



USAID
FROM THE AMERICAN PEOPLE

DEMOCRATIC REPUBLIC OF CONGO

Reference No.:	AID-15-20
Position/Salary Range:	Program Specialist (Social Protection); FSN-10 <i>Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave and medical coverage</i>
Open To:	All DRC citizens
Location:	USAID/Democratic Republic of Congo Kinshasa, DRC
Opening:	August 7, 2015
Closing:	August 27, 2015
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 University degree in social sciences, education, international development, public health, or related fields and Fluency in English and French (Level IV) are requirements for this position.

Basic Function of Position:

The candidate will assist in the management of the Mission's high-profile Social Protection portfolio, which currently consists of 3 cooperative agreements totaling well over \$35 million. The candidate will serve as the USAID focal points for Sexual and Gender-Based Violence and Child Protection issues and as such participate in donor and partner meetings on these pressing emergency and development issues in the DRC. The candidate will also serve as Agreement Officer Representative (AOR) for some of the current or future cooperative agreements and contracts, which includes monitoring of ongoing project activities, managing procurement actions, as well as helping in the design and procurement of new acquisition or assistance instruments for social protection programming. The candidate will liaise with a wide variety of stakeholders in the DRC, including other bilateral and multilateral donors, local and international NGO implementing partners, other USG personnel at post and in Washington.

In addition to management of part of the technical portfolio activities, the candidate will serve as a member of the overall Transition Objective Team. The candidate will also support project design, procurement, and activity management, annual planning and reporting for the Social Protection portfolio and serve as the primary focal point for monitoring and evaluation. The candidate may also be called upon to monitor/ provide technical inputs to transition objective project design and management.

Major Duties and Responsibilities:

Social Protection program:

- Manage, on a day-to-day basis, Social Protection Cooperative Agreements, including making decisions on activity implementation matters, identifying and resolving program issues, assuring that all activities are carried out in a technically sound and cost-effective manner, and ensuring, in coordination with the Transition Objective Office's Director that activities are carried out in accordance with all applicable Mission and Agency directives and requirements
- Represent the USAID Mission and the strategy of the USG in the general area of Social Protection at various coordination mechanisms, including Thematic Group meetings, and partner and donor meetings and ensure that USAID is a leader in donor coordination on protection issues (specifically issues of sexual and gender-based violence and child separation and abandonment) within the donor community in the DRC.

- Assist the Transition Objective Office Director as Transition Objective (TO) team members, draft concept note, provide inputs to the Project Appraisal Document (PAD) for the implementation of the country development and cooperation strategy (CDCS);
- Manage (serve as AOR/COR) and/or closeout of on-going and other future Social Protection activities. Activity management shall include: routine activity monitoring, results monitoring, liaison with the Contracting Officer, strategic discussions with USAID/DCHA/Washington office for Victims of torture (VOT) and Office of Displaced Children and Orphan Funds (DCOF), maintaining close contact with grantees, providing guidance and direction to implementing partners within the confines of the AOR/COR authorities, resolving implementation problems, preparation of documentation for annual Portfolio Reviews, preparing quarterly accruals, maintaining a filing system, DO team members;
- Serve as the monitoring and evaluation point of contact for the Social Protection portfolio, update performance indicators reference sheet as needed. Collaborate with implementing partners, and analyze and synthesize the Social Protection Data into Operational Plan reports and information sharing in the DRC and with Washington.
- Prepare and update materials related to assistance and programming in Social Protection for dissemination to other USG agencies and outside organizations.
- Aid in the collaboration between the USAID Social Protection portfolio and other USAID sectors, such as Democracy and Governance, Health, Education, economic growth and Peace and Security working in Social Protection.

Required Qualifications at the Full Performance Level:

Education:

University degree required in social sciences, education, international development, public health, or related fields.

Prior Work Experience:

From 4 years of progressively responsible experience working in at least one of the three functions of this position: project management, liaison with donors, and monitoring and evaluation.

Language Proficiency:

Level IV English and French (Written and spoken) and Local language proficiency (especially Swahili).

Knowledge:

Excellent knowledge of:

- 1) Project management in DRC context.
- 2) SGBV and Child protection programming in conflict and development setting.
- 3) Knowledge and experience in SGBV and Child protection policies and strategies in DRC;
- 4) Knowledge on the International stabilization strategy (ISSSS) in DRC, challenges and perspectives.

Post Entry Training:

If not previously obtained, Programming Foreign Assistance, Acquisition and Assistance training, Project Design and Management training.

Skills and Abilities:

Must have project management capability. Excellent verbal and written communications skills in order to effectively communicate with mission staff at all levels, donors, NGO partners, and the general public, as to provide clear information regarding USAID policies and programs. Strong interpersonal skills are needed to interact within a team and within the larger USAID mission, as well as with the wide variety of government, UN, and NGO actors and stakeholders.

Evaluation Criteria and Weights:

1. Education/Weighted 20% based on initial application review;
2. English Language Skills/Weighted 20% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 20% 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 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 fluency in English and French 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](http://kinshasa.usembassy.gov/opportunities/jobs.html). The form can be found in the US embassy website (<http://kinshasa.usembassy.gov/opportunities/jobs.html>)
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-15-20) and the Title of the Position(s) for which you are applying (Program Specialist- Social Protection)

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: August 27, 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.