

**SOLICITATION No. 663-S-15-001**  
**U.S. Resident Hire PSC**  
**Senior Cross-Cutting Democracy and Governance Advisor**  
**USAID Addis Ababa, Ethiopia**

1. SOLICITATION NUMBER: 663-S-15-001
2. ISSUANCE DATE: March 9, 2015
3. CLOSING DATE/TIME: April 8, 2015
4. POSITION TITLE: Senior Cross-Cutting Democracy and Governance Advisor
5. MARKET VALUE: The market value for this PSC is equivalent to a GS-13 level.  
  
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 **two** years, with the possibility of an annual extension up to five years. No PSC contract may exceed a five year period of performance.
7. PLACE OF PERFORMANCE: Addis Ababa, Ethiopia
8. DIRECT SUPERVISOR: Democracy and Governance Officer
9. SECURITY ACCESS: Employment Authorization only
10. AREA OF CONSIDERATION: US (as further defined in footnote no. 1 below)<sup>1</sup> with a hiring consideration for eligible family members and US staff adult family dependents under chief of mission authority.

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**A. BASIC FUNCTION OF POSITION**

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<sup>1</sup> 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.

The incumbent serves as a cross-cutting program specialist – democracy and governance advisor -- to provide technical expertise to the Democracy and Governance Office on the full scope of its democracy and governance portfolio, including cross-cutting programming with other USAID Ethiopia technical offices. S/he reports on, analyzes and offers conclusions, advice and recommendations on matters pertaining to 1) political developments, trends and climate, particularly as they relate to the establishment of the culture and practices of good governance; 2) issues that impact upon other technical areas, including but not limited to health, agriculture and education; 3) institutional strengthening, capacity building and reform needs and strategies for government and civil society organizations; 4) government, political party, civil society and donor strategies and activities that support and promote democracy and governance; and 5) points of likely common ground between political actors that could offer opportunities for constructive, informed and inclusive dialogue and consensus building. On this basis, s/he develops, monitors, and evaluates the overall cross-cutting democracy and governance strategy for the mission through timely advice on policy development, capacity building and program activities.

The incumbent serves as the Democracy and governance advisor to mission management in order to provide up-to-date information on political trends, relationships and implications for broader U.S. development interests in Ethiopia. Upon request from the office director and/or office deputy director, s/he provides such information as it relates to U.S. diplomatic and development efforts and interests to embassy staff. S/he assesses and advises on matters relating to the Embassy Mission Performance Plan, the USAID's Country Development Cooperation Strategy, USAID sector strategies and the strategies and plans of other major donors to Ethiopia, including the multilateral institutions. S/he is responsible for making major contributions to the formulation of the Mission's cross-cutting Democracy and Governance support agenda and co-ordinating it with similar efforts proposed by other donors, the government of Ethiopia and civil society. S/he works with or relates to numerous Government of Ethiopia ministries/agencies, as well as all multilateral and bilateral donors. S/he primarily deals with technical counterparts in the Government of Ethiopia and from foreign donor agencies.

S/he liaises with other mission offices to ensure synergies between the democracy and governance strategies and activities and those of other sectors and also provides guidance and support assistance to other mission offices to establish and sustain relationships with bilateral partners and other donors. Conducts analysis, strategy development, program design, implementation, monitoring and evaluation and reporting on matters pertaining to building the capacity of good governance; promoting good governance reforms, the rule of law, respect for human rights, and improved conflict management policies and practices. Serves as Agreement/Contract Officer's Technical Representative A/COTR for projects as agreed with office director.

## **B. MAJOR DUTIES AND RESPONSIBILITIES:**

The incumbent advises the director, deputy director, democracy and governance office chief and deputy chief, development objective (DO) team leaders, and other mission staff on democracy and governance issues as they relate to cross-cutting themes in program design, evaluation, negotiations and implementation. Advice is based on tracking issues, trends and developments, review of original or

secondary data sources and analyses that have or promise to have a bearing on USAID’s program design, direction and implementation processes.

