



V A C A N C Y A N N O U N C E M E N T

REFERENCE No.: 687-HR-16-004

POSITION/GRADE: Climate Change Project Specialist / FSN-11

NUMBER OF POSITIONS: 1 (ONE)

OPEN TO: ALL INTERESTED CANDIDATES

LOCATION: ENVIRONMENT AND CLIMATE CHANGE OFFICE
USAID/MADAGASCAR
ANTANANARIVO - MADAGASCAR

OPENING: July 1, 2016

METHOD OF EMPLOYMENT: TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT
RENEWABLE, SALARY EQUIVALENT TO GRADE FSN-11

APPLICATION CLOSING DATE: July 29, 2016

BASIC FUNCTION OF POSITION

The position of Climate Change Project Specialist is located in the Environment and Climate Change Office (ECCO), USAID/Madagascar Mission, Antananarivo, Madagascar. The incumbent must be a specialist in the environmental sector within Madagascar and will serve as a Mission advisor on climate change resilience considerations for natural resource management and environmental governance activities. Under the supervision of the Natural Resources Advisor, the primary responsibility of the Specialist is to provide analysis, design support, and advice on the development and implementation of projects and activities in the areas of climate change resilience (adaptation and mitigation), natural resources management, environmental management, and a variety of related areas. S/he also applies advanced knowledge and experience in environmental policy analysis; applicable legal and regulatory frameworks; and the design, planning, and management of sustainable climate change resilience activities in Madagascar. Based on his/her analysis, the Specialist provides technical advice and management guidance for the formulation of new Mission strategies for interventions responding to climate change impacts and resilience considerations in Madagascar. The work includes serving as Contracting Officer Representative/Agreement Officer Representative (COR/AOR) for USAID projects and activities implemented under contracts, cooperative agreements, or grants; participating in the design of projects and activities and the evaluation of ongoing programs; advising on best practices and their application; and helping to integrate climate change resilience considerations into other areas of the Mission's portfolio. In performance of his/her responsibilities, the incumbent represents the Mission and the USG in interagency settings, as well as with technical advisors based with other donor organizations for coordination meetings, program management meetings, technical meetings, workshops, and conferences.

MAJOR DUTIES AND RESPONSIBILITIES

A. Analysis, Conceptualization and Design

- The Specialist provides analysis of relevant climate change resilience aspects of environmental policy and leads the design of new interventions that contribute to achieving the objective of conserving biodiversity and securing natural resources while promoting resilient livelihoods.
- The incumbent serves as an advisor to ECCO and Mission management on critical policy issues and provides input to the formulation of policies to advance Mission and U.S. Government Objectives and Government of Madagascar (GOM) goals in leading Mission efforts to meet requirements of Executive Order #13677 on Climate Resilient International Development.
- The Specialist is responsible for establishing an effective liaison between ECCO and other USAID Mission Offices, relevant Offices in USAID/Washington, and embassy Officers responsible for dialogue and communication on climate change matters.
- The incumbent develops and maintains technical level GOM contacts who focus on national policy formulation and action plans on climate change matters (e.g. in the Ministry of the Environment, Ecology, and Forestry; the Ministry of Aquatic Resources and Fishing; the Ministry of Water, Hygiene, and Sanitation; the Ministry of Energy and Hydrocarbons; the Ministry of Agriculture and Rural Development; the Ministry of Livestock; the Ministry of the Interior and Decentralization; the Ministry of Economy and Planning, the Ministry of Tourism, Transport, and Meteorology; and the Ministry of State for Infrastructure, Equipment, and Regional Development); reviews and makes recommendations to the GOM in the development of national policy and legislation on climate change resilience; analyzes information from government and other sources; determines major implications of evolving GOM policies and program decisions for climate change program development and performance; and provides the relevant personnel with strategic planning and operational guidance which will strengthen programmatic results and achievement.
- The incumbent develops constructive contacts with technical counterparts in other donor agencies working in the environment sector as well as private sector and NGO representatives with interest in climate change and through such contacts s/he develops and maintains a donor activity tracking system for climate change aspects of environmental programming in Madagascar.

B. Program/Project Management

- The Specialist contributes to the review and negotiation of acquisition and assistance proposals related to climate change and environmental programming together with other members of the Mission, such as colleagues in ECCO, and members of the Program, Contracting and Finance Offices as well as other Technical Offices.
- Upon successful completion of USAID procurement training, the Specialist will eventually serve as COR/AOR and/or Activity Manager for selected Implementing Mechanisms as well as serving as Alternate COR/AOR for other programs in ECCO. The Specialist will direct the development of detailed annual work plans and budgets for program activities. Finally, s/he will oversee program implementation, perform site visits, monitor results/outcomes of the activities, and recommend corrective actions or changes in approach in order to ensure that these activities stay on track to meet expected results.
- S/he assists in the preparation of documentation related to contract financing and amendments for activities managed by ECCO.
- The Specialist assists the Mission with, and as instructed, directly undertakes, technical discussions with GOM technical counterparts and other partners on issues affecting program performance, implementation of evaluation/audit recommendations, impact and sustainability issues, or other program matters.
- The Specialist provides issue-oriented briefings and presentations on topics focusing on environment and climate change program objectives, accomplishments

and development impacts to the Mission, GOM representatives, NGOs, civil society groups, businesses, donors and other external audiences, as required.

- In carrying out the various functions described above, the incumbent will coordinate and work closely with appropriate ECCO members and staff responsible for individual activity direction, implementation and support, and with appropriate staff from other Missions and GOM offices. In exercising administrative management and oversight responsibilities, s/he must frequently exercise independent judgment based on an understanding of USAID policies and management guidelines, arriving at adaptations and courses of action consistent with the most current policies and guidelines.
- As COR/AOR for a major USAID project, the Specialist is responsible for the financial management of environment and climate change activities including pipeline analyses, preparation of accruals, comparing planned versus actual expenditures, contributing to the preparation of resource requests, exercising funds control, and obligations management.

