

VACANCY ANNOUNCEMENT # VN14-002

**PROJECT MANAGEMENT SPECIALIST (ENVIRONMENTAL GOVERNANCE)
FSN 10, C-546
USAID/Peru**

FROM: Susan Cheung, Regional Executive Officer

TO: All interested candidates

OPENING DATE: February 10, 2014

CLOSING DATE: February 24, 2014

WORK HOURS: Full Time – 40 hours per week

The United States Agency for International Development (USAID) in Lima, Peru is seeking an individual for the position of Project Management Specialist (Environmental Governance) in the Office of Environment and Sustainable Growth (ESG).

Basic Function of Position

The Project Management Specialist (Environmental Governance) is the Mission's senior Peruvian technical advisor and manager of projects for improving natural resource management through strengthening policy, laws and regulations, incentives, and institutional capacity. The Specialist conducts analysis and ensures good knowledge management; identifies assistance needs; advises USAID management, implementers, and Peruvian counterparts; designs programs; manages assistance; and represents USAID externally, including to the public, the private sector, NGOs, other USG agencies, and international organizations. The Specialist's counterparts include governmental policy makers, managers of natural resources, and other technical experts.

MAJOR DUTIES AND RESPONSIBILITIES

1. **Assistance Management for Environmental Governance** Level of Effort: 50%

As assigned, the Specialist functions as Agreement Officer's Representative (AOR) or Contract Officer's Representative (COR), or Activity Manager (or Alternate in these roles), for approximately \$30 million life-of-project Environmental Governance assistance implementing agreements. The precise assignments for each year will be agreed with the supervisor in employee's annual Performance Plan. Under the Mission's 2012-16 strategy, ESG's major agreements include Peru Bosques (with Chemonics), the Peru Forest Sector Initiative (PFSI -- with the U.S. Forest Service), the Support Unit for the Initiative for Conservation of the Andean Amazon (ISU -- with Engility), and a direct grant to the Ministry of Environment (MINAM).

As an assistance manager, the Specialist consults with projects' implementing partners, counterparts, and recipients, and reviews and approves long-term plans and objectives. The Specialist evaluates and approves annual implementation work plans and budgets, approves selection of key personnel, and approves travel and special events as needed. The Specialist oversees implementation performance by reviewing and accepting reports, confirming the technical necessity and reasonableness of costs incurred, conducting site visits, and consulting with stakeholders. The Specialist ensures that implementers adhere to USAID regulations and to the terms of their agreements with USAID, advising the ESG Policy Team Leader and Office Chief, as well the Award or Contract Officer in the Mission's ROAA Office regarding

problems and potential corrective actions. The Specialist facilitates external audits and advises on responses to audit recommendations, and designs external evaluations and advises on conclusions for future USAID programs. The Specialist arranges for briefings and site visits as needed by high-level managers from the Mission, the Embassy, and Washington.

2. Support to ESG Program Information Management and Reporting

Level of Effort: 25%

As a member of the ESG team, the Specialist uses the tools of Environmental Governance to contribute to achievement of overall goal for Peru (Development Objective 3), "Natural resources sustainably managed in the Amazon Basin and glacier highlands." The Specialist will advise on Intermediate Results within this framework, and will define indicators, targets, and results, and assess data quality for reporting on Economic Governance results. The Specialist leads knowledge management for Environmental Governance, preserving and organizing relevant information and reports, arranging for consultancies on specific topics as needed, and identifying and participating in training on specific topics as needed. The Specialist drafts public information materials on ESG activities and achievements, and contributes to overall ESG and Mission reporting. The Specialist collaborates with other staff of ESG and in other USAID missions in South America to synergistically achieve broader regional goals, which are also supported by the South America Regional Environment budget and the environmental budgets of other bilateral USAID missions.

3. Technical Leadership

Level of Effort: 25%

The Specialist is the mission's senior technical expert on Environmental Governance, advising on policies, incentives, laws and regulations, institutional design, capacity building, science and technology policy, professional education and training, and sector management to improve governance and management of natural resources. The Specialist uses technical knowledge to conceptualize and evaluate assistance programs, sharing lessons learned within the broader conservation and development community. The Specialist serves as a liaison with Peruvian and other USG agencies, international environmental authorities, and experts from the government, industry, academia, and civil society, sharing with outside stake holders technical information and information about USAID's activities. The Specialist serves as ESG's primary liaison with USAID/Peru's Democracy and Governance Office for Environmental Governance matters, particularly decentralization of Environmental Governance to sub-national governments and inter-governmental fiscal and regulatory relationships.

QUALIFICATIONS

a. Education: A Master's Degree is required in a field related to governance (public policy, economics, law, etc.) or environment (environment, ecology, sustainable development, climate change, etc.), with a preference for a curriculum including both governance and environment. Degrees must be from institutions accredited in the U.S. or internationally.

b. Prior Work Experience: A minimum of six to eight years of progressively responsible experience in environmental governance, biodiversity conservation, climate change, forestry, and other environmental issues is required. Previous experience working in Peru with government policy development, government budget development, project development, and the National Public Investment System (SNIP) is highly recommended.

c. Post Entry Training: Training in USAID policy, rules and regulations (including COR-AOR certification), and in special program areas related to assigned duties when available.

d. Language Proficiency: Level IV (fluent) in English reading and writing, and equivalent in Spanish is required. This will be tested.

e. Knowledge: Sound knowledge of environmental issues and development priorities in Peru is required. Thorough knowledge is required concerning Peru's environmental sector, including NGOs, government agencies, and business involvement. Thorough knowledge is required regarding Peru's economics, politics, social and cultural characteristics (including indigenous communities), institutions, leadership, and development history. Broader knowledge of environmental issues in the Andean Amazon, the Amazon basin as a whole, and in other regions of the world is desirable.

f. Abilities and Skills: Solid ability to plan, organize, manage, and evaluate projects, programs and activities are required. Ability to contribute to government policy and budget formation. Competence, experience, and maturity in dealing with government officials and international organizations. Ability to identify significant economic, political, and social trends and assess their importance and potential impacts on USAID development assistance objectives and projects. Must be able to work effectively in teams, both internally and in inter-agency working groups. Proven skills to work effectively in cross-cultural situations and in highly charged political environments. Possesses Knowledge Management skills, specifically the ability to obtain, analyze, evaluate, organize and preserve, and present data in meaningful terms, including to the Peruvian public. Ability to contribute to strategic communications efforts. Possesses strong communications skills both orally and in writing. Ability to follow through on USAID project management issues. Familiarity with USAID regulations and contracting procedures.

USAID/Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. USAID/Peru also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Candidates will not normally be considered for higher-level positions during their probationary period.

To apply for this position, interested candidates should submit the following or the application will not be considered:

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.
3. Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

All completed applications must be returned to USAID/Peru Human Resources Office or via fax to 618-1350 or via e-mail limausaidhr@usaid.gov by 4:00 p.m. Monday, February 24, 2014.

Applications received after the closing date will not be accepted.

Prepared by: EXO/HR