

Solicitation No SOL-663-16-000027
U.S. Resident Hire USPSC
Climate and Water Advisor
USAID, Addis Ababa, Ethiopia

1. SOLICITATION No: SOL-663-16-000027

2. ISSUANCE DATE: August 24, 2016

3. CLOSING DATE: September 23, 2016

4. POSITION TITLE: Climate and Water Advisor

5. MARKET VALUE: GS-12 (\$62,101 - \$80,731 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.** Please note that U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history, and educational background.

6. PERIOD OF PERFORMANCE: The PSC contract will be for one year, with four year option to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds. No PSC contract may exceed a five year period of performance.

7. PLACE OF PERFORMANCE: USAID Ethiopia, Addis Ababa

8. SECURITY CLEARANCE: The final selected candidates must obtain an Employment Authorization and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

9. AREA OF CONSIDERATION: U.S. citizen (as further defined in footnote no. 1 below).¹

A. BASIC FUNCTIONS OF THE POSITION

The Climate and Water Advisor provides technical expertise in climate change and water activities and carries out the following duties and responsibilities in order to achieve results, maximize the impact of scarce development resources, ensure prudent stewardship of USAID resources, and comply with applicable USAID policies and regulations.

B. MAJOR DUTIES AND RESPONSIBILITIES:

The major duties and responsibilities inherent in the position include:

1. Lead the mission Water/WASH Committee to oversee and coordinate technical offices on 1) strategic WASH programming and investments, and 2) WASH directive decisions. USAID Ethiopia

¹ "Resident Hire" means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country: (i) as a spouse or dependent of a U.S. citizen employed: (A) by a U.S. Government agency; or (B) under any U.S. Government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or (ii) for reasons other than employment: (A) with a U.S. Government agency; or (B) under any U.S. Government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States; A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

receives and allocates WASH directive and other funding for drinking water, sanitation, hygiene, productive use and mapping activities that are programmed and implemented across offices of the mission. Following a strategic approach will help to program and monitor the WASH directive and other funding across the mission. The CWA will play a lead role in coordinating the review of activities to ensure relevance of activities to the overall mission Water/WASH Action Plan and allocate water funds.

2. Support in the design of new activities using Global Climate Change (GCC) Adaptation funds, and lead in the initiation and design of new GCC Clean Energy and WASH activities. The CWA will work with the design and activity management teams as they develop new GCC Adaptation activities, including appropriate indicators. The CWA will also lead and support the design and activity management teams as they develop new GCC Clean Energy activities, as well as new WASH activities that align with the mission's Water/WASH Action Plan.
3. Integrate relevant GCC and WASH indicators into mission portfolio: The CWA will work with mission and EG&T M&E specialists and A/CORs and activity managers of existing and future projects to incorporate climate and WASH activities into the mission's M&E systems as well as to monitor implementation the activities relative to USAID's CC and Water strategies. The CWA will help A/CORs, activity managers and implementing partners to manage the projects and document and/or share best practices on CC and water within the existing portfolio which could be scaled up by the mission.
4. Activity management: The CWA will work as an activity manager and contracting/agreement officer's representative (C/AOR) for EG&T's WASH and climate change activities. EG&T currently funds the following activities in which the CWA will serve as either the C/AOR or AM, as appropriate: 1) USAID Lowland WASH, a \$24M four-year activity working to improve WASH and sustainable productive water use in the Ethiopian lowlands; 2) Strengthening the Water Sector Working Group Secretariat, an \$800,000 two-year activity to build the capacity of the Government of Ethiopia to do sustainable, sector-wide coordination with donors on water; 3) Growth through Nutrition, a \$73M five-year activity to reduce stunting in the Ethiopian highlands (with a heavy emphasis on WASH); 4) a USGS activity to help the Government of Ethiopia explore groundwater resources, do hydrogeological assessments and improve capacities in drought prone areas of Ethiopia; and 5) the Enhancing Capacity for Low Emissions Development Strategies initiative work to help the Government of Ethiopia implement its Climate Resilient Green Economy Strategy. The CWA collects and organizes monitoring information during the implementation of activities to ensure implementers deliver services and goods per the plan. The CWA reviews activity and financial reports coming from implementers on a regular basis and shares such information with relevant offices in the Mission.
5. WASH Quarterly Meetings: The CWA will organize and lead quarterly USAID WASH implementing partner meetings. The objectives of the WASH quarterly meetings are to: 1) create a mechanism for information sharing among USAID's WASH implementing partners; 2) coordinate and harmonize WASH M&E and communications; 3) ensure directive compliance; and 4) enhance the collective impact and maximize the resources of the WASH implementers. Relations and Contacts: The CWA will maintain regular relations with host government institutions such as the Ministry of Environment, Forest, and Climate Change; Ministry of Water, Irrigation and Electricity; Ministry of Finance and Economic Cooperation; and Ministry of Industry, as well as the Industrial Park Development Corporation. The CWA will also be in regular contact with major climate change and WASH donors in Ethiopia, international organizations, non-governmental organizations and private sector working in climate change and water issues. The CWA represents the Mission and the office in GCC and water coordination committee meetings at federal levels, including on the Government of Ethiopia-donor Water Sector Working Group and the Informal Climate Partners Group. The CWA may represent USAID Ethiopia and EG&T office in

negotiations and discussions with host government and other institutions on GCC and water issues.

