



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: JULY 24, 2014

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 11/14

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: ENERGY SPECIALIST & PROGRAM MANAGER

LOCATION OF WORK: USAID ETHIOPIA

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: AUGUST 7, 2014

SALARY: USD 15,391 to USD 33,964 per annum depending on the candidate's earning history, qualifications and experience. Please see note 1 below.

MAJOR DUTIES AND RESPONSIBILITIES: The primary function of the Energy Specialist and Program Manager is to serve as the technical lead on implementing programs in the area of renewable energy reform strategies and transactions. S/he will work under the direction of the Private Sector and Energy Team Leader and will provide expert technical and policy advice on issues related to energy sector reforms, policy implementation, and transaction tracking. As a recognized expert in the field of energy, the Energy Specialist and Program Manager will provide strategic direction and vision for USG-funded activities under the Presidential Power Africa Initiative. S/he will take leadership by engaging in a policy dialogue with senior representatives of implementing and development partners, bilateral and multilateral donors and international organizations. S/he will represent USAID in donor groups on energy. S/he will be responsible for ensuring the coordination of USG and other donor policies and investments. The Energy Specialist and Program Manager will be responsible for advising USAID Ethiopia on the formulation of energy programs and policies in support of the Power Africa Initiative. S/he will lead the planning and development of activities associated with the East Africa Power Pool as they relate to Ethiopia. The Energy Specialist will be responsible for preparing an Energy Plan for the mission that is in line with the Power Africa PAD, develop budgets, and undertake steps that are necessary to design and implement the programs. He or she will be responsible for effective activity management of one or more contracts and/or grants issued under the U.S. Government's Power Africa Initiative, and discharging the full range of Contract Office Representative (COR) (CTO) responsibilities as assigned by the contracting officer. The Energy Specialist and Program Manager will take leadership in collaborating with the EG&T Climate Change Advisor, particularly on integrating clean energy strategies into their on-going EC-LEDS activities.

MINIMUM QUALIFICATIONS: In order to qualify, the applicant must possess the following qualifications:

EDUCATION: The multidisciplinary nature of the position requires a graduate degree (Master's Degree or higher) in a relevant field—engineering, business, finance, energy, international development, international law or any other related field.

EXPERIENCE: Minimum of eight (8) years of experience in implementing energy programs, managing donor programs and/or working in the private sector. The ideal candidate should demonstrate a clear progression in

their previous work experience and have experience working on energy private-public partnerships. Specialized knowledge and demonstrated expertise in program implementation and/or management. Proven ability to work effectively with high-level personnel from government, donor community, private sector, implementing partners and other development organizations.

LANGUAGE: Level IV (Fluent) English required. A demonstrated ability to prepare well-written reports in English is required. English test will be given.

KNOWLEDGE, SKILLS, AND ABILITIES: Strong knowledge of technical, scientific, and policy issues related to energy policy is essential. Thorough understanding of the key logistical challenges faced in Ethiopia and a proven ability to develop and implement innovative solutions to such challenges, either in the region or in a similar development context is also required. Should possess demonstrated experience working collaboratively with institutional and private sector partners and stakeholders. Experience implementing activities designed to leverage private investments to support development goals in the area of energy is required. Should possess good organizational skills and knowledge of effective approaches in managing for results. Should be proficient in the use of information/computer systems. Knowledge of U.S. Government development assistance program processes and practices would be an asset. The following are required skills—high-quality organizational, interpersonal, planning, writing, and oral communication skills; self-motivation and the ability to work independently in an efficient and timely manner; analytic and problem-solving skills; and ability to work in a cooperative, team-oriented manner. Ability to shepherd projects in various stages of design and implementation; this may include developing budget spreadsheets and statements of work and/or reviewing and analyzing project reports, financial statements and quarterly/annual results reporting to ensure on-time achievement of project deliverables. Incumbent must be dynamic and pro-active, with an eye for detail. Strong working knowledge of the Microsoft Office Suite, as well as web-based systems, is required. Ability to use Geographic Information Systems (GIS) and web-based knowledge sharing tools would be an asset. Ability to develop and maintain strong working relationships across cultures, on teams, and with a broad range of development partners.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form [[Universal Application for Employment \(DS-174\)](#)] to USAID Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. The USAID mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

Note 1. The salary range is subject to final approval by the USAID Washington and may differ from salary listed in announcement.

NOTE: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND IS ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [Universal Application for Employment \(DS-174\)](#). FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.

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