C. Program performance assessment and reporting

- The Specialist monitors and reports on project and activity progress, identifying specific information required from various activities and compiling this in response to Mission, Southern Africa Regional Mission, and USAID/Washington information needs through regular and special purpose reports. The incumbent ensures that current information is available on implementation status, issues and objective achievement including Performance Reports to USAID/Washington and other special reporting and documentation requirements.
- The incumbent develops and employs a monitoring system for contracts, cooperative agreements, and grant agreements under his/her management authority to ensure timely action on critical documentation and follow-up requirements, e.g. GLAAS, waivers, accruals, pipeline analyses, memoranda of understanding, audit and evaluation recommendations, and all documents required by the Mission, Southern Africa Regional Mission, and USAID/Washington including requests from Congress.
- The Specialist is expected to perform other duties as assigned by the Natural Resources Advisor, which are associated with the core functions of the positions described above.

REQUIRED MINIMUM QUALIFICATIONS

a. Education:

Bachelor's degree or equivalent in relevant professional discipline, such as climate change, natural resources management, agriculture, environmental policy, environmental economics, ecology, natural sciences, or business administration and management. Master's degree is preferred.

b. Prior Work Experience:

At least five (5) years of progressively responsible, professional-level experience in climate change, natural resources management, or related environment sector. A significant portion of this work should have been performed in development assistance, or related work, for USAID, other donor agencies, host-government organizations, or private sector institutions. Experience should also include analysis and interpretation of data, presentation of findings in written and oral form, project design and performance monitoring.

c. Job Knowledge:

The Specialist must demonstrate a strong understanding of the Malagasy environmental sector including environmental policy issues, and in-depth technical knowledge of climate change, natural resources management, and environmental governance concerns. The Specialist must also have knowledge and understanding of the economic, political, social, and cultural characteristics of Madagascar; the economic development problems, resources, resource constraints, and development prospects and priorities of Madagascar; and, a good knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance, which

includes USAID programming policies, regulations, procedures, and documentation as well as the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the GOM, at the central, regional, and local levels, and the role of mandated units within each level, in order to enhance effective communication and develop consensus on program/project strategy and implementation plans.

d. Skills and Abilities:

The Specialist must have excellent verbal communication skills, tact, and highly developed diplomatic skills in order to establish, develop, and maintain sustainable working relations and a high level of trust with GOM officials, local-level actors, and community-based partners, as well as with public and private organizations. Incumbent must have the ability to undertake analyses and understand complex and multi-sectorial programs; the ability to work under pressure and quickly produce results; and, the ability to work effectively in a collaborative team environment, and achieve consensus on policy, program/project, and administrative matters. The Specialist must have excellent writing skills and good analytical ability. S/he must have proficient computer skills (Microsoft Office, Google applications, and other online services) in order to complete assigned activities and to achieve set goals.

e. Language Proficiency:

Excellent written and oral communication skills in English, French, and Malagasy required.

ADDITIONAL SELECTION PROCESS AND CRITERIA

- This vacancy is open exclusively to interested candidates residing in Madagascar. Non-Malagasy candidates must be lawfully admitted for permanent residence in Madagascar, and are required to provide appropriate permits to be eligible for consideration.
- Current USG employees serving a probationary period are not eligible to apply.

INSTRUCTIONS FOR APPLICANTS

Interested applicants for this position **MUST** submit the following, or the application will be rejected:

- 1) A cover letter, which specifically addresses each of the selection criteria listed above, with details about how the applicant's skills and prior experience make him/her qualified for the position. The cover letter must be submitted in two versions, one in English and one in French.
- 2) **Completed and SIGNED Federal form AID 302-3:**
This form is mandatory and is available at USAID website: <https://www.usaid.gov/madagascar/work-with-us/careers>, http://www.antananarivo.usembassy.gov/job_opportunities.html or at US Embassy Consular Service entrance (opposite to "Leader Price"), Route Digue, Lot 207 A, Point Liberty, Andranoro Antehiroka, Antananarivo;
- 3) Curriculum vitae (CV) or resume, in English, with your telephone number and e-mail address;
- 4) Photocopies of relevant education evidence and certificates demonstrating that the applicant meets the minimum requirements. Applicants are encouraged to submit photocopies. Originals will not be returned;
- 5) Applicants are required to provide at least five (5) references with complete contact information, including e-mail address and telephone numbers, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Reference checks will be made only for applicants considered as finalists. If

an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the OF-612 form. The interviewing committee will delay such reference check pending communication with the applicant.

CLEARANCES

The selected individual must obtain medical and security clearances before starting work. USAID/Madagascar will assist in this matter.

SALARY

The position is classified at FSN-11 Grade. Salary will be paid in accordance with USG Local Compensation Plan. Based on the selected candidate's experience, and at the discretion of USAID/Madagascar, s/he may be hired at FSN-10 "trainee" level for the first year of employment. After one year, promotion to FSN-11 will be subject to successful performance. Promotion to the target FSN-11 grade level is mandatory, and failure to achieve the required level of performance is a basis for dismissal.

APPLICATION CLOSING DATE

Submit your application by **Friday July 29, 2016** to the e-mail address: AntananarivoUSAIDHR@usaid.gov

Please put as subject: "687-HR-16-004[*your name*]"

Your application package should not exceed 2 attachments, which should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx) ONLY.

More than one candidate might be selected for this position. USAID/Madagascar reserves the right not to award any contract as a result of this solicitation.

TO BE CONSIDERED, applications must include ALL the required documents and information, and be received at USAID e-mail box by the above deadline.

EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND 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.