



USAID | MOLDOVA

FROM THE AMERICAN PEOPLE

DATE: October 30, 2015

TO: All Interested Candidates

FROM: United States Agency for International Development, Regional Mission for Ukraine, Belarus and Moldova(USAID)

SUBJECT: Job Opportunity Announcement # 4, **External**, USAID/Moldova

POSITION TITLE: SENIOR PROJECT MANAGEMENT SPECIALIST-
DEMOCRACY

POSITION TYPE: FSNPSC – 40 hours per week

POSITION GRADE LEVEL: FSN-11

ENTRY GRADE LEVEL: FSN-10 (Until the incumbent will successfully complete all mandatory USAID trainings and reach the full performance level of the position)

OFFICE LOCATION: USAID/Moldova, Chisinau

OPENING DATE: November 6, 2015

CLOSING DATE FOR APPLICATIONS: November 20, 2015 at 6:00 PM Chisinau time

APPLICATION AND SELECTION PROCESS: Interested applicants should e-mail their *current résumé* and *letter of interest in English* to the USAID Human Resources Unit at KyivVacancies@usaid.gov.

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus, Moldova and Cyprus is an equal opportunity employer.

Note: Only those applications that are received in the Human Resources Unit *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

Initial screening will be based on the curriculum vitae or résumé and letter of interest. Best qualified applicants who meet minimum requirement will be invited for an interview and test.

BASIC FUNCTION OF POSITION

USAID/Moldova has program responsibility for the formulation of the Moldova technical assistance strategy; and the development, implementation and oversight of USAID-financed activities in Moldova. In-country USAID programs are focused on two primary foreign assistance objectives: (1) Economic Growth and (2) Governing Justly and Democratically.

The USAID/Moldova Office manages a diverse portfolio of more than 15 activities with a fiscal year 2014 Operating Year Budget (OYB) of around \$20 million.

This position is located in the USAID/Moldova Office of the Regional Mission. The incumbent reports to the Supervisory General Development Officer (SGDO). He/she will be primarily responsible for working on activities within the Governing Justly and Democratically program area, but may work on activities throughout the program portfolio in Moldova. The position is designed for a highly qualified and recognized senior-level specialist who supervises and personally performs difficult and complex work involving the full scope of a professional and technical duties and takes the lead at the policy level for all activities in the democracy and governance sector, which constitutes approximately half of the entire USAID/Moldova budget.

As the senior project management specialist, the incumbent is expected to play a key role in USAID/Moldova's preparation of country strategies and in the design and implementation of new programs. The incumbent has responsibilities for design, implementation and monitoring of multi-million-dollar projects and advises the SGDO on issues related to democratic governance, anti-corruption, civil society and rule of law. In this capacity, the incumbent promotes the policy interests of the U.S. Government at the central, district and municipal levels of the host country and gains Moldovan government and donor community acceptance of USAID programs. As a senior-level specialist, the incumbent serves as a member of other Development objective teams in the Kiev regional mission where appropriate. In addition to his/her responsibilities at the policy level, the incumbent will serve as the Contracts/Agreements Officer's Representative (C/AOR), as appropriate. The incumbent also supervises the work of one to two local hires who serve as project management assistants within the USAID office.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as a senior expert and policy advisor to the Country Program Officer (CPO) and Supervisory General Development Officer (SGDO) on all Democracy and Governance issues, particularly those involving rule of law, trafficking in persons (TIP), civil society and independent media, which may impact USAID development programs in

Moldova. The incumbent applies a highly technical body of knowledge of applicable laws and agency regulations and instructions to all aspects of his/her work in the sector. He/she analyses all legal and economic events that may influence project implementation and advises management.

In serving as the USAID liaison with the stakeholder community in the democracy sector, the incumbent identifies key host-country decision makers and establishes a collaborative policy dialogue with them. As a senior-level specialist, the incumbent works to gain Government of Moldova (GOM) acceptance of conceptual frameworks and policies for which there is no historical and philosophical base in the country other than what is being developed through the efforts of USAID and other donors.

As the senior policy-level liaison with the USG, the incumbent keeps senior Mission and Embassy management (including CPO, USAID Mission director and the American Ambassador) informed on the progress of democracy and governance activities, manages implementation, and routinely assesses and modifies implementation methodology to ensure continued viability of projects in a rapidly changing environment. The incumbent provides professional and programmatic leadership, supervision, guidance and advice to USAID staff, partners, consulting firms, field advisors and grantees to facilitate the promotion of democratic development in the region.

