

SOLICITATION NO. SOL-636-14-00006

VACANCY NUMBER: 020-2014

POSITION TITLE: PROGRAM DEVELOPMENT SPECIALIST

GRADE: FSN-11 (if successful candidate not fully qualified, position may be filled at a lower grade)

ANNUAL SALARY RANGE: LE53,766,031 – Le80,649,043 (Annual basic)

ISSUANCE DATE: JUNE 16, 2014

CLOSING DATE: JULY 15, 2014

AREA OF CONSIDERATION: FOREIGN SERVICE NATIONALS

BASIC FUNCTION OF POSITION:

The Program Development Specialist (PDS) is a core member of the USAID/Sierra Leone Mission, which is based in Freetown. The PDS manages a full array of USAID/Sierra Leone funded programs in the areas of program planning, budgeting, documentation and reporting and takes the lead in providing expert advice in developing the overall program strategy, defining program objectives and desired results, and preparing resource requests. Accurate, well documented reporting on achieving the country's overall program objectives is critical to both presenting and justifying the Mission's future program plans in Sierra Leone to USAID/Washington and Congress and to effectively manage its complete development program.

With office management from the USAID/Guinea Program Office, the PDS manages all aspects of program monitoring and evaluation of program results against the strategy. Under the supervision of the Sierra Leone Country Program Manager, (SLCPM), the PDS gives programmatic guidance to all USAID projects operating in Sierra Leone with regard to the general Strategic Results Framework.

The PDS serves as the Public Information Officer under guidance of the Guinea-based Development Outreach Coordinator, preparing information on the program goals and performance for various audiences: branches of the US government, the US and Sierra Leone general public, the Government of Sierra Leone, and the international donor and diplomatic community.

The PDS is the de facto Program Officer for USAID/Sierra Leone and works under the guidance of the USAID/Guinea program office for all aspects of overall program strategy, monitoring and evaluation.

The Program Development Specialist reports to the USAID/Sierra Leone Country Program Manager who is his/her supervisor.

B. MAJOR DUTIES AND RESPONSIBILITIES

The Program Development Specialist's specific responsibilities will include but are not limited to the following:

A. Program Budget Planning and Management 25%

The Program Development Specialist is responsible for operational management of the Sierra Leone Program, including budgeting and financial management of project funds, performance monitoring and reporting. To perform these functions, the PDS must have knowledge of the principles on program planning, budgeting, performance-based program and project design and evaluation.

The PDS has primary responsibility for developing and managing the Country Program budget, including:

- review of accrued expenditures;
- analysis of projected funding requirements, based on estimated costs and on spending rates of committed funds;
- recommend priorities for budgeted funds given program performance objectives and current achievements of results, and drafting resource requests;
- allocate Operating Year Budget and coordinate with USAID/Sierra Leone for timely commitments of project funds, and;
- estimated resources requirements for future years, based on program plans.

The PDS coordinates with USAID/Guinea's Program and Financial Management Offices on the management of the Country Program budget, and monitors the annual schedule of obligations and other procurement actions.

B. Program Review Management and Implementation: 25%

The Program Development Specialist, with direction from the USAID/Guinea Program Office, oversees the planning and preparation for the Annual Operational Plan and Performance Report and other program review and strategy exercises. In this capacity the incumbent:

- prepares the draft of the annual Congressional Budget Justification (CBJ);
- develops and updates the country Performance Management Plan (PMP) and Strategic Results Framework (SRF);
- supervises preparation of all USAID Program reporting documents, including annual portfolio reviews;
- prepares and in some cases, supervises circulation of procurement documentation (i.e. Modified Acquisition and Assistance Requests Documents (MAARDS, Global Acquisition and Assistance System), and all USAID background documents required for approval of programs and budgets).

