



USAID | GUINEA

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1. SOLICITATION NUMBER: SOL-675-16-000008
2. ISSUANCE DATE: April 04, 2016
3. CLOSING DATE AND TIME: May 04, 2016. 16:30 Local Time,
4. POSITION TITLE: Project Management Specialist (Democracy & Governance)
5. OPEN TO: All Qualified Candidates
6. WORK HOURS: FULL TIME; 40 HOURS/WEEK
7. MARKET VALUE OF POSITION: FSN-11 (GNF 128,414,429 - 192,621,650) per annum). *(with the possibility of hiring the employee at the trainee level,}*
Final compensation will be based on the individual's salary and work history, experience and educational background.
6. EVALUATION FACTORS: Evaluation of qualifications and experience required of candidates will be conducted on a 100-point scale and weighted as follows: Education (15%); Work Experience (30%); Knowledge (25), Skills & Abilities (20%); Language (10%).
7. PERIOD OF PERFORMANCE: One year renewably annually for up to a total of five years, subject to availability of funds and satisfactory job performance.
8. PLACE OF PERFORMANCE: Conakry, Guinea.
9. SECURITY ACCESS: Background Check
9. AREA OF CONSIDERATION: Foreign Service Nationals
10. NOTE: *Due to the number of applications we Receive, only applicants who have been Short listed will be contacted by USAID.*

ALL ORDINARY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

- Provide technical advice and recommendations to A/COR or directly to implementing partners regarding the design and implementation planned or carried out in Guinea so as to maximize the impact on good governance and democracy.
- Provide technical assistance to the USAID/Sierra Leone program when requested and as necessary.

Strategy Development: 20%

- Provide analysis, advice and recommendations to senior Mission management and General Development Office members regarding the formulation of strategy for assistance to promote good governance and democracy including the development, management, and implementation of all activities in the Mission's portfolio.
- Participate in the development of Country Development Cooperation Strategy (CDCS).
- Provide input to Program Office, in coordination with DG Supervisor and S/GDO regarding OG indicators.
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Coordination, Technical Advice and Policy Dialogue 10%

- Provide USAJD inputs into democracy sector assessments conducted in conjunction with other USG agencies, international organizations, or other donors.
- Maintain close contact, provide technical advice, and engage in policy dialogue with Government of Guinea officials, staff of international organizations, Missions, NGOs, civil society, media, political parties, and foreign donors active in the democracy sector, as well as USAID assistance providers, and other U.S. Government agencies involved in the promotion of good governance and democracy.

General Management and Administration 30%

- Gather information continuously and keep current on developments in the democracy area in Guinea and report such developments upon occurrence to Mission management and staff.
- Carry out such other tasks related to Mission democracy sector programming as may be assigned by the Democracy and Governance Officer or his or her designee.

The Project Management Specialist (D&G) shall carry all assigned work either independently or, as requested, as part of a team according to established Mission policies, practices and programmatic guidance, and in accordance with all applicable USAID regulations and guidance. The Project Management Specialist (D&G) is expected to make independent judgments that can be defended as necessary. The Project Management Specialist will resolve problems that arise by determining the approaches to be taken and the methodologies to be used, to develop, coordinate, and clear proposed solutions with all necessary parties, and then take appropriate actions necessary to resolve the problems and find solutions.

sensitive time of political turmoil. Demonstrated ability to prepare required reports in proper format, along with a broad range of computer skills is a must.

Language: (10 points)

Candidate must have excellent English and French communication skills, both oral and written. Candidate must have the ability to present analysis and recommendations in clear written and oral formats in either language. The desired level of language ability in both French and English is 4/4. Local language desirable at 3/3 level.

D. POSITIONS ELEMENTS:

Supervision Received: The incumbent will work directly under the supervision and technical guidance of the USDH D&G Officer or his/her designee.

Supervision Exercised: NONE.

Available Guidelines: USAID ADS and USAID policy manuals and other guidance relating to program development, management and implementation, monitoring and oversight as well as financial management, budget planning and strategic planning.

Exercise of Judgment: The incumbent is expected to make independent decisions and provide high-level recommendations regarding complex DG matters and to influence GOG approaches to USAID programs. The incumbent must possess sound and independent judgment. The job holder must be able to handle sensitive issues diplomatically and use tact, persuasion and good judgment in speaking on behalf of USAID.

Authority to make Commitment: None

Nature, Level, Purpose of contacts: Direct contact with mid to high level officials of the host governments, partners, clients, activity managers, Chiefs of parties under USAID contracts and USAID staff in the Guinea and Sierra Leone Missions as well as in the support offices located at other USAID regional offices

Time Required to Perform Full Range of Duties after Entry into the Position: One year.

E. INSTRUCTIONS TO APPLICANTS:

- A) Applying: For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.
- i). Marking Applications: To ensure consideration of applicants for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter, as well as using the address/delivery point specified in this solicitation.
- ii). CV: An up-to-date curriculum vitae (CV) or resume. Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated