VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-12-006

OPENING DATE: May 10, 2012

CLOSING DATE: May 23, 2012 at 16:30 Jordan Time

POSITION: Elections and Political Process Advisor,
Democracy & Governance Section
Social Sectors Office

PERIOD OF PERFORMANCE: Two years (renewable)

PLACE OF PERFORMANCE: Amman, Jordan

SECURITY ACCESS: Secret

AREA OF CONSIDERATION: U.S. Citizens with Work Permit for Jordan

WORK HOURS: 40 hours/week

MARKET VALUE: ($60,274 – $78,355)
Position Grade GS-12

The USAID/Jordan Mission is issuing a solicitation to qualified U.S. citizens (Local Resident), for the position of Elections and Political Process Advisor in the Democracy & Governance Section of the Social Sectors Office. This position has been approved by the USAID/Jordan Mission at a GS-12 grade level and the salary range for a GS-12 level is $60,274 – $78,355. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The work schedule is 40 hours per week.

Interested parties should submit an application by following the instructions below.

I. BACKGROUND:

The USAID Mission to the Hashemite Kingdom of Jordan has been working to improve the quality of life for the Jordanian people for more than 50 years. Since 1996, the U.S. Government (USG) has significantly increased the levels of Economic Support Funds that it provides to the Kingdom. USAID assistance is being provided in six main objective areas including: water resource development; energy; economic opportunities; health; education reform; and democratization/good governance. With a core operating year budget in Fiscal Year (FY) 2012 of about $360 million, USAID/Jordan is one of the largest bilateral assistance programs in the region.

USAID is actively engaged in democracy initiatives in Jordan. Currently USAID/Jordan's portfolio includes: a dynamic rule of law portfolio, a political processes and elections portfolio and a civil society and media portfolio. As a result of the Arab Spring, and in support of the Government of Jordan (GOJ)'s political reform agenda, USAID anticipates rapid expansion of its portfolio. Under the Mission's Democracy Strategy, it is estimated that USAID/Jordan will have between $125 million and $150 million over the next five years to implement democracy and governance related programs.

Jordan is expected to hold elections at both national (parliamentary) and local (mayoral/municipal council) levels within the next year, and it is anticipated that considerable USG support will be directed to supporting effective elections management, as well as the continued evolution of a competitive electoral process. Support for independent election observation is also anticipated. The Elections and Political Process Advisor will assist the Mission with strategic planning, project design, evaluation and monitoring of elections and political process related activities in addition to other related democracy programs. S/he will also provide policy guidance and suggest priority approaches for dealing with fundamental democracy and governance issues including elections and political party strengthening.

II. BASIC FUNCTION:

The incumbent serves as the Mission's Elections and Political Process Advisor, provides expertise and technical advice on programming management assistance to the Democracy & Governance Section (DG). The Elections and Political Process Advisor will be expected to work independently, with minimal oversight from the DG Team Leader and the Social Sector Office Director. The incumbent will work with other team members to ensure timely and effective team productivity and will, as assigned, be responsible for technical guidance and ensuring that Grantees and Contractors achieve agreed upon results.

The incumbent must have experience with both elections and political processes, and will provide advice and direction on all aspects of program management. S/he will work closely with core Democracy and Governance staff as well as with expanded teams, US Embassy staff, the Mission's Office of Program Management (OPM), USAID Mission management, other teams, USAID/Washington staff, mid to senior level officials of GOJ, and private sector and non-governmental organizations (NGO) partners on the design, formulation, implementation, monitoring, evaluation, and reporting of political party strengthening and elections activities.

III. MAJOR DUTIES AND RESPONSIBILITIES:

1. Provide technical advice for the Social Sector Office Director, Democracy and Governance Team Leader, OPM, USAID Mission management and US Embassy staff on GOJ development policy and programs/projects in support of USAID-funded democracy and governance, political party strengthening and elections activities. Identify appropriate policy reforms relative to elections and political processes and help to develop action plans to improve

the sustainability of results. Identify new promising opportunities for governance, political party and election interventions and areas of complementarily and synergy within the Office of DG and between the Office of the DG and other technical teams. Help to develop negotiating strategies for bilateral agreements as appropriate.

2. Establish and maintain excellent working relationships with mid to senior level GOJ officials, for example, the Election Commission, political parties, Members of Parliament, other relevant GOJ officials, the donor community, NGOs, and the private sector to enhance collaborative efforts that achieve mutual goals and objectives. Keep contractors, recipients and grantees informed of USAID requirements and priorities to ensure optimal performance and synergies. Represent the Mission on donor coordination groups on elections and political parties.

