

SOLICITATION NO. SOL-636-14-00005

VACANCY NUMBER: 019-2014

POSITION TITLE: PROJECT MANAGEMENT SPECIALIST (DG)

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:

1. Act as the senior, principle advisor on all matters relating to Democracy, Rights and Governance (35% of time)
 - Advise and inform USAID, US Embassy, GOSL, USAID grantees and contractors, and Sierra Leone partners on technical matters within his/her span of responsibility;
 - Represent USAID, taking the lead as appropriate on pertinent technical and policy matters with various GOSL Ministries, other Sierra Leone agencies, UN related agencies, and other donors;
 - Represent USAID at national and international meetings, conferences, etc. in areas related to democracy, human rights and governance. The incumbent will, articulate, support, and technically defend USAID/Sierra Leone's program as necessary in such settings;
 - Lead and/or participate in any design and/or evaluation activities;
 - Coordinate and identify areas for collaboration with other donors, private sector organizations, or interventions that have similar objectives;
 - Maintain contact with the Washington office of Democracy, Conflict, and Humanitarian Assistance (DCHA) on technical, policy, and programmatic issues always searching for opportunities for collaboration with USAID/W programs.
2. Manage the activities under Enhanced Democratic Governance Strategic Objective. (40% of time)
 - Fulfill all functions as Manager: Contracting/ Agreement Officer Technical

Representative(C/AOTR) per guidance in ADS 303, 22 CFR 226, and C/AOTR Guidebook on Acquisition and Assistance;

- Provide technical advice as needed;
 - Initiate corrective action when required;
 - Track all financial aspects of the activities including pipeline, burn-rate, and earmarks;
 - Develop and lead evaluation of assigned activities;
 - Facilitate coordination of program activities with other donor–financed democracy, rights and governance programs;
 - Design and establish monitoring systems to track results of democracy, human rights, and governance activities;
 - Complete documentation related to the allocation and commitment of funds and complete other tasks associated with oversight and management of assigned grants;
 - Take primary responsibility for managing any collaborative activities designed and implemented within his/her realm as buy-ins to AID/W projects and Indefinite Quantity Contracts (IQC).
3. Provide the support to the overall management and implementation of the governance activities (25% of time).
- Contribute substantively to key USAID required documents including but not limited to: Assistance Agreements, Congressional Budget Justifications, Operational Plans, Performance Planning and Reporting and briefing documents for the GOSL, Issues and Policy Papers, New activity solicitation documents, speeches and correspondence.
 - Participate actively in USAID and US Embassy forums, implementing partner’s meetings, team-building sessions, and other activities;
 - Support visiting teams and others as needed in arranging field trips and providing translation and interpretation as needed.

Relationships and Responsibilities:

- a. Supervision received: The DRG Team Leader will be supervised by the US Program Manager. Annual evaluations of the Team Leader’s work performance will be prepared by the Program Manager based on 360 input from USAID and US Embassy Freetown staff, partners and customers.
- b. Employee Guidelines: The incumbent will be expected to be an expert in his/her field and be able to independently obtain USAID policy guidance. Most technical guidelines will be received from central or regional bureau and policy guidance from USAID/G management. However s/he must demonstrate sound judgment in determining the application of the guidelines to assigned responsibilities.
- c. Exercise of Judgment: The DRG specialist will handle all work independently, according to policies, previous training, accepted practices and programmatic guidelines. S/he must be able to set priorities and initiate and complete tasks in a timely manner and with minimal supervision. An exceptional exercise of judgment is required due to the required interaction in this position with the Office of the Attorney General and Ministry of Justice, the Ministry of Local Government, Development and Economic Planning (MODEP), Ministry of Foreign Affairs and International Cooperation, the Ministry of Social Welfare, Gender and Children’s Affairs and other high-level contacts within the Sierra Leonean government and the donor community.

- a. Nature, Level and Purpose of Contacts: The incumbent will work with all levels of USAID officers including team leaders, members of US Embassy Freetown staff and senior management. The incumbent will have frequent high-level working contacts with the MODEP and other donor agencies to fulfill the major duties and responsibilities of contact.

D. POSITION ELEMENTS

a. Available Guidelines:

USAID and Embassy policies; USAID Automated Directives and Federal Procurement Regulations.

Exercise of Judgment:

Substantial discretion in the operational management of USAID/Sierra Leone programs in determining how best to implement policy and program guidelines, within existing resource constraints.

b. Authority to Make Commitments:

All financial and program commitments require authorization from USAID/Guinea or USAID/Washington. The PDS makes recommendations to the USAID/Sierra Leone Country Program Manager for transmission to the Program Office of USAID/Guinea.

c. Nature, Level and Purpose of Contracts:

Contacts with mid- to senior level staff of the implementing organizations, international donor organizations and experts in the host country private sector, in order to make reasoned judgments about the effectiveness of USAID programs in Sierra Leone. The purpose of these contacts is to collect information, organize input into program reviews and strategic objective/activity evaluations and to explain USAID programs and objectives.

d. Time required to perform full range of duties after entry into position:

Six months to one year

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

E. 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