USAID | DEMOCRATIC REPUBLIC OF CONGO

Reference No.:	**AID-14-04**
Position/Salary Range:	**Project Development Specialist (Education); FSN-11** ***Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave; medical and severance benefits.***
Open To:	All DRC citizens
Location:	USAID/Democratic Republic of Congo Kinshasa, DRC
Opening:	**January 5, 2015**
Closing:	**January 30, 2015 (Closing date extended)**
Work Hours:	Full-Time; 40 hours/week

USAID/Democratic Republic of the Congo (DRC), an equal opportunity employer, seeks applicants for the above position.

Completion of a an undergraduate degree in a specialty related to education, international development, and/or institutional capacity building and English language fluency (Level IV English) both in oral and written communication is a requirement for this position.

Basic Function of Position:

The incumbent will serve as the highest-ranking FSN in the Education Office, provide high-level technical and policy advice, represent USAID to senior Government of DRC officials, and oversee up to three activities valued between $15 and $100 million each. S/he may serve as the Acting Team Leader in the absence of the Team and Deputy Leaders. The incumbent will have representational functions for the EDU Office and USAID/DRC, and assist with sector analysis, monitoring & evaluation, strategy development and reporting. On a regular basis, s/he interacts with the Program, Assistance and Acquisition, and Financial Management Offices, other Technical Offices, the U.S. Embassy, donors, government and civil society counterparts, implementing partners, and the Education Office at USAID headquarters in Washington, DC.

Major Duties and Responsibilities:

Program Management: The incumbent shall serve as Agreement/Contract Officer Representative (A/COR) for up to three grants, cooperative agreements, or contracts with EDU implementing partners. The specific instruments to be managed will include significant portions of the $100 million All Children Learning activity. Activity management shall consist of:

- Maintaining close contact with NGO or contractor chiefs of party.
- Developing work plans, Performance Management Plans (PMPs), and reviewing calendars.
- Monitoring activity implementation by means of meetings with implementing entities, site visits, analyses of partners' quarterly and monthly reports, drafting success stories and outreach materials.
- Preparing procurement documents as required: scopes of work, action memoranda, justifications, waivers, and financial management documents.
- Preparing budget and work plan realignments when needed.
- Recommending approval of key personnel for programs.
- Performing accrued expenditure calculations and funds pipeline analyses.
- Coordinating USAID programs with other donors, government officials and local NGOs

Strategy and Program Development and Reporting: The incumbent shall obtain background and information needed to guide USAID interventions and the development of USAID policy positions in the Education sector. The incumbent shall assist the Education Deputy Team Leader in development of strategic documents which shall include: Mission program strategies; annual Operational Plans, Congressional Budget Justifications, Performance Plan and Reports, and other reports as required.

- Reporting on results achieved.
- Developing recommendations to enhance the impact of Education programs in collaboration with the USAID/Monitoring & Evaluation staff: analyze policy and development trends, opportunities and issues that arise, create linkages with other USAID teams as needed, devise indicators and monitoring systems for programs.
- Establishing synergies amongst the Education partners and between them and other partners from the US Mission, especially from USAID, and from other counterparts as necessary.
- Performing ad-hoc reports requested by Mission management and USAID/Washington.
- Public outreach, including any and all briefing materials.
- Working with the Education Team to devise out-year and multi-year strategies for new programs, coordination with other stakeholders, and reporting.
- Participate on evaluation and assessment teams.
- Draft descriptions for new programs
- Serve on technical evaluation committees to review proposals for new programs and suggested modifications to current ones

Representation: The incumbent shall, on a regular basis, represent USAID at meetings, conferences, seminars and other events.

- Communicating USAID's position to government, other donor or UN organizations.
- Serving on Education sub-sector donor coordination groups, such as education access, quality, and governance.
- Delivering speeches.
- Giving interviews to local media (in coordination with the US Embassy's Public diplomacy).

Additional USAID/DRC Activity Support (5%): The incumbent shall support USAID/DRC through a variety of assigned tasks. S/he will serve on Mission teams that guide the development, implementation and evaluation of USAID/DRC's assistance and systems. S/he will assist team members, particularly locally engaged staff, with relevant advice to identify training needs, as well as opportunities to build the capacity of Education Team staff.

Required Qualifications at the Full Performance Level:

Education:
An undergraduate degree in a specialty related to education, international development, and/or institutional capacity building is required. Post-graduate studies are viewed favorably.

Prior Work Experience:
S/he must have at least five years of experience in the formal or non-formal education sectors. This experience and knowledge is essential in order to effectively manage USAID-funded projects and advise the Education Team and Deputy Team Leaders, Mission stakeholders, GDRC, and other donors on matters pertaining to the sector.

The incumbent will have at least three years of progressive responsibility at junior and middle levels in program/project management of education sector programs with a proven track record of key accomplishments in working with government or community institutions. Experience should include program management and evaluation as well as strategic planning and analysis in the context of a developing country. The position requires a combination of managerial, technical, and analytical, abilities combined with the demonstrated ability to manage resources, programs, and people.

Specific experience in any of the following areas is highly desired: education sector policy reform, reading, early childhood education, girls' education, teaching, curriculum development, community participation and development, education information systems, equity in education, building the capacity of NGOs to support education, and project management.

Language Proficiency:
S/he must be proficient in English (i.e., FSI level 3/3) and have proven ability to communicate quickly, clearly and concisely both orally and in writing. The incumbent must also have a FSI 4/4 or equivalent level in French. Language ability in Swahili or Ciluba is desirable.

Knowledge:
The incumbent should have knowledge of developing country education systems, preferably including sub-Saharan examples. S/he should have technical background in several of the following: education sector policy reform, early reading, early childhood education, girls' education, French as a second language, teaching, curriculum development, community participation and development, education information systems, equity in education, building the capacity of NGOs to support education, and/or project management. Must also be proficient in word processing and spreadsheet applications. S/he must know how to use the internet for research.

Evaluation Criteria and Weights:
1. Education/Weighted 20% based on initial application review;
2. English Language Skills/Weighted 15% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 20% based on written assessment and interview.

How the selection will be made:
The successful candidate will be selected based upon
1. A preliminary review of the applicant's submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
3. A personal or telephone interview.
4. Reference checks.

USAID/DRC's Technical Evaluation Committee (TEC) and Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements.

The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/DRC.

USAID/DRC reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Compensation:
The Project Development Specialist (Education) position will be compensated in accordance with the U.S. Embassy's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:
ONLY applicants who meet the minimum educational and English language fluency requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

A complete application package consists of the following:

1. Application for U.S. Federal Employment, DS-174 - Job Application Form.
2. A cover letter demonstrating how prior experience and/or training address the minimum qualifications and selection criteria,
3. A current resume or curriculum vitae (CV), and
4. Names and contact numbers of three professional references.

Ensure that all communications (including your Cover Letter) include the Announcement Reference Number (**AID-14-04**) and the Title of the Position(s) for which you are applying (**Project Development Specialist: Education**).

Submit the complete application package via email, to usaidhrkinshasa@usaid.gov

Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.

Point of Contact:
Sandra Kiyanga: skiyanga@usaid.gov

Only short-listed candidates will be acknowledged.

DEFINITION:
Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under Chief of Mission authority.

Closing date for this position: January 30, 2015.

The U.S. Mission in the Democratic Republic of the Congo provides 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 United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. Women and members of minority groups are encouraged to apply.