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Vacancy Announcement

USAID | Burundi

Bujumbura, Burundi

Vacancy Announcement No. 2016-13

April 19, 2016

Open To: All Interested candidates
Position: Economic Growth Specialist, FSN-10
Opening Date: Immediate
Closing Date: May 6th, 2016 (noon)
Work Hours: Full-time; 40 hours/week

USAID/Burundi is recruiting one person for the position of **Economic Growth Specialist** to work at the USAID office in Bujumbura.

BASIC FUNCTION OF POSITION:

The position is located in the USAID/Burundi Office. The USAID/Burundi Economic Growth Specialist will provide technical expertise and project management for USAID/Burundi economic growth (EG) activities, including value chain development, access to finance, and private sector growth and trade. The incumbent will be the principal point of contact for all strategic planning and project design, reporting, monitoring and evaluation tasks in EG and Trade, analyze and report to the USAID/Burundi Country Representative on EG trends in Burundi and make recommendations on strategic and programmatic priorities in the EG sector. The incumbent will be responsible for EG project management, including design, monitoring and planning for project evaluation. In addition, the incumbent will represent USAID/Burundi with other donors, partners, and government and non-governmental entities working on EG in Burundi and be the point of contact for all Trade related activities, including but not limited to the East African Community (EAC), USAID/Trade Africa and the East Africa Trade and Investment (EATIH).

MAJOR DUTIES AND RESPONSIBILITIES:

Project Design, Award, and Management

(40%)

The incumbent will be expected to:

- Actively participate in strategic planning and all facets of project design, including drafting and amending documents and ensuring the necessary clearances are in place;
- Gather information, analyze data, draft concept papers, scopes of work and other project documents, prepare budgets, and evaluate proposals for all economic growth and trade activities; and
- Be involved in broader strategy development processes, linking closely with other Burundi Office portfolios, Regional Mission work, and inter-agency processes.
- Manage one or more activities within the Burundi Office's portfolio;
- Serve as the Contracting/Agreement Officer Representative (COR/AOR) and/or alternate for one or more EG activities in the areas of trade, private sector development and value chain development;

- Providing day-to-day guidance and direction to contractors/implementing partners, striving for efficient, effective, and meaningful results; and
- Review and propose modifications to activity approaches and work plans when necessary to better achieve results.

Project Monitoring and Reporting**(25%)****The incumbent will be expected to:**

- Serve as a main point of contact for reporting and monitoring and evaluation (M&E) tasks on EG and Trade;
- Be responsible for planning, coordinating, monitoring, evaluation and reporting on all EG and Trade activities, with an eye towards learning and constant improvement;
- Review project reports, conduct site visits and monitoring reports, and stay abreast of challenges and institutional issues that impact economic development in general as well as impact implementation efforts;
- Monitor project expenditures to ensure timely implementation;
- Prepare high quality internal and external reporting and communications as required related to EG and Trade activities, such as weekly reports, success stories, and USAID and inter-agency planning and programming documents; and
- Monitor local and regional economic developments and regularly brief USAID management on programmatic impacts.

Information Gathering, Analysis and Representation**(35%)****The incumbent will:**

- Monitor, analyze, and document trends in economic development and trade that effect economic growth and USAID-funded programming in this sector. Identify ways to further meet both USG foreign policy and development objectives in Burundi and make recommendations to the USAID/Burundi Country Representative on resource allocation, strategy, and program decisions.
- Advise Mission staff on policies, institutional issues and political events affecting the direction and implementation of EG programs.
- Establish and effectively maintain a wide range of contacts among GOB officials, donors, multi-lateral institutions and private sector partners, to stay abreast of developments affecting USG EG programs, such as key policy initiatives and institutional reforms and to ensure effective program implementation.
- Prepare updates, briefing and background papers, reports and press releases as well as specialized documents, when requested.
- Represent USAID at meetings, conferences, seminars and other events.
- Participate as a USAID representative within interagency meetings and discussions on economic development and trade issues
- Coordinate with the Embassy Economic Section to ensure harmonization of projects as appropriate.
- Play a leading role for USAID/Burundi in the conceptualization, planning, implementation and monitoring of a regional integration and trade development strategy and make recommendations on components of trade facilitation and competitiveness strategies that will lead to demonstrable results to improve the economic condition of men and women in Burundi.