6. Capacity building: The CWA will organize and provide training on climate change mainstreaming to mission staff and implementing partners. The training helps AOR/CORs of projects and implementing partners using GCC and water funds to provide supports, monitor activities and report results in accordance with GCC guidelines.
7. Support the Program Office in its implementation of the Executive Order on Climate Resilient Sustainable Development—including by integrating climate change into the mission’s Country Development Cooperation Strategy and into technical offices projects and activities, where relevant.
8. Other activities: The CWA will provide technical assistance on other USAID-supported activities as required.

C. MINIMUM QUALIFICATIONS: To be considered for the position, applicants must meet the following minimum qualifications. For those who do, further consideration and selection will be based on panel assessment of the selection criteria, also listed below. Applicants are required to address each of the selection criteria on a separate sheet, describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the selection and the solicitation number at the top of each additional page.

1. **EDUCATION: (10%).** Bachelor’s Degree in climate/environment studies, economics, social science, public health, politics, law or related fields. Master’s Degree preferred.
2. **WORK EXPERIENCE: (30%).** Six or more years of progressively responsible work in climate and water related projects. Knowledge of climate change and/or WASH related program/project management is required.
3. **LANGUAGE: (20%).** Level IV (fluent) in English required; native fluency in written and spoken English.
4. **KNOWLEDGE, SKILLS AND ABILITIES: (40%).** The Climate and Water Advisor (CWA) provides overall guidance to the mission’s Economic Growth and Transformation office in strategy, program and activity matters, and informs and oversees the design, implementation, and monitoring of climate change and WASH activities. The incumbent assists technical offices in the preparation of WASH activities based on the mission’s Water/WASH Action Plan or the mission Water/WASH Committee decisions. S/he oversees GCC and WASH directive resources allocation, utilization and reporting in consultation with budget and financial offices. The incumbent interacts with Government of Ethiopia counterparts, implementing partners and other donors on issues related to GCC and water/WASH. The CWA participates in the initiation and design of new projects using CC and WASH funding and manages CC and water activities. S/he leads a quarterly WASH partners meeting and actively participates in the preparation of Operation Plan, Performance Plan and Report, Semi-Annual Reviews and other planning and reporting activities as required.

6. POSITION ELEMENTS

- a) **Supervision Control:** The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others (such as senior mission management, partners donor

organizations, various government offices and particularly with Economic Growth & Transformation Office), and interpreting policy on own initiative in terms of established objectives. In some assignments, the CWA determines the approach to be taken. The incumbent keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from a standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

- b) **Available Guidelines:** For this position incumbent guidelines are available but are not completely applicable to the work or have gaps in specificity. The CWA uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. She/he analyzes results and recommends changes.
- c) **Complexity:** The technical scope and management responsibilities of the CWA position are complex, requiring the services of a highly qualified person with strong technical skills in economic growth and transformation program work. This position work typically includes varied duties that require many different and unrelated processes and methods, such as those relating to well established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The incumbent of this position is expected to make many decisions concerning such things as interpretation of considerable data, planning of the work or refinement of the methods and techniques to be used.
- d) **Scope and Effect:** The incumbent work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work product or service affects the operations of systems or programs.
- e) **Nature, Level, and Purpose of Contacts:** The incumbent contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact. The incumbent will contact with contractors; or representatives of professional organizations. The incumbent contact entails meetings and discussions with people in their capacity as senior level technical and managerial contacts with directors and senior experts at federal government ministries, regional governments, other donor organizations, and implementing agencies. The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative, or dangerous. Therefore, the incumbent must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

D. SELECTION CRITERIA: Applicants meeting the basic requirements will be evaluated based on information presented in the application, an interview process and reference checks as necessary. All applicants must address each qualification detailed above with specific and comprehensive information supporting each item. These qualifications, which serve as the selection criteria, will be evaluated based on the following points below.

- | | |
|--|-----------|
| 1. Education | 15 points |
| 2. Work Experience | 30 points |
| 3. Knowledge, Skills and Ability | 25 Points |
| 4. Communication Proficiency & Miscellaneous | 30 points |

Maximum Points**100 Points**

E. Selection Process: After the closing date of receipt of applications, a committee will be convened to review applications and evaluate them in accord with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. Only finalists will be contacted by USAID with respect to their applications.

F. PROFESSIONAL REFERENCE CHECKS: Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. The Selection Committee will conduct reference checks of the highest ranked applicants. References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.

Only applicants who meet or exceed the stated position requirements will be considered. **All applicants must have the required work and/or residency permits to be eligible for consideration (please make sure to submit all documentation that certify your eligibility to work in the country).**

For your application to be considered, the following documents must be submitted:-

- Letter of Application/Cover Letter;
- Completed and Signed Application for Employment Official Form AID 302-3. Application Cover Form found at <https://www.usaid.gov/forms>;
- Current Resume/CV;
- Copies of credential documents (i.e., degree, training certificates, etc.);
- Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say – ***SOL-663-16-000027 Climate and Water Advisor***
- Please submit the application only once; and
- Work and/or residency permits.

Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopian time 5 p.m.