



UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT



No. 058

Job Vacancy

June 22, 2011

OPEN TO: All Colombian Citizens

POSITION: DEVELOPMENT ASSISTANCE SPECIALIST – NORTH SOUTH ADVISOR Office of Consolidation, Livelihoods and Environment CLE (0011870F)

OPENING DATE: Wednesday, June 22, 2011

CLOSING DATE: Friday, July 8, 2011

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC – 12 Col. Ps. \$124,053,742.00 – Col. Ps. \$204,688,678.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov>

under "Recursos Humanos-Vacante". The form may be requested via e-mail at: BogotaHR@usaid.gov

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 24B-27
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Development Assistance Specialist, North/South Advisor for the Office of Consolidation, Livelihoods and Environment - CLE.

BASIC FUNCTION OF POSITION

This position is located in the Consolidation, Livelihoods and Environment Office (CLE), USAID/Colombia, Bogota. The primary purpose of this position is to serve as the Mission's principal FSN advisor to the Office Director, senior Mission management and other USG agency officials on Consolidation and Livelihoods. Participates in the design of new projects and will serve as COTR for CELI-North/South upon completion of COTR training. In addition, the incumbent supports the Public-Private Alliance team and serves as senior FSN GDA liaison with USAID/GDA Washington office. Moreover, supports USAID's GIS mapping system for the CLE office. Conducts liaison activities with other donors, high-level representatives of the Government of Colombia (GOC), US Embassy Staff, State/INL, NAS, grantees and contractors. Works closely with the Colombian government officials in this effort. Provides technical and advisory support to the CLE Office and Office of Acquisition and Assistance (OAA) Team to respond to consolidation and livelihoods issues, external inquiries and communications and review of proposals. Recommends new projects and activities. Monitors activities following the implementation stage. Travels to activity sites to observe progress, identify and/or solve problems. Prepares reports with findings and recommendations on these to the CLE Office Director, the CSDI Implementation Coordinator, the Deputy Director and Mission Director.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Program, Project and Activity Development and Implementation

1. Serves as the Mission's primary FSN advisor on consolidation, livelihoods, and sustainable development-related activities to the Office Director, CSDI Implementation Coordinator, senior Mission management and other USG agency officials. Supports the development, oversight and management of USAID/Colombia's Consolidation and Enhanced Livelihood Initiatives (CELI) in the North/South Region of Colombia, a five-year, \$90 million five-year effort. Participates fully in AO1 activity planning, contract, grant and other negotiations; and other duties pertinent to program activities. Drafts project implementation documents including Implementation Letters (PILs), Strategic Objective Grant Agreements (SOAGs) and Limited Scope Grant Agreements (LSGAs). Drafts documentation and conducts liaison activities with other donors, high-level representatives of the Government of Colombia (GOC), US Embassy Staff, NAS, State/INL, grantees and contractors as well Congressional delegations. Works closely with Colombian government officials in this effort.
2. Serves as the Mission's primary FSN advisor to the Office Director, the CSDI Implementation Coordinator, senior Mission management, and other USG officials on the North/South Region. Will assume the responsibility of COTR for CELI North/South upon completion of COTR training. In this position, the incumbent will assist the CSDI Implementation and North/South Activity Managers in monitoring and reporting on the status of:
 - a. The performance and needs of USAID/Colombia's implementing partners;
 - b. Communication and coordination between USAID/Colombia and its implementing partners, the U.S. Embassy (particularly the CSDI interagency working group), and other donor organizations;
 - c. Current political developments and security concerns; and
 - d. Other pertinent information required to achieve USAID/Colombia's program objectives.
3. Monitors AO1 project implementation progress, under contracts, grants, sub-grants or contacts, cooperative agreements, etc., including deliverable requirements. Tracks progress against the various activity implementation plans and work plans, provides analyses of AO1 progress and results. Is responsible for day-to-day project management. Ensures that Reg. 216 environmental responsibilities are adhered to by contractors and grantees.
4. Provides technical and advisory support to the CLE Office and AO1 Team to respond to consolidation and sustainable livelihoods and rural development issues, including responses to external inquiries and communications and review of proposals. Recommends new projects and activities. Receives proposals from communities and reviews these for conformance with AO1 and USAID objectives

and recommends approval or disapproval. Conceives and develops other activity designs and concept papers. Prepares scopes of work (SOWs) for technical assistance (TA). In addition, develops major portions of result packages. In coordination with the CLE Office Director and CSDI Implementation Coordinator, negotiates with host government officials, implementing partners, and other donor-funded project managers pertaining to design, development and implementation of CLE efforts and keeps them informed of status, host country actions, constraints, and other project-related issues.