The incumbent plays an essential role in the country office's strategic planning processes. The incumbent participates fully in the USAID/Moldova's preparation of country strategies and in the design, implementation and monitoring of new programs and activities implemented in Moldova.

Serving as the Contracts/Agreements Officer's Representative (C/AOR) for several activities, he/she is responsible for managing, monitoring, data collection and evaluative services, and maintaining day-to-day flow of operations in assigned activities. The incumbent routinely assesses and suggests programmatic modifications to ensure continued viability in a rapidly changing environment. He/she assists the CPO in managing USAID's relationships with Moldovan Government officials at various levels, promoting the policy interests of the U.S. government and gaining acceptance of USAID conceptual frameworks and policies. The incumbent maintains good working relationships with counterparts at the U.S. Embassy/Chisinau and in international donor organizations such as EU TACIS, UNDP, WB, Soros Foundation, etc. The incumbent keeps the CPO and SGDO informed on the progress of these programs.

The incumbent has responsibility for assisting the Project Development Officer (PDO) in the development of multi-million dollar projects/activities of varying complexity which are sectorial in scope and critical to the success of the USAID/Moldova program in strengthening democracy and governance. He/she drafts portions of the annual Moldova Operational Plan and other USAID strategy documents.

As a COR for contracts and task orders he/she is responsible for monitoring contractor performance for compliance with the terms and conditions of the contract, inspecting and accepting goods and services on behalf of the U.S. government and annually reviewing the contractor's performance. As an AOR for grants or cooperative agreements he/she is responsible, along with the Agreement Officer, for ensuring that USAID exercises prudent management over its assistance funds.

As a C/AOR, he/she will receive a formal designation letter which spells out his/her duties and responsibilities in more detail and specifies the limitations of his/her authority. As a C/AOR, the incumbent must remember that he/she represents the U.S. Government when dealing with contractors or recipients and that she must not only avoid a conflict of interest but even the appearance of a conflict of interest in his actions.

If at the time the incumbent is designated a C/AOR, he/she has not completed the USAID C/AOR Certification Program, he/she must take the required course(s) within six months of appointment and continue thereafter to make reasonable progress toward certification, unless the Contracting Officer agrees otherwise. In addition, conduct of the incumbent's C/AOR's duties must be specifically addressed in his/her annual performance evaluation with input from the Contracting Officer and contractors and/or recipients mandatory.

The incumbent works directly with USAID contractors and/or grantees to ensure achievement of USAID/Moldova Foreign Assistance Framework Objective: "Governing Justly and Democratically," especially in the areas that pertain to combating corruption, strengthening the rule of law, and civil society and independent media capacity development and sustainability. The incumbent manages activities in the following areas:

A. RULE OF LAW 60%

USAID/Moldova is implementing the Rule of Law Institutional Strengthening Program, which is a multi-year contract. The purpose of this program is to strengthen the institutional capacity, transparency and accountability of key justice sector institutions in order to guarantee the independence and increase the effectiveness and professionalism of the judiciary. By strengthening the stability and efficiency of institutions responsible for safeguarding democracy and the rule of law, including strengthening its administrative and judicial capacity, USAID will contribute to an improved ability of the judiciary to respond to citizen needs. The program will also undertake activities supporting more effective prosecution of trafficking in persons (TIP), recognizing this as a significant issue in the country.

The incumbent manages the \$8.1 million program and leads USAID/Moldova's ongoing efforts to monitor and influence the justice sector in Moldova. The incumbent serves as USAID/Moldova's senior subject matter expert for the Rule of Law program and for other projects that may be implemented in this area. As a senior expert, the incumbent facilitates coordination among high-level government and private-sector contacts at the national,

regional and municipal levels to ensure that open channels of communication are maintained and that all participants are accomplishing project objectives. He/she plays a key role in managing USAID's relationships with GOM state officials, such as the president, prime-minister, deputy prime-minister, and other ministers and officials in the GOM judiciary.