C. Program Monitoring and Evaluation 25%

The Program Development Specialist oversees the country's monitoring activities and administers the strategic objective/activity evaluation system with the assistance of the Country Program Management and in collaboration with the USAID/Guinea's technical and program offices. The PDS provides judgment about program design, performance objectives, resource requirements, and program performance. In this capacity the incumbent:

- Plans and organizes, in coordination with the M&E Specialist from USAID/Guinea and USAID/Sierra Leone Team Leaders, a Data Quality Assessment (DQA) of activities' accomplishments relative to the targets set in the Strategic Results

Framework, and activity-level PMPs. During the DQA, the PDS ensures that Mission's PMP and activity PMPs provide clear picture of the activities and the program's missing/exceeding targets, and the factors influencing the overall program performance;

- Coordinates with the USAID M&E Specialist and Program Office to develop the Strategic Results Framework indicators and Performance Management Plan targets, and collects information on the progress made over the past year, in cooperation with the Team Leaders. Organizes a reassessment of indicators/targets for submission in the Annual Report;
- Participates in assessments and evaluations of the in-country environment, and activity/strategic objective progress. Ensures that the evaluation system is focused on future activities, to benefit from "lessons learned" during their design stage.

D. Participate in design of the overall strategy development and/or selected program activities 25%

The Program Development Specialist contributes to the overall program strategy development and participates in the development and management of the program and activities in selected areas. The specific areas and responsibilities will depend upon the experience and training of the PDS, and will be determined by the SLCPM and defined as part of the Annual Work Plan. In general, design and direction of selected program activities will involve:

- development of a new or updated program strategy, based upon analysis of needs and opportunities in the program area, consistent with USG priorities;
- defining program objectives and designed results;
- design of program activities within the framework of the country program strategy and resource allocations;
- consultation with experts in the program area, and involvement of technical experts and resources available locally and through USAID.
- establishing sources of information and providing analysis of the overall country performance, and particular sector assessments;
- establishing sources of information for program planning, baseline estimates of current conditions and measures of program performance;
- coordinate and prepare assistance agreements (AA) documentation as well as assist Development Objective (DOs) teams with the preparation of activity implementation documentation. Coordinate the official transmission of AAs to the GOSL for signature and arrange signing ceremonies, and will be responsible for the official distribution of executed documents.
- Serve as the point person for monitoring USAID-funded West Africa Regional Programs, Regionally, and Washington-funded activities in Sierra Leone, and will liaise with technical offices at USAID/Guinea, as appropriate.

E. Qualification/Selection Criteria

Education: The person should possess a Master's degree in Political Science, Anthropology or an equivalent social science with an advanced degree in

sociology, public administration or policy with an emphasis on institutional development. In lieu of a graduate degree a qualified applicant may have professional work experience of such a nature which substitutes for the formal academic degree. (20 points)

2. Prior Work Experience: At least 5 years of experience in managing related assistance programs. Work experience with USAID is high desirable. (40 points)

3. Knowledge, Skills & Ability: Ability to analyze policy and carry out project-level analysis is required. Ability to use computers proficiently, particularly word processing, spreadsheets, and statistical software packages for social science analysis is required. An understanding of the economics of West Africa is strongly desired. The candidate must have strong interpersonal and communications skills and be able to develop and maintain good working relationships with client missions and host country staff. Strong writing skills are essential. (30 points)

4. Language: Written and Spoken proficiency in English at the IV level is required (10 points)

TOTAL: 100 points

F. SUBMISSION REQUIREMENTS

Applicants should submit form DS-174 available on http://freetown.usembassy.gov/job_opportunities.html along with a copy of their Curriculum Vitae and supporting documentation on envelop to the Security Guard at the entrance of American Embassy Freetown. **DO NOT SUBMIT ORIGINALS, AS THEY WILL NOT BE RETURNED.** All DS-174 forms must be completed and signed. To be considered for the position, applications must be submitted before close of business, 16:00 pm, on the closing date of this announcement.

Clearances:
PO:MWilson_____Date_____

EXO:MTandina_____Date_____

Draft:HR:ACamara:06/02/2014