3. Conduct and supervise relevant administrative and financial analyses, develop and track budget preparation, and oversee implementation and other budget requirements for the DG portfolio. Oversee the preparation of required financial and programmatic reports for the USAID/Jordan senior management and USAID/Washington. Maintain program records and prepares future funding plans and revisions.

4. Conduct strategic analyses, review reports and technical proposals, and prepare substantive reports on trends in public administration and governance. Prepare briefing materials, issues papers, and status and progress reports. Develop performance monitoring plans and monitor their implementation, conduct evaluations and reporting in support of the USAID/Jordan's DG portfolio. Participate in the preparation of the annual report to USAID/Washington and special or periodic reports.

5. As assigned; manage, monitor, and oversee the activities of the grantees and/or contractors implementing USAID's political party strengthening and election support activities.

6. Liaise with implementing contractors, recipients and grantees, and undertake visits to project sites on a regular basis.

IV. EVALUATION CRITERIA:

Selection will be based on the following criteria (Maximum Points Available: 100).

Applicants who meet the minimum qualifications will be further evaluated based on the following evaluation factors. Applicants are required to address each of the evaluation criteria, describing specifically and accurately what experience, training, education, and/or awards they have received that are relevant to each factor. USAID reserves the right to conduct interviews with the most highly ranked applicants.

Education (15 Points)
A BA Degree in Law, Economics, Sociology, Political Science, Anthropology, Management, Public Administration, Education, Development Studies, or other related social sciences **is required**.

Experience (45 Points)
Minimum of seven years of progressively responsible professional or program experience in related programs, with multilateral and bilateral donors, NGOs, the private sector and/or government **is required**.

Language (10 Points)
Excellent English writing and speaking ability **is required**. The candidate should have a demonstrated capacity to communicate complex policy, strategy, and program issues orally and in writing in a clear, concise, and well-organized manner. Written and spoken Arabic proficiency is desirable.

Knowledge, Skills and Abilities (30 Points)

- The incumbent must have demonstrated knowledge of the following:
  - A broad range of issues related to democracy building
  - Best practices in DG program design, implementation, monitoring and evaluation.
  - The Jordanian context, government (GOJ) organizational culture, structure, policies, programs and operations and development priorities.
  - Strategies, programs, and working methodologies of other donor agencies in the DG sector.
  - The structure and workings of the USG.

- The incumbent must demonstrate excellent English writing and editing skills, as well as an excellent ability to process information from a wide variety of sources into cohesive documents. Must have strong writing skills and be able to prepare clear, substantive reports and briefing papers in English.

- The incumbent must demonstrate strong leadership, negotiating, analytical, and management, and organizational skills.

- The position requires demonstrated ability in strategic planning, technical and socio-economic analysis, and budget preparation and reporting skills. The incumbent must demonstrate considerable confidentiality, sensitivity, poise and maturity as the applicant will represent USAID/Jordan in meetings with mid to senior level Jordanian government officials and with private sector and donor partners. The incumbent should possess strong interpersonal and cross-cultural skills, the ability to work within a team setting and with minimal supervision.

- The incumbent must demonstrate strong computer skills in specialized software, including Windows 2003, the Microsoft Office Suite, e.g. word processing and spreadsheets, with an ease in navigating the internet.

V. SUPERVISION AND MANAGEMENT RESPONSIBILITIES:

The incumbent will receive supervision, policy direction and guidance from the USAID/Jordan Social Sector Office Director but will report to the DG Team Leader on program matters.

The Election and Political Process Advisor will serve as a key manager for ensuring the smooth implementation of a $15 million set of democracy programs that operate throughout Jordan.

This position will contribute substantially to discussions with senior Mission management and high level GOJ leaders (i.e. Parliament, Prime Minister, Minister of Social Development, etc.). S/he will oversee the management of numerous contract employees engaged in democracy and governance activities.

VI. OTHER REQUIREMENTS:

The selected candidate must be able to obtain USAID needed security and medical clearances required for the position.

SELECTION PROCESS

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Interested individuals are requested to submit their resume together with the Optional Application for Federal Employment OF612 electronically to:
ammanresumesusaid@usaid.gov

Form OF 612 can be downloaded from: http://www.usaid.gov/forms

Questions may be directed to the Human Resources office, USAID/Jordan
Tel: 5906000 ext. 6605/6673.

BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a United Sates Personal Service Contract (USPSC) holder is normally authorized the following benefits and allowances:

- Employer's FICA Contribution,
- Contribution toward Health & Life Insurance,
- Pay Comparability Adjustment,
- Annual Increase based on satisfactory performance,
- Eligibility for worker's Compensation,
- Annual & Sick Leave.

Federal Taxes: USPSCs are not exempt from payment of Federal Income Taxes.