5. Establishes and maintains an extensive liaison role with high-level contacts with other donors and NGOs who work with Consolidation and Livelihoods and Rural Development. Meets with representatives of these entities to exchange information, coordinate efforts and to assist them in preparing papers.
6. Provides guidance for and/or leads the preparation of critical reporting documents such as Quarterly Reports and Annual Reports for AO1. Prepares or supervises the preparation of briefing documents for high-level visitors on status of program, including budgets, funding projections, implementation, earmarks, reservations, directives and commitment and obligation documents, financial plans, pipeline analysis, feasibility studies and other documents. Supervises the development and maintenance of a GIS database to serve as a baseline for CLE projects, and eventually for other Mission projects.

B. Project Activity Management and Evaluation 60%

1. As COTR for CELI North/South, monitors activities following the implementation stage. Travels to activity sites to observe progress, identify and/or solve problems. Prepares reports with findings and recommendations on these to the CLE Office Director, the CSDI Implementation Coordinator, the Deputy Director and/or Mission Director. Supervises CELI North/South Activity Managers. Coordinates visits of VIPs to project areas and provides briefings to these visitors. Also provides information on progress to the Mission Director and the Ambassador on a frequent basis in terms of indicators achieved and funds disbursed.
2. Provides analysis and recommendations for actions on documentation relating to implementation of certain Consolidation and Livelihoods activities and other AO1 Team functions. Conducts research and advises grantees/contractors on market opportunities. Prepares GLAAS actions to secure technical assistance (TA), commodities, and other necessities for the activities, ensuring financial data is correct. Drafts scopes of work (SOWs) for TA contracts or other AO1 activities.
3. Drafts and assists with processing project-related documents such as action plans, special reports, USAID/Colombia plans and public relations documents. Participates in the initiation and carrying out of AO1-related studies. Prepares progress reports on a scheduled basis, highlighting accomplishments as well as problem areas needing attention. Initiates corrective action on routine matters and

brings to the attention of the CSDI Implementation Coordinator and CLE Director of other issues of a complex nature requiring his decisions or referral with recommendations to the Deputy Director or Mission Director.

4. Performs analyses and evaluations and prepares input to the Mission Portfolio Review (MPR) for AO1. Participates in this and other USAID/Colombia internal reviews. Prepares input for assigned sections of the Annual Report and quarterly reports to USAID/W.
5. Liaises with the other AO1 Team members and offices (Controller, EXO and Program Office) to ensure successful coordination and value added to activity results. Works closely with the Local Governance projects to complement what each project is doing. Works with mayors, governors, and other local officials. Performs other miscellaneous related duties as assigned.

As a USAID employee, the incumbent must understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer focus, 2. Results orientation, 3. Empowerment and accountability, 4. Teamwork and participation, and 5. Valuing Diversity.

C. Incorporates the Five Core Values into His Work

1. Customer Focus: Identifies and communicates with USAID customers regularly (ideally, in their preferred language); surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers needs and thinking are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customer service with other USAID employees and partners.

2. Managing for Results: Reviews baseline information against which to plan actions and identify targets and milestones. Defines specific operational and program results needed for his area of responsibility. Puts strategic plan in place and uses it as a framework for decisions. Reviews progress against targets and milestones regularly; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned when possible. Serves as a knowledgeable advocate for the results orientation with other USAID employees and partners.

3. Empowerment and Accountability: Emphasizes results rather than oversight, and service outreach rather than internal control, in carrying out his responsibilities. Is clear about his own performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.

4. Teamwork and Participation: Contributes to strategic planning, performance monitoring, and major program decisions of the SO team. Demonstrates ownership of the team's plans, performance, and decisions. Proactively participates in team processes and activities. Includes other team members, customers and partners and assists in their understanding and participation in teamwork and the team's goals, performance, and decisions. Assumes responsibility for specific results assigned by the team.

5. Diversity: Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. Realizes the synergy and benefits of differing backgrounds and skills to accomplish our strategic goals. Uses the synergy of core and extended teams to plan and works together to achieve results while accepting accountability for own actions.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

