



**DATE:** March 6, 2013

**SUBJECT:** **JOB VACANCY ANNOUNCEMENT – 2013/06**

**TO:** Open to All Qualified Candidates

**JOB TITLE:** **USAID DEVELOPMENT ASSISTANCE SPECIALIST  
(Environmental Compliance Advisor) (ECA)**

**WORK HOURS:** Full time position – 40 hours/week

**GRADE:** FSN-11 (with the possibility of hiring the employee at a trainee level)

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**Note:** Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

#### **BASIC FUNCTION OF POSITION**

The AID Environmental Compliance Advisor (ECA) position is part of Senegal Region Mission within USAID/Senegal. The Specialist will be based in Dakar. As part of the Regional Mission, the ECA is responsible for ensuring that USAID funded activities in Burkina Faso, Niger, Chad and Mauritania are in compliance with USAID's environmental regulation 22 CFR 216 and to ensure that design and implementation of USAID funded regional environment and natural resource management and water activities in Burkina Faso, Niger, Chad and Mauritania are informed by sound environmental compliance concerns. To this end the ECA will serve as a principal advisor and when necessary, trainer/teacher, to the seven USAID staff in Burkina Faso, Niger, Chad and Mauritania and USAID partners on matters relating to environmental regulations, procedures, and policies of USAID, United States Government, host countries, and applicable international conventions.

The ECA's principal responsibility is ensuring effective environmental compliance for USAID projects in Burkina Faso, Niger, Chad and Mauritania. The incumbent will advise USAID/Senegal Regional Mission and staff in Burkina Faso, Niger, Chad and Mauritania to develop and/or revise Initial Environmental Examinations (IEEs), Environmental Monitoring and Management Plans (EMMPs), Environmental Review Forms (ERFs), and Environmental Assessments on a wide range of technical activities such as Health, Family Planning, Nutrition, Water and Sanitation, Agriculture, Natural Resource Management, Global Climate Change, and other complex issues related to international development.

The incumbent for this position serves as an expert on environmental compliance and is responsible for creating effective working relationships with USAID Mission staff in USAID/Senegal Regional Mission and in Burkina Faso, Niger, Chad and Mauritania, with the other Regional Environmental Advisors in Africa, and with USAID Washington Bureau Environmental Offices (BEOs) for Africa Bureau (AFR/SD), Global Health Bureau (GH), the Economic Growth, Environment and Education (E3) Bureau, the Bureau for Food Security (BFS), and the Democracy, Conflict, and Humanitarian Assistance (DCHA) Bureau.

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As a senior FSN advisor in environmental compliance, the incumbent plays a critical role in the successful implementation and oversight of the USAID/Senegal Regional Mission's environmental compliance efforts by providing ongoing guidance, advice, and support.

The ECA reports to the USAID/Senegal Regional Mission Environmental Officer and is held to very high professional standards. The incumbent may serve as team member in USAID/Senegal Regional Mission's Technical Teams to assure environmental compliance in considered and informs planning and implementation of development projects.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **Technical Support for Environmental Compliance**

**(45%)**

1. Serve as a key regional technical and analytical "focal point" for USAID's environmental compliance procedures and requirements, including providing timely feedback to USAID/Senegal Regional Mission and other USAID operating units in the region on environmental compliance documentation requiring BEO and Mission Director approval. The ECA will have primary responsibility in the review of environmental compliance documentation for USAID Offices and Embassies in Niger, Burkina Faso, Chad, and Mauritania and their submission to the Direct Hire Regional Environmental Officer for approval. The incumbent works with Environmental Point of Contacts in Niger, Burkina Faso, Chad, and Mauritania, USAID/Senegal Regional Mission Technical and Program teams, to ensure that USAID funded activities implemented in Niger, Burkina Faso, Chad, and Mauritania conform to USAID environmental regulations (22 CFR 216), ADS 204 environmental procedures, and related environmental guidance and provisions of US law.
2. Maintain collaborative and team working relationships with USAID field officers in Niger, Burkina Faso, Chad, and Mauritania, and with USAID/Washington to promote Agency environmental compliance objectives and environmentally sound design and management principles.
3. Assist USAID/Senegal Regional Mission staff and colleagues in other USAID operating units in preparing environmental reviews, IEEs, EA scoping documents, and in obtaining Africa Bureau approvals as well as developing mission orders and COR/AOR appointment letters concerning environmental compliance.
4. Provide expert technical assistance, training, and leadership at the highest levels to USAID/Senegal Regional Mission, USAID staff in Niger, Burkina Faso, Chad, and Mauritania, and host country partners within the region, and periodically from other parts of Africa, regarding environmental compliance best practices.
5. Serve as a resource to USAID Bureaus, Missions, Offices and staff in planning and finalizing procurements with the aim of ensuring that environmental awareness and considerations are taken into account to promote better project sustainability.
6. Provide USAID liaison at the highest levels with governmental and non-governmental development partners, stakeholders, clients, and customers concerning environmental compliance approaches, best practices, and within the West Africa region.