B. STRENGTHENING CIVIL SOCIETY 30 %

USAID/Moldova is implementing a Civil Society Strengthening Program, which strengthens representative democracy in Moldova through support for a constituent-driven, sustainable civil society sector. The program provides on-site technical assistance toward: (i) enhancing the skills of civil society organizations to effectively represent citizen interests; (ii) improving the governance and management of civil society organizations; (iii) strengthening the legal and fiscal framework for civil society; (iv) promoting the diversification of financial resources available to civil society organizations.

The incumbent manages the \$5.3 million Moldova Civil Society Strengthening Program and leads USAID/Moldova's ongoing efforts to monitor and influence the development of civil society in Moldova. As a senior subject matter expert, the incumbent provides strategic and programmatic leadership in the design and management of USAID projects and activities. The incumbent manages current issues regarding USAID-funded media programs and serves as the senior subject matter expert for any future projects which may be supported by USAID.

The incumbent reviews and provides feedback on applications submitted to various grant-making mechanisms in related areas, including but not limited to, Democracy Commission, National Endowment for Democracy (NED), the Black Sea Trust, the Balkan Trust for Democracy.

C. CROSS-CUTTING AND OTHER ACTIVITIES 10%

The Chisinau Office has a policy of encouraging staff to support one another and to ensure that activities within our portfolio are complementary. Accordingly, it is anticipated that the Project Management Specialist – Democracy may manage one or more activities in other assistance objectives, including serving as a backstop or alternate C/AOR for projects working in the political processes, election administration and other areas.

Managing the above-listed activities in the capacity of designated C/AOR involves, but is not limited to:

1. Participation in setting strategic plans and intermediate results; establishing indicators and benchmarks to measure performance; building a results framework.
2. Continuous contact and efficient communication with host country officials at all levels

involved in project implementation and facilitation of coordination between the host country central and local governments, public sector and USAID contractors and/or grantees to ensure open channels of communication.

3. Tracking contractor's performance progress, analyzing work plans to see whether activities proposed by implementors are cost-effective and timely, fit with project objectives and stay in line with the approved budget.
4. Monitoring and facilitating project implementation to assure that the contractor performs the technical requirements of the contract in accordance with the contract terms, conditions and specifications.
5. Performing inspection (field trips) necessary in connection with the above; identification of contractor deficiencies; acceptance/rejection on behalf of the government.
6. Monitoring the contractor's performance and notifying the contractor in writing of deficiencies observed during surveillance, and directing appropriate action to effect correction.
7. Recording and reporting to the contracting officer incidents of faulty or nonconforming work, delays or problems.
8. Preparing memorandums, cables and reports as required. Working as an AO team member to help prepare annual Performance Plans and Reports (PPRs) and Operational Plans (OPs).
9. Establishing and maintaining an official file that verifies contractor performance, as well as records, logs and reports that document actions taken by USAID and the contractor/grantee during performance. Using performance information and feedback to make necessary adjustments.
10. Managing project budgets to ensure funds are used in strict accordance with the terms of contracts, grants or cooperative agreements. Verifying vouchers from the contractor to ensure payment is only made for services received.
11. Preparing a contractor/grantee performance report per USAID procedures.
12. Maintaining coordination and liaison with other USAID activities, donors, NGO and private sector groups whose development activities have common or complementary scope.
13. Advising the USAID/Moldova management on economic, political, social and cultural aspects that may influence project implementation.

14. Supervision of USAID project management assistants and engagement of other USAID staff to achieve program results.

REQUIRED QUALIFICATIONS

- a. Education:
An MBA or MA (or the host-country equivalent formal education) in public administration, political science, international affairs, law or other appropriate field is highly desirable.
- b. Experience:
Not less than seven years of progressively responsible, professional-level experience in the indicated field of specialization is required. At least five years of progressively responsible, professional-level experience in international donor development assistance, civil society activism, independent media, the justice sector or related work is required. Familiarity with USAID or other major donor organizations, host-government organizations, or civil society and independent media institutions is required. This experience should include responsibilities in the analysis and interpretation of data and the presentation of findings in written or oral form and experience in NGO and independent media capacity development and sustainability.
- c. Language:
Level IV (fluent) English proficiency is required. This includes the ability to deal effectively with terminology in which fine nuances of meaning may at times assume major importance in negotiations/meetings with host country government officials. Native fluency in Romanian is required. Fluency in Russian is highly desirable.
- d. Knowledge:
Thorough knowledge of the concepts, principles, techniques, and practices of the professional field of specialization indicated. A good knowledge of host-country political culture, justice sector, civil society, media, and political environment; as well as good knowledge of the host-government's development perspectives, objectives and priorities, particularly in the program or project areas assigned is desired. Good knowledge of or the demonstrated ability to quickly master the objectives, methodology, and status of the programs and projects to which the incumbent will be assigned, and of U.S. Government regulations relating to acquisition and assistance is desired.