- a. Education: Master's Degree in Rural Development, International Relations, International Law, Political Science, Public Administration, Business Administration, Economics or a related field is required.
- b. Prior Work Experience: Over five years of progressively responsible experience in the management of development assistance, especially in the area of post-conflict and livelihoods programs, or related work is required. Experience is required in the collection, analysis and presentation of information. Two years of the experience in the field of analysis and presentation of findings or similar work, particularly in work related to relocation or other humanitarian services is highly desirable. In the absence of a Master's Degree, an additional three years of experience is required.
- c. Post Entry Training: Appropriate modules of the Leadership and Program Operations Training Initiative such as Managing for Results, Organization and Operations, Team Skills, etc.; training in agency database systems and in other special areas related to duties when available. On-the-job training, or local courses in Logistics Management is desirable. Must have in-house training in Excel, PowerPoint or other USAID-approved presentation formats if such skills are lacking.
- d. Language Proficiency: Level IV fluent written and oral English and Spanish skills are required.
- e. Knowledge : Must have knowledge of host country socio-economic conditions, a good understanding of Colombian conflict, factors that affect coca production and processing, the methods of improving technologies of licit crops and their

transfer to farmers, support services for licit productive activities, the construction of a productive infrastructure, construction of market linkages. Must also have a good knowledge of Colombian and international laws, protocols and agreements pertaining to the respective programs. A strong understanding of the National Consolidation Plan a plus. Significant knowledge of the functioning of the Colombian government is a must – especially those agencies most relevant to consolidation. A thorough knowledge of USAID/Colombia policies, goals and procedures is a plus.

- f. **Abilities and Skills:** Must have a high degree of analytical, communication and interpersonal skills and the ability to work with a team. Demonstrated ability to establish and maintain high-level contacts with GOC Ministries and local governments, donor organizations, other agencies and private-sector organizations. Must be able to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports using computer software program applications, and to develop and present briefings. Also must be able to integrate long and short-range objectives with the needs of the government, frequently influencing government priorities and direction. Must have a high level of diplomacy and negotiation skills.

POSITION ELEMENTS

- a. **Supervision Received:**

Work is performed under the supervision of the CLE Director/CSDI Implementation Coordinator, who assigns work on a long-term basis and reviews work primarily in terms of achievement of program and project goals and effectiveness in meeting host country and USAID objectives and integration with other AO1 initiatives.

- b. **Available Guidelines:**

ADS Sections pertaining to project management, Mission Orders and other established USAID/Colombia administrative procedures and regulations.

- c. **Exercise of Judgment:**

Considerable judgment is required in planning programs and project activities, evaluating the relevance and reliability of information concerning their implementation; in organizing and presenting data during the preparation of reports and other documents; and in the preparation and presentation of briefings. Judgment is required in identifying the problems partners are having with the implementation of activities and in determining when to make a recommendation for solution on the spot and when to report the problem, with recommendations to the CSDI Implementation Coordinator and CLE Director.

d. Authority to Make Commitments:

When dealing with grantees, sub-grantees, partners and clients, is authorized to suggest resolution of both technical and non-technical problems and to make recommendations. The incumbent's recommendations in the area of Consolidation, Environment and Livelihoods are considered to be authoritative. No monetary commitments are authorized.

e. Nature, Level and Purpose of Contacts:

Continuous contact is maintained with working-level to high-level officials of GOC Ministries, other donors and NGOs to obtain unpublished and published information concerning the CLE program and its projects and activities; to resolve problems with clearances on documents and to provide information. Close contact is also maintained with the Ambassador to provide briefings and draft cables, with the Agricultural Attaché and the Embassy's Narcotics Affairs Section personnel. Work entails travel to dangerous areas of the country to advise, supervise monitor and evaluate programs and projects. Because of travel restrictions for U.S. citizens, the incumbent is, in many cases, the only USAID contact that regional and local authorities and the beneficiaries themselves have.

f. Supervision Exercised:

This is a non- supervisory position.

g. Time required to perform full range of duties:

One year.

SELECTION CRITERIA

40 points: Demonstrated appropriate work experience

Over five years of progressively responsible experience in the management of development assistance, especially in the area of post-conflict and livelihoods programs, or related work is required. Experience is required in the collection, analysis and presentation of information. Two years of the experience in the field of analysis and presentation of findings or similar work, particularly in work related to relocation or other humanitarian services is highly desirable. In the absence of a Master's Degree, an additional three years of experience is required.

35 points: Interpersonal and organizational skills

Must have a high degree of analytical, communication and interpersonal skills and the ability to work with a team. Demonstrated ability to establish and maintain high-level contacts with GOC Ministries and local governments, donor organizations, other

agencies and private-sector organizations. Must be able to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports using computer software program applications, and to develop and present briefings. Also must be able to integrate long and short-range objectives with the needs of the government, frequently influencing government priorities and direction. Must have a high level of diplomacy and negotiation skills.

15 points: Evidence of strong English/Spanish writing and oral skills.

Level IV (fluent) English ability and equivalent in Spanish is required. Excellent written and oral communication skills required.

10 points: Strong technical education background and/or specialization in environmental issues.

Master's Degree in Rural Development, International Relations, International Law, Political Science, Public Administration, Business Administration, Economics or a related field is required.

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.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY FRIDAY, JULY 8, 2011 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.