



UNITED STATES MISSION - BOGOTA  
**VACANCY ANNOUNCEMENT**



No. 101-2011

Job vacancy

November 25, 2011

**OPEN TO:** All Colombian Citizens

**POSITION:** DEVELOPMENT ASSISTANCE SPECIALIST – LAND AND SUSTAINABLE LIVELIHOODS ADVISOR – CONSOLIDATION, LIVELIHOODS AND ENVIRONMENT OFFICE (0011870P AND 0011870Q)

**OPENING DATE:** Friday, November 25, 2011

**CLOSING DATE:** Friday, December 9, 2011

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** This position can be hired at a full performance level (LCP/FSNPSC- 11 Col. \$87,860,886.00 – Col. \$144,970,458.00) or developmental levels (LCP/FSNPSC – 10 Col. \$70,710,280.00 – Col. \$116,671,960.00) or LCP/FSNPSC – 9 Col. \$54,010,864.00 – Col. \$89,117,920.00)

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, Land and Sustainable Livelihoods Advisor for the Consolidation, Livelihoods and Environment Office.

### **BASIC FUNCTION OF POSITION**

This position resides in the Consolidation, Livelihoods and Environment Office (CLE) of the USAID/Colombia Mission in Bogotá. The primary purpose of this position is to serve as the Mission’s specialist in land and sustainable livelihoods issues; and as Contracting Officer’s Technical Representative (COTR) or Technical Monitor (TM) for USAID’s Land and Rural Development activities being implemented in Colombia. The position serves as a key Foreign Service National (FSN) advisor to the CLE Office Director, to Mission senior management, to Government of Colombia (GOC) counterparts, and other U.S. Government (USG) agency officials on land restitution, land formalization and sustainable livelihoods issues, policy and implementation issues related to land reform and rural livelihoods and broad-based rural and livelihoods development in Colombia. This position provides technical and advisory support to the CLE Office team, external inquiries and communications and review of proposals. Recommends new projects and activities. Represents USAID in meetings with high level representatives of the Government of Colombia (GOC) and other donors. Monitors activities during 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 position is designed to allow the incumbent to be a thought-leader in the aforementioned technical areas.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

As a USAID employee, the incumbent carries responsibility to 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.

### **A. Program, Project and Activity Development and Implementation**

1. Serve's as the Mission's primary FSN advisor on land reform and sustainable livelihoods to the office Director, senior Mission management and other USG agency officials. Supports the development, oversight and management of the USAID's land strategy coordinating with other programs of the Mission. Participates fully in AO1 activity planning, contract, grant and other negotiations; and other duties pertinent to program activities. Drafts documentation and conducts liaison activities with other donors, high-level representatives of the Government of Colombia (GOC), US Embassy Staff, grantees and contractors as well as Congressional delegations.
2. Provides technical and advisory support to the CLE Office and AO1 Team to respond to land reform, 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 civil society organizations 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, 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.
3. Monitors land and rural development project implementation progress, under contracts, grants, sub-grants or contracts, cooperative agreements, etc., including deliverable requirements in coordination with other instruments of the mission. Tracks progress against the various activity implementation plans and work plans, provides analyses of AO1 progress and results. Will assume responsibility for day-to-day project management in coordination with different mechanisms working in land issues.
4. Contributes to and, in some cases, leads strategic/policy and tactical discussions and/or input related to land reform and rural development and program management. This may require the development of analytical and policy papers that help shape USAID programming in Colombia.

5. Establishes and maintains an extensive liaison role with high-level contacts with other donors and NGOs who work with land reform and rural development. Meets with representatives of these entities to exchange information, coordinate efforts and to assist them in preparing papers.
6. Advises the CLE Director and other team members of policy developments that are relevant to the programs' implementation. Conducts consultations with stakeholders and tracks legislative or other policy developments in the area of land reform and rural development.
7. Provides guidance for and/or leads the preparation of critical reporting documents such as the land weekly report. Prepares or supervises the preparation of briefing documents for high-level visitors on status of the land strategy, program, including budgets, funding projections, implementation, earmarks, reservations, directives and commitment and obligation documents, financial plans, pipeline analysis, feasibility studies and other documents.

## **B. Project Activity Management and Evaluation**

1. Performs the function of COTR or TM for the Mission's land and sustainable livelihoods programs and as a back-up for other technical portfolios, such as livelihoods development, as designated by the Mission Contracting Officer for the management of contracts and grants. The incumbent assists the CLE Office Director, Deputy Office Director and/or other senior program managers to manage relevant programs. The incumbent will be asked to provide additional expertise to other Mission programs on an as-needed basis.
2. Provides technical guidance to project implementers and to the CLE team on issues related to land reform and sustainable livelihoods to help achieve USAID objectives.
3. Reviews project proposals submitted by the grantees or contractors and others and recommends corrections and other actions.
4. Monitors CLE project implementation progress under contracts, grants, sub-grants, cooperative agreements, etc., including deliverable requirements. The incumbent ensures that activities achieve their intended results. S/he provides technical and organizational leadership on the design, implementation, monitoring, and evaluation of projects and activities. S/he ensures that partners meet their benchmark requirements in accordance with USAID regulations.
5. Conducts field visits to activity sites across Colombia for the purpose of verifying the quality of services provided and monitoring the implementation and progress of program activities. Identifies problems and works with CLE Office Director to offer solutions. Prepares trip reports and supplements these with oral briefings to USAID Mission management including senior management, the CLE Office Director, and, other USAID and US Embassy officials.