On-the-job occupational training including C/AOR, and supervisory skills training will be provided. If at the time the incumbent is designated a C/AOR and he/she has not completed the USAID C/AOR Certification Program, he/she must take at least one course within six months of his/her appointment and continue thereafter to make reasonable progress toward certification, unless the Contracting/Agreement Officer agrees otherwise.

- e. Ability and skills:
Ability to establish and maintain contacts with senior-level officials at all levels of the host government, international donor organizations, and Moldovan civil society and media organizations is required. Excellent interpersonal skills are essential part of the job. Ability to communicate effectively, both orally and in writing to obtain, evaluate and interpret factual data and to prepare precise, accurate and complete reports. Ability to articulate USAID policies and strategies and to respond to queries concerning USAID's viewpoint on various issues is indispensable. Ability to recognize developments and trends reflected from collected data and bring them to the attention of supervisors. Ability to lead AO teams in the planning, development, management and evaluation of projects of the scope and complexity described above. Ability to work collaboratively in problem solving. Training opportunities will be provided when necessary.

POSITION ELEMENTS

- a. Supervision received:
The incumbent is directly supervised by the Supervisory General Development Officer. In planning and carrying out assignments he/she is expected to exercise initiative in identifying tasks that need to be accomplished, develop approaches and propose solutions. In incumbent's annual performance evaluation, the supervisor will specifically address the conduct of the incumbent's C/AOR duties, with input from the Contracting/Agreement Officer and contractors and/or recipients.
- b. Available guidelines:
AID Handbooks
Relevant Mission Orders
Guidance cables from AID/Washington and AID/Kiev
- c. Exercise of judgement:
Professional-level judgment and creativity are required in planning, establishing priorities, determining the relevance of documents and data, carrying out successfully the implementation of USAID/Moldova activities, and serving as team leader as needed.
- d. Authority to make commitments:
Acting as C/AOR, the incumbent is expected to know and stay within written designations of authority in all matters affecting the contracts. The incumbent will generally have authority to make commitments on matters that do not change the conditions set forth in official project agreements. Where such changes may be

warranted, he/she advises the Country Program Officer and the Regional Contracting/Agreement Officer and recommends a course of action.

The incumbent has no authority to commit U.S. government funds.

e. Nature, level and purpose of contacts:

Work with senior staff in USAID/Moldova, U.S. Embassy staff as needed, contractors/grantees' team leaders and staff, and host-country senior level government officials. For participation in meetings with top-level officials, the incumbent receives only general guidance, and considerable trust is placed on independent judgement in his/her communication with counterparts on sensitive matters. The communication with Government of Moldova officials, at the level of deputy ministers, ministers and deputy prime-minister, has the purpose of ensuring coordination with recipient or partner government bodies and advancement of the interests of the U.S. government. The purpose of the contacts with implementing partners is to promote the concepts on which the projects are based, channel activities in the most productive directions, facilitate implementors' efforts, and to obtain feedback in assessing problems and progress.

In all types of communication the incumbent is expected to address issues with tact and diplomacy, while remaining persuasive and being able to influence the counterparts who show resistance or rigidity in their positions. The incumbent must provide complex explanations, do presentations, and, if required, enter into formal negotiations. In all communications the incumbent will attempt to provide leadership, create commitment and maintain an environment conducive to cooperation.

f. Supervision exercised:

The incumbent supervises up to two project management assistants. This includes making assignments, coordinating priorities and deadlines, providing guidance in complex matters and problem-solving, and reviewing completed work. In addition, the incumbent will set goals and objectives for specific rating periods and evaluate the performance of the project management assistant.

To improve the performance of his/her subordinate and keep high his/her morale, the incumbent should make use of different motivators such as recognition/respect, responsibility, autonomy, professional/personal growth, chance to contribute ideas and be creative, and chance to see concrete results.

g. Time required to perform full range of duties:

One year.

h. Working environment

The position requires frequent travel to different areas of Moldova and Ukraine.

