



REF No.: 674-15-1002

Position/Salary Range: Project Management Specialist – Environment & Governance
FSN-10: R354,988.00 – R496,987.00 (Full performance- Basic Salary)
FSN-09: R250,563.00 – R350,828.00 (Trainee level- Basic Salary)
Additional benefits include miscellaneous allowance, medical and pension fund subsidy and housing and dependents' education assistance subject to qualification.

Open To: All South African citizens and permanent residents with valid work permits at the time of application.

Location: USAID/Southern Africa
Regional General Development Office (RGDO)
Pretoria, South Africa

Opening: November 13, 2014

Closing: November 28, 2014

Work Hours: Full-Time; 40 hours/week

USAID/Southern Africa, an equal opportunity employer, seeks applicants for the above positions:

English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. Interested applicants who do not meet this qualification ARE ENCOURAGED NOT to apply as their applications will not be considered.

BASIC FUNCTION OF POSITION:

The Regional General Development Office (RGDO) administers a diverse portfolio of both South Africa bilateral and Southern Africa regional projects valued at nearly 100 million USD. The RGDO portfolio supports USG foreign policy interests in Southern Africa and is subject to intense executive branch and congressional scrutiny. Geographically, RGDO manages activities throughout the Southern African Development Community (SADC), with several projects that extend beyond the SADC member states. The RGDO portfolio is managed by 17 staff members and includes projects in democracy and governance, environment, basic and higher education, and numerous special initiatives. RGDO also provides technical support to presence and non-presence countries in Southern Africa.

The incumbent will serve on the RGDO Environment Team as an Environmental Governance Specialist. Weak governance, including rule of law, is a critical constraint to natural resource management in Southern Africa, including inadequate citizen awareness of and demand for sound natural resource management and a lack of government capacity to sustainably manage natural resources and mitigate and adapt to climate change.

The incumbent is expected to have in-depth knowledge in the areas of environmental governance and natural resource management (NRM). Additional experience in the related areas of environmental law, biodiversity conservation, climate change adaptation and mitigation, and/or water will be helpful but is not required. The incumbent is responsible for developing innovative governance-based approaches to environmental problems in Southern Africa. S/he is expected to have a strong understanding of how to use legal and governance tools to promote environmental stewardship, including strengthening legal frameworks, building institutional capacity, supporting democratic decision-making, improving transparency and accountability, fostering public participation and environmental advocacy, and promoting environmental compliance and effective implementation of environmental laws.

The incumbent will be responsible for developing broad knowledge and keeping abreast of the latest technical developments with a specific focus on environmental governance. Incumbent may be asked to develop other in-depth technical knowledge in one or more of the environment technical areas as directed by the Environment Team Leader. The incumbent will be expected to apply this expertise to program and strategy development, project management, and evaluation of development programs in South Africa and throughout the USAID/Southern Africa region. The incumbent will be responsible for developing detailed knowledge of current and emerging trends for using governance approaches to support conservation of biodiversity and promote sustainable management of natural resources, including addressing the illegal trade in wildlife in Southern Africa, an emerging global priority for USAID. S/he will also be responsible for establishing and maintaining close working relationships with staff of public and private institutions and not-for-profit organizations working on these issues in Southern Africa.

Under the general guidance of the Environment Team Leader or their designate, the incumbent will be directly responsible for the achievement of results and all aspects of program implementation for at least one USAID-supported environment project. S/he will be expected to represent USAID/Southern Africa at various forums, both in South Africa and USAID/Southern Africa non-presence countries, to present USG technical and policy decisions. This will include meetings on a regular basis with mid- and high-level host government officials, representatives of various national and regional institutions and organizations, U.S. Embassy officials, and other USG agencies.

MAJOR DUTIES AND RESPONSIBILITIES

A. Project Development and Management

The incumbent will support the full range of project development and management of environment program activities in RGDO. S/he will assist with the conceptual design of activities and contribute to planning for program activities in the RGDO. S/he will be responsible for the implementation of program activities as assigned, and will provide monitoring and evaluation oversight for program activities. S/he will serve as AOR, COR and/or Activity Manager for at least one award valued up to 10 million USD. The incumbent will be responsible for the close-out of completed activities, as appropriate. Illustrative responsibilities will include:

- Providing oversight of and/or technical guidance to environment projects and activities in environmental governance sector, including wildlife trafficking.
- Serving as a technical leader in the design of projects and activities that maximize environmental, social, and economic benefits.
- Developing proposals, activity design documentation, and scopes of work or terms of reference, consistent with established USAID policies and regulations, for multi-year programs valued up to 20 million USD;
- Leading, facilitating, and supporting processes to seek input from a variety of internal and external stakeholders in multiple countries to inform program design and management;
- Developing and providing inputs for the writing or amendment of Requests for Application (RFAs), Requests for Proposals(RFPs), Task Orders, Annual Program Statements, and other procurement mechanisms consistent with USAID goals;
- Leading, facilitating, and supporting the programmatic and financial review of project activities, as necessary. Reviews may include audits, assessments or evaluations;
- Conducting routine monitoring and evaluation of project progress by reviewing workplans and reports, conducting site visits, and maintaining ongoing contact with implementing partners. The incumbent will monitor program activities to ensure compliance with applicable environmental regulations;
- Reviewing and determining appropriate implementing mechanisms and modifications and making recommendations to the RGDO Office Chief, Environment Team Leader, and ROAA;
- Undertaking regular analyses of the financial information of project activities, including pipeline analysis and expenditure review, and formulate updates for the RGDO Office Chief, Environment Team Leader, or Mission management

B. Technical Assistance and Support to other USAID

The incumbent will assist the USAID/Southern Africa Environment Team to support other USAID client mission in the region. Illustrative responsibilities include:

- Analyzing technical information and trends to provide succinct, technically sound advice to USAID senior staff and partners to deliver technical programs for NRM, biodiversity conservation, climate change, water, and related areas;
- Coordinating with appropriate USAID staff in other missions, Washington or other Embassy entities to develop program design documents, evaluation reports, scopes of work and other materials;
- Prepare relevant technical reports and documents for the US government on trends, issues, challenges and progress on environmental governance, NRM, and other related issues.

