



## VACANCY ANNOUNCEMENT

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified individuals for the position of **Governance Specialist** for its Mission in Liberia.

**VACANCY #:** VA-669-13-000004

**OPEN TO:** ALL INTERESTED CANDIDATES  
Current employees serving a probationary period with the Mission are not eligible to apply.

**POSITION:** **Governance Specialist (DG) Office**

**OPENING DATE:** December 19, 2012

**CLOSING DATE:** January 3, 2013

**WORK HOURS:** Full-time: 40 hours/week

**SALARY:** Ranging from USD 22,441.00 to USD 33,660.00 p.a. depending on full performance standards.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENT PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

### **SUMMARY OF POSITION**

USAID/Liberia is seeking a senior expert to work as a Governance Specialist in the Democracy and Governance (DG) Office. The DG Office manages bi-lateral programs in the areas of economic governance, rule of law, anti-corruption, legislative strengthening, civil society, media, land, elections, conflict mitigation and management, and addresses cross cutting issues such as information technology and gender throughout its programming. USAID/Liberia's DG portfolio is one of the most visible and largest in sub-Saharan Africa, with an annual average budget of USD \$33 million.

The Democracy Governance (DG) Office is currently comprised of an Office Director, Deputy Office Director, Economic Governance Officer, Land Advisor, Civil Society Program Specialist, Rule of Law Program Specialist, and a Program/Administrative Assistant, for a total of 7 professional staff. The Political Economist position is a new one which will be added to this dynamic team of skilled personnel. The overarching goal of the DG Office is to support more effective, accountable, and inclusive governance. The office seeks to reach this goal by achieving the following results: (1) public resources managed more transparently and accountably; (2) improved policies, models, and providers increase access to justice; (3) strengthened capacity to implement election processes; (4) civil society and media exercise their advocacy and oversight roles.

To support the Government of Liberia (GoL) in achieving the goal of democratic and just governance, the office works closely with key ministries and agencies on a daily basis, including among others, the Ministry of Planning and Economic Affairs, Ministry of Finance, Central Bank of Liberia, National Elections Commission, Liberia Anti-Corruption Commission, Ministry of Justice, and Land Commission, and also proactively coordinates activities within the US interagency community for a whole-of-government approach. Coordination with the donors is too of tantamount importance in advancing program results.

The Governance Specialist will be an integral member of the DG team and act as a subject matter expert primarily in the areas of good governance, including fiscal and political decentralization, concessions management, and economic policy and regulatory reform, and civil service reform. The incumbent will play a key role within the DG Office, helping to manage and administer the multi-million dollar economic governance program (currently valued at \$49 million over 5 years). The specialist will also engage with key GoL, donor, and implementing partners and will provide technical, managerial, and

oversight input into project-level and strategic planning processes. Supervised by the Economic Governance Officer, s/he will be well-versed in the political and economic complexities of fragile states emerging as developing nations, and have a high degree of understanding vis-à-vis the development issues affecting Liberia, in particular, and the West Africa region as a whole. The Governance Specialist will provide high quality and timely analysis, both written and oral, for input into the foreign policy dialogue as well as function as the Contracting Officer's delegated technical representative for parts of the governance portfolio.

**Full copy of the Position Description will be made available upon request to: [Monrovia-HR@usaid.gov](mailto:Monrovia-HR@usaid.gov) or by calling (+231-777-66-402 or +231-770-85-832).**

## **MINIMUM QUALIFICATIONS**

The incumbent should meet the following requirements in education, work experience, knowledge, and skills to be able to carry out the aforementioned duties and responsibilities.

### **A. Education**

A graduate degree (Master's or Doctorate) in economics, political science, international relations, law, or public policy and administration is required. Preference will be given to candidates with a graduate degree in Economics.

### **B. Work experience**

1. Applied experience in at least 3 of the following governance subject areas: public financial management; adoption of information and communication technology in public sector reform, concessions management, fiscal and political decentralization; central bank reform; civil service reform; and anti-corruption.
2. Experience in design and implementation of capacity building in the public sector and training programs.
3. Progressive experience in project design and development.
4. Professional knowledge of economic governance issues specifically, and development assistance issues and approaches in general.
5. Demonstrated technical skills related to the design, management, and evaluation of development projects within Liberia.

### **C. Management Skills**

Demonstrated program and financial management skills and technical oversight of projects, including previous experience in contract and grants administration.

### **D. Teamwork**

1. A strong ability to work as a member of teams and foster teamwork is required, as is the ability to develop and maintain productive working relationships at all levels, including with staff and colleagues with varying degrees of experience, the USG country team, ministerial-level officials in the Government of Liberia, members of other donor agencies, and the NGO and corporate community. Gender sensitive engagement with all team members is critical.
2. Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools.

### **E. Language Proficiency**

Excellent English language communications skills (native speaker level), both written and oral, including public speaking skills are essential.

### **F. Post Entry Training**

1. The incumbent will be expected to possess the necessary technical training and skills required to perform the duties and responsibilities required of the position.
2. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations that govern: (1) specific Contracting/Agreement Officer's Technical Representative (COTR) responsibilities/duties and (2) USAID-specific activity management and procurement systems, including trainings in program design and management (PDM) and programming foreign assistance (PFA).
3. Other forms of formal training (both internal & external) may be provided from time to time depending on the availability of program funds and if it is determined that they are in support of USAID/Liberia activities.

## **SELECTION CRITERIA**

Education Background:	(15 points)
Relevant Development Experience:	(35 points)
Management Experience:	(30 points)
Communications:	(20 points for two components)
<b>A. Verbal:</b>	(10 points)
<b>B. Written:</b>	(10 points)

## **ADDITIONAL SELECTION CRITERIA**

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

## **SELECTION PROCESS**

After initial screening of applications, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted.

## **How to Apply**

Interested candidates for this position should submit the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for this position.
2. Resume
3. The names and contact details of three references that can attest for your professional qualifications and/or work experience.
4. Documentation (e.g. copied of certificates, awards, degrees) that address the minimum requirements of the position.

## **Submit application to:**

**DG Governance Specialist**  
USAID/Liberia  
C/O American Embassy, Gate Number 3, Mamba Point

***Or by E-mail to: [Monrovia-hr@usaid.gov](mailto:Monrovia-hr@usaid.gov)***