

SOLICITATION NUMBER: SOL-636-12-00012

VACANCY: 28-12

SUBJECT: Solicitation for a Project Management (Gender) Specialist

GRADE: FSN-10 (if successful candidate is not fully qualified, position may be filled at a lower grade)

ISSUANCE DATE: October 10, 2012

CLOSING DATE: October 25, 2012

OPEN: To all interested candidates within and outside of the Mission.

The United States Government, represented by the U.S. Agency for International Development (USAID), Guinea is seeking applications (**Form DS-174**) from qualified applicants to provide services as a Project Management (Gender) Specialist under a contract, as described in the attached solicitation.

Interested applicants must submit: (1) a complete and signed form set of U.S. Government DS-174 – Application for Employment, (2) a most current curriculum vitae (CV) or resume; (3) three references, who are not family members or relatives, together with working telephone and email contacts and (4) a cover letter addressing how they meet the required qualifications for this position (see Qualification section of this Solicitation). Each of the expected qualifications should be addressed in the cover letter. Applicants are reminded and required to sign the certification at the end of the DS-174. Unsigned applications shall NOT be considered.

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation. Consideration and selection will be based on a panel evaluation of the applications vis-à-vis the evaluation criteria.

Applications and the required documents in response to this solicitation must be addressed in a sealed envelope as follows:

**The Human Resources Office
(Application of Project Management (Gender) Specialist
United States Embassy
Southridge,
Hill Station
Freetown**

Solicitation for a Project Management (Gender) Specialist # 636-12-00012

and hand delivered to security guards at the entrance of the Embassy or directly to the Human Resources office.

Any questions regarding this solicitation may be directed to Mahamane Tandina, Executive Officer, USAID Guinea, who may be reached by phone at 224-67-10-40-29 or by email at mtandina@usaid.gov.

BASIC FUNCTION OF POSITION:

Working under the direct supervision of the USAID Country Program Manager in Freetown, the Employee will participate in and provide support for the integration of gender and women's empowerment issues in project design, development, implementation, monitoring, and reporting. S/he will provide program coordination with Government of Sierra Leone officials, Sierra Leone women's civil society groups, regional organizations, other implementing agencies, NGOs, groups receiving USAID funds, international organizations, and representatives of the international donor community. S/he will also work closely with USAID/Guinea and Sierra Leone to ensure that activities planned and implemented remain gender focused and consistent with the USAID strategy for Sierra Leone.

SPECIFIC DUTIES AND RESPONSIBILITIES:

A. The Employee will serve as the USAID Gender Specialist in-country.

S/he will serve as the technical and programmatic lead for integrating gender and women's empowerment in all USAID activities. As Gender Specialist, the Employee will provide technical input for programming, and maximize the quality of program design, implementation, monitoring and evaluation.

The Employee will implement the USAID Policy on Gender Equality and Women's Empowerment, and advance gender integration in the program cycle. The Employee will also provide guidance to grantees, employees, and other activity implementing agencies on gender integration.

The Employee will liaise with host government counterparts, women's groups, local and regional organizations, development partners, implementing agencies and the private sector to promote gender equality and women's empowerment in Sierra Leone.

The Employee will seek new innovative partnerships and programs for USAID/Sierra Leone to become engaged. Fund raising and grant writing will be part of the Gender Specialist's portfolio.

Networking, communication and outreach will form an important part of the portfolio.

B. Specific functions may include, but not be limited to:

- a. Participating in the finalization of the development strategy for Sierra Leone and activity development efforts to achieve the U.S. Foreign assistance objectives for Sierra Leone.

Solicitation for a Project Management (Gender) Specialist # 636-12-00012

- b. Providing expert advice, technical leadership, and coordination in developing and implementing USAID/Sierra Leone development strategy that focuses on gender.
- c. Serving as liaison for USG assistance with the Government of Sierra Leone, Sierra Leone civil society women's groups, Sierra Leone local organizations, regional organizations, the U.S. Mission in Sierra Leone, private voluntary organizations, and international donor organizations for all gender equality and women's empowerment activities.
- d. Serving as the technical and programmatic resource person for gender.
- e. Performing monitoring and evaluation activities in relation to gender. Analyzing partners' progress in relation to partner's performance indicators as well as the Mission's performance indicators. Assist in tracking the quality of performance data. Identify any gender problem areas and provide a plan for corrective action.
- f. Serving as the gender point of contact, providing staff and partners with needed information on USAID policies, practices, and progress in promoting gender equality and women's empowerment, and responding to information requests.
- g. Working closely with and providing technical leadership on other cross-cutting issues as applicable to achieving the U.S. foreign assistance objectives in Sierra Leone.
- h. Monitoring and performing regular documented assessments of performance progress and indicators in meeting targets for gender equality and women's empowerment, and preparing responses and reports to Washington as required.
- i. Providing significant substantive input to the annual Operational Plan and Performance Report on issues relating to gender equality and women's empowerment.
- j. Seeking new partnerships to advance gender equality in Sierra Leone. This involves significant networking and public outreach efforts. Participating, creating, and/or leading women's advocacy networking organizations and associations.
- k. Pro-actively search for new partnerships and funding opportunities and write grant and other funding applications, including concept papers and proposals necessary.

C. The employee will perform other appropriate duties as assigned by the Country Program Manager.

REQUIRED QUALIFICATIONS AND SELECTION CRITERIA

a. Education:

A bachelor degree in Gender Studies, Development Studies, Sociology, Anthropology, or other related social fields is required. A Master's Degree in a related field is desirable.

b. Prior Work Experience:

Five to seven years' experience in international development and program management with gender is required. Some relevant experience in working in governance and private sector is desirable.

c. Language Proficiency:

Excellent writing and oral presentation skills in English are required. Fluency in at least two local languages.

d. Knowledge, Skills and Abilities:

A good knowledge of USG and/or international organizations policies, procedures, reporting and systems is required. Current knowledge of political, cultural and economic conditions in Sierra Leone is desired as well. S/he should be resourceful, have good judgment, and must work well with foreigners. Management conceptualization, analytical, negotiating, problem solving are a must as well. User-level ability to work with computers and common software programs is also required.

POSITION ELEMENTS

a. Supervision Received:

General supervision from the Country Program Manager.

b. Exercise of Judgment:

The incumbent is expected to make independent decisions and provide high-level recommendations.

c. Nature Level and Purpose of Contacts:

The employee must be able to work and communicate effectively at the professional level of the host country government and development partners, the private sector and regional and local organizations, and with persons and partners from all sectors of the USAID country program and the U.S. Mission in Sierra Leone.

Note: The Gender Specialist will be required to travel within Sierra Leone to monitor USAID activities and to carry out partnership and networking activities as necessary. Occasional international travel is required; including travel to Conakry, Guinea to support USAID program activities and coordinate with the USAID/Guinea Mission.