C. Other Duties

The incumbent will respond flexibly to other work-related requirements at the discretion of Mission management, the RGDO Office Chief, or Environment Team Leader.

- Incumbent will respond to Washington enquiries and/or requests, including those for Congress;
- Support VIP visits;
- Represent the Mission and RGDO's Environment Team at technical and policy events with senior political and technical officials, as appropriate.

REQUIRED QUALIFICATIONS AT THE FULL PERFORMANCE LEVEL:

Education:

A bachelor's degree or equivalent formal education in an environmental related field is required.

Prior Work Experience:

Seven years of progressively responsible, prior experience in development with experience in environmental governance, NRM, biodiversity conservation, and related environment sectors. Experience should also include analysis and interpretation of data and presentation of findings in written and oral form. Prior work experience with host government organization, private sector institutions, or bilateral or multilateral development agencies is highly desirable.

Post Entry Training:

Training may be available to the incumbent on USAID policies, and procedures and COR/AOR .

Language and Communication Proficiency:

Excellent written and oral communication skills in English required, level four (4). Must be able to obtain, analyze, and evaluate complex data and to prepare precise and accurate reports to various audiences. The incumbent must be able to communicate complex technical issues to diverse audiences.

Knowledge:

A thorough understanding of the technical and administrative elements of the program design, implementation, and monitoring processes is required. A strong grasp of computer applications is required. Broad knowledge of financial management and internal control processes is desirable. Knowledge or experience in environment issues in South and Southern Africa is required.

Skills and Abilities:

The incumbent must be capable of working independently on a number of tasks simultaneously with minimal supervision. Project implementation work involves the analysis of financial, administrative, economic, social, and technical factors, as well as management of complex obligation, contracting, and implementation actions and procedures. Monitoring and coordination responsibilities involve the creation of, application of, and training on reporting and management control systems, as well as analysis/interpretation of problems and advice to high level Mission management, including the Mission Director or their designate. All of these responsibilities require the incumbent to plan ahead and develop, check, analyze, interpret, and evaluate facts before work can progress.

The incumbent must be able to analyze complex and technical information to make independent recommendations for USG programming and management. The incumbent will also encourage innovation in the management and use of Mission programs and resources.

The incumbent must be able to identify, mobilize, and draw upon effectively the expertise of technical and managerial personnel in the Mission. They must be able to work in teams and lead teams set up for both broad and specific events and projects. In addition, the incumbent will be expected to participate actively in meetings as appropriate with the Embassy, USAID/Washington representatives, other donors, counterpart government officials, partners and technical experts. Demonstrated capability for perceptive analysis and the ability to write and speak effectively in these contexts are required skills. Ability to develop and maintain a network of technical experts and partners in environment and climate change areas is also necessary.

Evaluation Criteria and Weights:

1. Education/Weighted 5% based on initial application review.
2. English Language Skills/Weighted 20% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 25% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 25% based on written assessment and interview.

How the Selection will be made:

The successful candidate will be selected based upon the following:

1. a preliminary review of the applicant's submitted package (which includes the Cover Letter and CV) to establish that minimum educational and English writing fluency requirements are met; and
2. tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, Powerpoint; and any technical skill test that might be deemed appropriate;
3. a personal or telephone/DVC interview; and
4. reference checks.

- USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.
- The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**
- Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.** References will only be solicited for those interviewed applicants who are being considered for ranking.
- Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Section Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.
- As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/SA.

USAID/SA reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Applicability:

This position is open to all South African citizens and permanent residents with valid work permits at the time of application. USAID/SA management will consider nepotism/conflict of interest, budget, section need for continuity and residency status in determining successful applications. Current USG employees on probationary status (i.e. within their first year of employment) are not eligible to apply.

Compensation:

The Project Development Specialist –Environment & Governance will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, pension fund and medical aid subsidy. Subject to qualification, compensation for housing and dependents education assistance is also available. The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and English language fluency requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications WILL NOT BE CONSIDERED.

For an application package to be considered complete, please follow the following instructions and submit your application through one of the channels mentioned below:

1. Ensure that your application is accompanied by a Cover Letter,
2. Include a CV of no more than 3 pages, and
3. Ensure that all communications (including your Cover Letter) includes the Announcement Reference # and the Title of the Position(s) for which you are applying.

Failure to comply with these instructions may result in your application being considered “non responsive” and eliminated from further consideration.

1. P-Net Website:

www.pnet.co.za

Please note that you will be required to register on the site first before you can upload your application material and/or CV to be considered.

2. E-mail:

jobapplications@usaid.gov

[jobapplications\(at\)usaid.gov](mailto:jobapplications(at)usaid.gov)

Point of Contact:

Penny Mamabolo, Telephone: (012) 452-2058

Theresa Owusu: (012) 452 2130

Paula Vernon: Telephone: (012) 452-2028

Only short-listed candidates will be acknowledged.

Closing date for this position: November 28, 2014 (Close of Business).

The U.S. Mission in South Africa provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to further equal employment opportunity in all personnel operations through continuing enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.