6. Prepares briefing documents for high-level visitors on status of program, including budgets, funding projections, implementation, and commitment and obligation documents, financial plans, pipeline analysis, feasibility studies and other documents. Coordinates visits of Congressional Delegations (CODELs) to project areas. Also provides information on progress to the CLE Team and Mission Director in terms of key indicators and funds disbursed.
7. The incumbent is responsible for preparing technical, policy, and performance reports periodically and ad hoc during the year.
8. Drafts and assists with processing project-related documents such as action memoranda, USAID/Colombia reports, and public relations documents; prepares progress reports on a scheduled basis, highlighting accomplishments as well as problem areas in need of attention; initiates corrective action on routine matters and brings to the attention of the CLE Office Director issues of a complex nature requiring his/her decision or referral with recommendations to the Deputy Mission Director, Mission Director and or senior program manager.
9. Performs analyses and evaluations and prepares input to the project and portfolio reviews.
10. Manages a budget associated with his/her COTR or TM responsibilities, including budget preparation, tracking, and analysis. S/he manages financial matters related to program activities, such as providing administrative approval of vouchers, planning and preparing annual incremental funding amendments, and other financial administrative activities to ensure that fiscal needs of implementing partners and CLE are met in a timely manner.
11. Liaises with other CLE team members and other offices (OVP, DHR, OAA, OFM, EXO, PRO and FO) to ensure successful coordination and value-added to activity results.
12. Prepares all necessary internal program implementation documentation.
13. Provides back-up to other CLE and Mission teams and sub-teams as directed.
14. Performs other duties as assigned and as related to project/portfolio implementation.

**REQUIRED QUALIFICATIONS:**

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

**A. Education:**

Bachelors' Degree in rural development, international development, international law, political science, economics, public administration, business management is required. Strong technical emphasis or specialization in the areas of land restitution and formalization, rural development, livelihoods and resource planning are highly desired.

**B. Prior Work Experience:**

Five years of progressively responsible experience in project management. One year of development experience specifically in land restitution and formalization and related livelihoods programs is required. Experience is required in the collection, analysis and presentation of information as well as in program management (design, implementation, management and/or monitoring and evaluation). Two years of the experience in the field of analysis and presentation of findings of similar work, particularly in work related to land reform is highly desired. A relevant advanced degree (MA or PhD) may substitute for up to 2 years of work experience.

**C. Post Entry Training:**

Training in Mission's policies, rules and regulations, project management COTR/AOTR (Contracting Officer's Technical Representative) and other technical areas related to duties will be offered to the selected candidate when available. Must complete in-house training in Excel, Power Point or other USAID-approved presentation formats if such skills are lacking.

**D. Language Proficiency:**

Level IV (fluent) English ability and equivalent in Spanish is required.

**E. Knowledge:**

The incumbent must have a sound, experience-based knowledge of issues related to land restitution, land formalization and rural development, management, policies and practices; including a thorough knowledge of the political, legal, economic, and development realities of Colombia. S/he must have a thorough knowledge of Colombia's socio-economic conditions, Colombian international laws, protocols, agreements pertaining to the international cooperation. Significant knowledge of the functioning of the Colombian government is a must – especially those agencies most relevant to land reform. S/he must be knowledgeable of technical/project implementation, monitoring and evaluation, and project financial oversight.

**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 overall supervision of the CLE Office Director, 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. Within the CLE Office the position is a key member of the Land Team and receives technical direction and supervision from the Land Team Leader.

### **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 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. 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**

Candidates will be assessed on basis of track record of progressively responsible and successful work experience in relevant project management, including at least one year of experience in land reform, including restitution and formalization elements. Demonstrated experience in the collection, analysis and presentation of information as well as in program management (design, implementation, management and/or monitoring and evaluation). Additional experience in the field of analysis and presentation of findings of similar work, particularly in work related to land reform in conflict or post-conflict environments is highly desirable. Relevant experience includes work with government agency/ministry; policy institution or think tank; international organization; non-governmental organization; international donor agency or foundation.

### **20 points: Interpersonal and organizational skills**

Incumbent must have superb interpersonal and teamwork skills and proven ability to work independently with minimal supervision or guidance. Operational and management skills; superior computer skills; multi-tasking skills; and the ability to conceptualize both strategically and programmatically. Proven ability to communicate quickly, clearly and concisely, both orally and in writing, including preparation of technical and general reports. The ability to work on teams and reach consensus in difficult situations and demonstrated ability to establish and maintain high level government contacts at the national and local levels and with donor and private-sector organizations.

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

Level IV (fluent) English ability and equivalent in Spanish is required.

**25 points: Strong technical education background and/or specialization in relevant issues and demonstrated understanding of current socioeconomic situation in Colombia**

Strong technical education in rural development, international development, international law, political science, economics, public administration, business management or a related field is required. Demonstrated technical expertise or specialization in the areas of land reform (including restitution and formalization), rural development, sustainable livelihoods and resource planning are highly desired. Candidates will also be rated for demonstrated knowledge and understanding of current socio-political situation in Colombia, particularly as relates to Government of Colombia efforts to resolve root causes and consequences of violence and bring a definitive end to protracted internal conflict.

**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, DECEMBER 9, 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.