7. Provide briefings to visitors to USAID/Senegal Regional Mission on the status of USAID environmental compliance activities in the region. Organize public outreach and representational events, including helping to represent USAID in interaction with CODELs, other higher level delegations, other donors, representatives of local business community and civil society as needed.
8. Represent USAID/Senegal Regional Mission at meetings, workshops and conferences organized by various organizations, including other donors and international organizations. As required, the ECA will prepare and deliver presentations relating to environmental compliance at these venues. In addition, the ECA will serve as a member of the USAID Africa Bureau Environmental Officer Team, which reviews internal procedures, training and education materials, preparing and conducting training workshops, assessing programmatic issues and other tasks related to the position. The incumbent is expected to assist with the formulation of guidance and help interpret policy, regarding USAID's environmental procedures as applied to regional and bilateral USAID programming across sectors.
9. Work collaboratively with technical teams in USAID/Senegal Regional Mission to prepare reports on the status of the Mission's projects in terms of adhering to environmental compliance requirements of the USG.
10. Schedule occasional visits and travel to Niger, Burkina Faso, Chad, and Mauritania, (as appropriate) to assess USAID funded activities for compliance with environmental requirements of USAID and the US Government.
11. Prepare reports related to overall Environmental Compliance that may be required as part of USAID/Senegal Regional Mission's annual reporting and/or strategy preparation as well as respond to inquiries from the USAID/Senegal Regional Mission Front Office, USAID staff in Niger, Burkina Faso, Chad, and Mauritania, Embassies, USAID/Washington, US Congress, other USG stakeholders on environmental compliance.
12. Organize public outreach and representational events, including helping to represent USAID in interaction with CODELs, other higher level delegations, other donors, representatives of local business community and civil society.

## **Program Planning and Management**

**(35%)**

1. Oversee and manage a program related to environmental compliance in the region.
2. Prepare activity approval and pre-obligation documentation as part of the activity development process for a program related to environmental compliance in the region.
3. Provide administration and oversight for programmatic interventions, including monitoring activities through site visits and the review of work plans and progress reports; ensuring compliance with USAID's 'Environmental Procedures' (22CFR216) and environmentally sound design (ESD); and tracking expenditures and accruals against obligations.
4. Make recommendations to implementing partners to increase project impact and enhance sustainability and monitor project results.



5. Draft official USAID documents required for reporting on the status of activities, such as the Annual Operational Plans, Performance Plan and Review, action memoranda, and procurement documents.
6. Document developmental impacts and resolve any implementation issues in an efficient and professional manner, including preparing subject matter documentation for and participating in strategic planning sessions and portfolio reviews, annual reports, environmental compliance reports, Congressional Budget Justifications and other reporting documentation.

### **Mentoring and Training (10%)**

1. Identify, develop, promote, and conduct training activities that address key technical, programmatic and policy requirements and that increase the technical competence of personnel and implementing partners in both environmental compliance and environmentally sound design and management principles. The target audience for these training activities will be USAID Mission staff in USAID/Senegal Regional Mission and USAID staff in Niger, Burkina Faso, Chad, and Mauritania, implementing partner institutions, and host-country government counterparts in the region.
2. Provide technical backstopping and on-the-job training to CORs/AORs in USAID/Senegal Regional Mission, Niger, Burkina Faso, Chad, and Mauritania as they develop environmental compliance documentation for their respective projects.

### **Knowledge Management**

**(10%)**

1. Collect and serve as a source of information on USAID environment compliance documentation in Niger, Burkina Faso, Chad, and Mauritania. As appropriate, disseminate these and other relevant findings within USAID, to host country government colleagues in Niger, Burkina Faso, Chad, and Mauritania, and with other relevant partners.
2. Attend relevant workshops and meetings concerning environmental compliance in order to keep colleagues working at USAID/Senegal Regional Mission and with other USAID operating units in the region aware of the latest guidance and best practices in environmental compliance.
3. Document success stories in improving environmental adaptation and mitigation responses in USAID/Senegal Regional Mission and collaborate closely with the USAID/Senegal Regional Mission's Development Outreach and Communication Officer in disseminating them to a wider audience.
4. Prepare an annual summary of the status of each USAID operating unit mission as it relates to satisfying USAID's environmental compliance requirements and recommend, if warranted, follow-up actions as necessary.

## QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** The multidisciplinary nature of the ECA position requires a Master's degree or higher with specialized course work in environmental policy, natural resource management, water management, waste management, forestry, conservation, or other fields applicable to environmental compliance.
- b. **Prior Work Experience:** A minimum of 5-8 years' experience of progressively responsible professional-level experience demonstrating sound and independent judgment, leadership, interpersonal skills, and ability to strategize, develop and effectively implement programs. This includes: working in teams, ability to prioritize activities and implement numerous assignments concurrently; responding quickly, effectively and flexibly to wide-ranging requests; and operating effectively in a cross-cultural setting. Five (5) of these years must have been in a developing country with experience in Africa preferred. Prior experience in project design, implementation, and usage of complex IT systems for monitoring and evaluation of projects and results/ budget tracking and documentation is desired. Experience with donor management and the application of USG environmental regulations is desired. Work experience in francophone countries in West Africa is highly desirable.
- c. **Post Entry Training:** Training in USAID programming procedures and AOR/COR certification will be required.
- d. **Language Proficiency:** Refined oral presentation and writing skills in French and English that allow employee to make effective presentations and development relationships with partners. Speaking skills in one or more local languages. Level IV proficiency in spoken and written English and French is required for this position.
- e. **Job Knowledge:** EXPERT knowledge of environmental compliance. Comprehensive knowledge of environmental issues affecting countries in the Sahel including Niger, Burkina Faso, Senegal, Mauritania and Chad as well as the regional institutions of ECOWAS and CILSS. Considerable familiarity with approaches and goals of development organizations and other partners and their approaches.
- f. **Skills and Abilities:** The ECA must have the ability to understand and operate within USAID's established policies and regulations regarding procurement, management,
- g. budgeting, earmarks, reporting, and other aspects of project oversight and management. In particular, he/she should understand those policies and regulations concerning environmental compliance, particularly Automated Directive Systems (ADS) 204 and Chapter 22 Code of Federal Regulations, Part 216 (22 CFR 216). The ECA will be expected to quickly become familiar with USAID processes, procedures and rules as presented in the ADS 200 Series.

The ECA will be required to be proactive in keeping abreast of evolving guidelines and policies, including but not limited to the ADS, Mission Orders/Notices, USG procurement regulations, and USAID program strategies and policies. Proficiency in MS Office "Word" and "Excel".

## POSITION ELEMENTS

- a. Supervision Received:** The incumbent works under the supervision of the USDH Environment Officer. S/He is expected to carry out assigned duties with minimal technical supervision in the Senegal Regional Mission.
- b. Available Guidelines:**
1. Employee implements activities in accordance with applicable ADS regulations and Mission guidelines. Employee develops working knowledge of USAID directives.
  2. Working within the parameters established by ADS regulations and Mission guidelines, the employee draws on experience and professional judgment to make program implementation decisions and undertake policy discussions.
  3. Exercises delegations of authorities granted in USAID/Senegal Regional Mission Orders and those for CORs/AORs.
- c. Exercise of Judgment:** Incumbent exercises a broad scope of independent judgment. Refers to immediate supervisor on matters pertaining to policy, priority or resolution of problems for which there is no clear precedent. Incumbent must demonstrate a keen sense of timeliness in exercising judgment and completing an array of simultaneous actions.
- d. Authority to Make Commitments:** Exercise authority in accordance with delegation granted in USAID Mission Orders.
- e. Nature, Level, Purpose of Contacts:** Develops and maintains an extensive range of high level contacts with business and GON, GOBF, ECOWAS, and CILLS officials, community leaders and multilateral donor missions for the purpose of obtaining or verifying published and unpublished information relating to environmental compliance in Niger, Burkina Faso, Chad, and Mauritania.
- f. Supervision Exercised:** Position is non-supervisory.
- g. Time Required to Perform Full Range of Duties after Entry into Position:** One year.



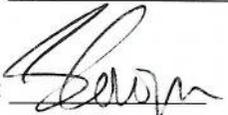
**HOW TO APPLY:** Interested applicants should submit a completed OF-612 form and a complete resume to:

Human Resources Mgt. Specialist  
USAID/Senegal  
Route des Almadies  
B.P. 49 - Dakar, Senegal  
Email address: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)

**Deadline to receive applications: April 5, 2013**

**Cleared by:**

Cheryl Bowdre, Agricultural Officer (DLI): \_\_\_\_\_ Date: \_\_\_\_\_

Steven T. Cowper, Sup. Reg. Executive Officer:  \_\_\_\_\_ Date: 3/6/2013

