles is desirable.

The incumbent must also be able to locate reference materials, research and interpret factual data, and compile and present information in an appropriate format. Incumbent

must be able to compile, assemble and distribute e-documents using word-processing, spreadsheet, and computer graphic technology.

- f. **Skills and Abilities:** The individual must have exceptionally broad-based financial and management information skills and the intellectual ability to be able to identify wide-ranging key program, budgetary and operational issues quickly and propose thoughtful, workable responses to those issues. The incumbent must be able to establish, maintain and broaden an extensive range of contacts with senior key officials of government ministries, non-governmental organizations, private sector entities, and other donor agencies. The incumbent must also have a demonstrated ability to exercise his/her responsibilities and plan and execute work assignments independently, be a skilled communicator, be able to work under pressure and produce high-quality results quickly, and be able to predict issues of concern and interact directly at the highest operational levels of the regional governments. The incumbent must have strong analytical, communication, interpersonal and leadership skills, and the ability to prepare and present factual and interpretative reports covering complex subject matters.

Excellent command of software programs for e-mail, word processing, spreadsheets, databases, and graphics presentations is a highly desirable.

## 16. POSITION ELEMENTS

- a) **Supervision Received:** The Rule of Law Specialist is supervised by the General Development Office Director or his/her designee. The supervisor will establish work objectives and prepare an annual performance evaluation report. The incumbent works independently with latitude in planning and executing work assignments, consulting with the Mission Director only when requested on program and policy issues. Work is reviewed for results achieved within policy and priorities.
- b) **Available Guidelines:** The incumbent works within USAID policies, regulations and guidelines. S/he manages the environment programs assigned within the context of the Mission's defined strategy and must be able to adapt programs to the country-specific realities in which the programs are implemented.
- c) **Exercise of Judgment:** Excellent judgment is critical to successful performance by the incumbent and to successful implementation of the Mission's rule of law and citizen security program. Mission management will rely on the incumbent's judgment and ability to make critical decisions related to the assigned programs.
- d) **Authority to Make Commitments:** The incumbent has no independent authority to make resource commitments on behalf of the U.S. Government, USAID, or the General Development Office.
- e) **Nature, Level and Purpose of Contacts:** The incumbent works with high-level staff including Permanent Secretaries and Financial Secretaries in various ministries of numerous national governments in the Caribbean; members of national

parliaments/legislatures; regional institutions, including the OECS Secretariat and the CARICOM Secretariat; other donors such as the World Bank, CIDA and European Union; leaders of non-governmental organizations (NGOs); and representatives of such private sector groups as Chambers of Commerce and local entrepreneurs.

f) **Supervision Exercised:** None

g) **Time Required to Perform Full Range of Duties after Entry into the Position:** 12 months.

#### **Additional Selection Criteria**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

#### **To Apply**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); and
2. A current resume or curriculum vitae
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

***Copies of the complete Position Description listing all duties and responsibilities is available in the Bridgetown Human Resources Office. You may submit your application to [BridgetownHR@state.gov](mailto:BridgetownHR@state.gov) or to the following mailing address:***

***Human Resources Office  
U.S. Embassy  
Wilbey Business Park  
St. Michael BB14006  
Telephone: 227-4342  
Fax: 227-4048***

***ONLY THOSE RESUMES THAT MEET THE MINIMUM REQUIREMENTS WILL BE REVIEWED BY THE SELECTION COMMITTEE.***

***APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS  
June 13, 2014***