



# USAID | SOUTH SUDAN

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## **ANNOUNCEMENT NO: VA-15- 15 (Juba)**

<b><u>OPEN:</u></b>	To all South Sudanese Nationals. Current Mission employees serving a probationary period are not eligible to apply.
<b><u>POSITION:</u></b>	Project Management Specialist (Civil Society)
<b><u>OPENING DATE:</u></b>	Thursday : August 06, 2015
<b><u>CLOSING DATE:</u></b>	Thursday: August 20, 2015 - max. 4:30 p.m.(South Sudan time)
<b><u>WORK HOURS:</u></b>	Full-time; 40 hours/week
<b><u>POSITION GRADE:</u></b>	Full performance grade level for this position is: FSN-11. (\$33,701-\$50,549) A training grade level, below FSN-11, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualification, and relevant work experience.

The United States Agency for International Development (USAID) Juba, South Sudan is seeking applications for the position of Project Management Specialist (Civil Society) in the Office of Democracy and Governance (DG).

### **JOB SUMMARY:**

The Democracy and Governance Office (DG) of the South Sudan mission manages USAID's largest DG program in sub-Saharan Africa. The DG portfolio includes work to improve civil society advocacy, political party development, electoral strengthening, legislative strengthening, support to independent media, reconciliation work and community engagement activities. The USAID mission in South Sudan is currently operating under an Operational Framework (OF) in lieu of a transitional strategy. Under the OF, the DG portfolio plays an important role in supporting the implementation of each of the transitional objectives. Additionally, the DG Office has developed its own country specific strategy that guides the portfolio planning. The DG Office is also central to the accomplishment of the USG's foreign policy goals in South Sudan.

The Project Management Specialist – Civil Society will focus specifically on management of the components of the DG portfolio that focus on working to improve the advocacy and institutional capacity of civil society broadly.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The Project Management Specialist for Civil Society is charged with the responsibility for monitoring and evaluating the progress and impact of USAID civil society programming in South Sudan. The Project Management Specialist will be evaluated on an annual basis against mutually agreed upon work objectives and performance indicators.

She/he is a senior professional with broad experience in governance, political competition, or conflict prevention and mitigation activities, especially grassroots people-to-people reconciliation, strengthening of demand-side institutions dedicated to peacebuilding, or governance capacity-building. She/he will use her/his independent judgment and initiative to complete project management tasks with minimal technical supervision.

The incumbent will utilize her/his technical skills and knowledge of program implementation to recognize opportunities for new initiatives and propose modifications of program results. She/he will ensure financial and administrative management of his/her assigned programs. The incumbent will carry out his/her as a member of the South Sudan DG team, working in close collaboration with other members of the team.

1. Program Planning: Assist with the planning and design of democracy and governance activities, intermediate results, and measures of achievement in South Sudan.
2. Program Monitoring, Evaluation and Reporting : Monitor progress and impact of USAID democracy and governance programs in South Sudan through regular and frequent site visits, collect data for USAID's performance monitoring plans, especially with regard to civil society/demand-side indicators as well as for others programs as needed. Report to USAID staff on progress and impact of USAID democracy and governance programs, following each site visit and as appropriate during program implementation reviews and during the preparation of USAID's annual performance report.
3. Conduct regular data quality assessments to ensure that indicators and data for USAID-funded programs are appropriate, collectible, and accurate. Ensure regular communication and interaction between USAID and South Sudanese stakeholders, including beneficiary communities, private sector firms, host country government representatives, civil society groups, and local as well as international NGOs. Represent USAID and participate in conferences, workshops, and discussion meetings relating to progress and impact of democracy and governance programs.
4. Work closely with stakeholders and partners to ensure that program achievements and lessons learned are properly disseminated to representatives of the sector. Prepare summary tables, graphs, and charts on the above information for the purpose of better informing USAID and South Sudanese stakeholders on trends, status, needs, and opportunities for democracy and governance programs.  
Program Management: Review annual work plans and activity plans of implementing partners for comprehensiveness, clarity, and adherence to assistance program objectives. Provide feedback and approval of these work plans. Serve as AOR/COR and/or alternate for civil society programming as well as other programming as needed.
5. Draft statements of work, procurement documents, congressional notifications, correspondence, and other documentation. Track expenditures and obligations of implementing mechanisms and ensure that the flow of funds within the program is adequate and reasonable. Serve on donor working groups as USAID representative and foster donor coordination by participating in donor meetings as USAID liaison. Keep partners informed of USAID assistance plans and implementation progress through regular communications and meetings. Coordinate activities of short-term visitors and consultants for the South Sudan program. USAID internal administrative tasks as required

## **MINIMUM QUALIFICATIONS REQUIRED**

**EDUCATION:** Minimum Bachelor's degree is required. Master's degree in field relevant to political development and/or democracy and governance is preferable.

**EXPERIENCE:** Seven or more years of prior work experience is required. At least five years' experience in development assistance programs is preferred. Experience working on development programs in democracy and governance, particularly on civil society engagement, is preferred.

**LANGUAGE:** Level IV (fluent) English. The ability to communicate effectively in both written and spoken English is required. Fluency (native speaker level) in one of the indigenous languages of South Sudan is preferred.

**Knowledge:** Must have knowledge of the current state of development in South Sudan, especially political, civil and reconciliation activities. Must possess knowledge of South Sudanese history, cultures, societies and values.

**Abilities and Skills:** Managerial and coordination skills; excellent interpersonal skills in various settings; good social and professional judgment; ability to undertake extensive field trips; ability to maintain collaborative working relationship in a team structure and with other development partners. Able to work under complex situations and maintain high quality work output. Able to communicate effectively with beneficiaries. The ability to work in teams, and applying good listening and interviewing skills will be important to accomplishing the objectives of this position. Ability to develop and maintain an extensive range of working level contacts with stakeholders. Ability to communicate ideas in writing and orally, clearly and effectively in English and at least one indigenous South Sudanese language. A strong ability to analyze information, evaluate data and prepare reports and related documents in English and at least one indigenous South Sudanese language.

#### **HOW TO APPLY**

Applicants are required to submit an application package, along with a cover letter of interest, which clearly describes individual's qualifications for this position, and their CV. In addition, applicants should submit Form DS-174. This form is available on the US Embassy web site: [http://southsudan.usembassy.gov/job\\_vacancies.html](http://southsudan.usembassy.gov/job_vacancies.html). Options for submission of application materials:

1. To USAID/South Sudan by email at [jubahr@usaid.gov](mailto:jubahr@usaid.gov)  
Subject line: Project Management Specialist VA-15-15(Juba)

**OR**

2. Deliver one copy to USAID/South Sudan, Juba. Application box is inside the first entry door at the U.S. Embassy.

Your application may not be considered without all of these aspects included.

A strong and clear cover letter expressing reasons for interest in the position and describing candidate's qualifications and contributions which they can provide to USAID/South Sudan operations are required. The successful applicant must be able to obtain and retain the required USAID medical and security clearances. Please note that only short listed candidates will be contacted for an interview.

#### **Required Documents:**

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date resume/C.V
3. USAID Application Form DS-174 (to be filled out completely)

#### **Note:**

1. Only short-listed candidates will be notified.
2. This vacancy is only open to nationals of South Sudan.
3. Application submission without the required Form DS-174, and supporting documents will not be considered.
4. No in-person appointments or telephone calls will be entertained.

**It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age disability or sexual orientation.**