<b>Major Duties and Responsibilities</b>	Approximate % of time
<p>1. DEMOCRACY AND GOVERNANCE IMPACT ON USAID. Drafts analyses and reports to keep the Mission abreast of issues, trends and developments, governmental policies and government, political party and civil society strategies that impact on cross-cutting governance issues. These include analyses and reports on:</p> <ul style="list-style-type: none"> <li>▪ Political developments, trends and climate, particularly as they relate to the establishment of the culture and practices of cross-cutting governance issues;</li> <li>▪ Relations and interactions between individual political parties and their specific constituencies and between government and civil society as a whole;</li> <li>▪ Institutional strengthening, capacity building and reform needs and strategies for government and civil society organizations, political parties and government and private media;</li> <li>▪ Government, political party, civil society and donor strategies and activities that support democracy and governance;</li> <li>▪ Points of likely common ground between political antagonists that could offer opportunities for constructive, informed and inclusive dialogue and consensus building.</li> <li>▪ Advises on opportunities to integrate accountable governance within the Mission’s portfolio.</li> </ul>	30%
<p>2. USAID PROGRAMMING: Coordinates and manages, or contributes to:</p> <ul style="list-style-type: none"> <li>• The design, implementation, modification, monitoring, evaluation and reporting on USAID democracy and governance activities with a focus on social accountability efforts;</li> <li>• Semi-annual portfolio reviews;</li> <li>• DG sections of the mission annual report;</li> <li>• Development of performance monitoring and reporting documents;</li> <li>• Preparation and oral presentation of briefing books and other information materials for visiting U.S. Government officials;</li> <li>• Assessment, monitoring, evaluation and VIP field visits;</li> <li>• Developing the terms of reference for and undertaking studies and assessments to prepare and update the USAID strategy statement and to inform program and activity design.</li> </ul>	30 %
<p>3. EXTERNAL CONTACTS: Maintains an extensive range of contacts with officials of the Ethiopia Government, international organizations, multilateral and bilateral donors, civil society organizations, the private sector, university and other “think tank” research institutes, and professional associations, as is required to make use of and project USAID influence with these organizations, especially relating to cross-cutting technical issues.</p>	15 %

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| 4. OUTSIDE MEETINGS: Represents USAID, in coordination with mission management and the Embassy, at official meetings, workshops and seminars organized by government, donors and non-governmental organizations, and review, and reports back to USAID on the discussions. May be responsible for presenting USAID policy positions and activities at such meetings, in consultation with mission management. | 15%  |
| 5. PRESENTATION AND ADVICE: Presents the results of democracy and governance analyses to Mission management and advises on major related developments and their relation to USAID Programs.   | 10 % |

The following specific qualifications are necessary:

**1. Education:** A minimum of a Master’s Degree in political science, law, conflict or human rights is required.

**2. Professional Experience:** At least ten years of progressively responsible experience in the design and management of political policy programs, development, and/or rule of law programs. Prior work experience with the government or civil society organizations, including legal entities is required.

**3. Knowledge, Skills and Abilities:** The successful candidate must have a thorough knowledge of the theory and practice of democracy and governance and democratic principles and practices, including capacity building for government, civil society organizations. A thorough understanding of history, nature and dynamics of politics and governance in Ethiopia and the level of development, interests and perspectives of government, political party and civil society stakeholders. Demonstrated capacity to develop and maintain an extensive range of senior/high level contacts in governmental (ministerial) and private sector circles. Ability to inter-relate democracy and governance issues, trends and developments to the broader political forces and factors at work in the host country. Ability to prepare factual and interpretive reports covering complex subject matter is required. Ability to plan, organize, and execute complex projects conducted independently. Proven ability to prepare precise and accurate factual and analytical reports. Demonstrated ability to effectively present in writing conclusions/analysis for field trip reports, special reports, studies, memoranda of record to document meetings with senior Government of Ethiopia officials, etc. In addition, the incumbent will be expected to attend meetings, conferences, workshops, etc., in and outside of Ethiopia at which they will be expected to represent the mission’s policies and program objectives.

**C. 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. Language	10 points
2. Education	10 points
3. Prior in Work Experience	40 points
4. Knowledge, Skills and Ability	40 Points
Maximum Points	100 Points

**D. 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 finalist will be contacted by USAID with respect to their applications.

E. All applicants must complete the [Universal Application for Employment \(DS-174\)](#).

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).**

**Application should be submitted to:**

**Points of Contact**

**Fekadu Tamirate**

**HR Specialist**

**USAID/Ethiopia**

**Email: [Ftamirate@usaid.gov](mailto:Ftamirate@usaid.gov) and/or [rmillion@usaid.gov](mailto:rmillion@usaid.gov)**

**Late applications will not be considered.**