- Serve as the liaison point of contact ensuring complementarity and coordination between bilateral and regionally-funded activities.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Education** - Bachelor's degree in Business Administration, Economics, International Development or other relevant field, such as Agriculture and/or Trade, is required. Master's Degree in one of these fields is preferred.
- Prior Work Experience**- A minimum of eight years of progressively responsible professional level work experience in economic development is required including experience in in two or more of the following areas: enterprise or micro-enterprise development, trade policy, women's business development, competitiveness, financial sector development and access to credit, commercial legal reform, policy advocacy for business enabling environment/reform, agriculture value chain, and workforce development. Demonstrated experience in implementing or managing an EG and/or Trade program with a U.S. foreign affairs agency, international organization, host government or non-governmental organization is required. Specific experience in either trade, agribusiness development or regional economic integration is desirable.
- Post Entry Training** - The incumbent is expected to possess the necessary technical, program management and information technology (IT) expertise required of the position. Post entry training will, therefore, be focused on Agency-specific trainings, such as Programming for Foreign Assistance, COR/AOR certification, Automated Directive Systems, and USAID Inter/Intranet.
- Language Proficiency** -
Level IV fluency – speaking/reading/writing in English is required.
Level IV fluency – speaking/reading/writing in French is required.
Level III fluency – speaking/reading/writing in either Kirundi or Kiswahili
- Job Knowledge** - The incumbent is expected to possess a comprehensive technical knowledge of Trade and two or more economic growth areas: enterprise or micro-enterprise development, women's business development, competitiveness, financial sector development, commercial legal reform, policy advocacy for business enabling environment/reform, agriculture value chain and workforce development. A sophisticated knowledge of development (economic, social, and political context) in the East African region, particularly in Burundi, is required. The incumbent will be required to have competency on cross-cultural work and gender in development as well as a solid understanding of post-conflict recovery;
- Skills and Abilities** - The incumbent must be able to learn and apply USAID activity implementation procedures and demonstrate management and organizational skills. He/she must have excellent interpersonal skills in order to establish relationships with key private sector, host-country counterparts, donors, and other stakeholders. The incumbent must be able to draft reports, correspondence, briefings, and other written products in English requiring limited or no editing. He /she should demonstrate the ability to use critical thinking and innovation to solve problems as well as to develop new approaches. The incumbent must be able to function both independently and as part of a team with a high degree of proactivity, responsiveness, and motivation in order to meet established deadlines. The incumbent must also have strong computer skills in Microsoft Office applications (Word, Excel, Access and PowerPoint)..

POSITION ELEMENTS

- Supervision Received** - The Economic Growth Specialist will work under the supervision of the USAID/Country Representative or his/her designate in the Burundi Office at USAID/Burundi. The incumbent's immediate supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with agency policies, and implementation of best practices; 3) provide regular feedback to incumbent

throughout the performance evaluation period; 4) prepare the annual Evaluation Report(s) as/when required. As the incumbent is expected to work with a high degree of independence, he/she must be able to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance and little or no follow up. The incumbent must be proactive as well as self-motivated.

- b. **Supervision Exercised-** The incumbent will be assigned to be a COR/AOR for one or more economic growth and/or trade activities, following receipt of appropriate certification
- c. **Available Guidelines** - The incumbent is required to understand USAID Automated Directives System and USAID Agency-specific policies and procedures on program activity management and implementation. Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall USAID/EA/Burundi program activities within the regional office, including but not limited to Automated Directives System (ADS), Mission Orders, Mission Notices, USG procurement regulations, and USAID program strategy and Policy Documents. In addition, team members, other Mission technical support staff and counterparts in USAID/Washington are available as resources to provide advice and guidance.
- d. **Exercise of Judgment** - Independent judgment is required to establish cooperative relationships with Burundian stakeholders and beneficiaries and to assess with sensitivity the needs and concerns of other USG staff, donors, implementing partners and these groups. The incumbent must judge the soundness of the implementation of programs, monitoring, research, and evaluation tools of USAID's programs.
- e. **Authority to Make Commitments-** The incumbent will have no independent authority to make any resource commitments or commit U.S Government (USG) or USAID/ Burundi Office funds on behalf of the U.S Government (USG) or USAID/ Burundi Office. The Specialist exercise the authority given to all USAID activity managers and CORs/AORs and may make administrative arrangements consistent with ADS guidance and Mission policy.
- f. **Nature, Level, and Purpose of Contacts:** The incumbent will be required to act as a liaison with a broad range of Burundi and international stakeholders at the project level, including government authorities, private sector firms, civil society, and public and private organizations and institutions. The incumbent will also establish and maintains regular contact with UN, donors, NGOs, regional trade partners, and staff within USAID and the broader inter-agency.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position-** 12 Months.

TO APPLY

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/employment-opportunities.html> Interested applicants for this position **should** submit all the following documents with their application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174);
2. A current resume or curriculum vitae that provides additional information;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Optional: Any other documentation (e.g. certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above can be added to your application.

SUBMIT APPLICATION TO

Human Resources Office
Attention: The Human Resources Officer
Embassy of the United States
Avenue des Etats Unis
B.P 1720 Bujumbura

(Please indicate your Name, your Telephone number and the Position Title on the envelope and sign in the logbook upon drop-off of your application)

or

Email: BujumburaHR@state.gov

POINT OF CONTACT

Telephone: +257. 22.20.70.24

CLOSING DATE FOR THIS POSITION: May 6th, 2016 at 12:00 (noon)

The US Mission in Bujumbura 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 Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.