



USAID | SOUTHERN AFRICA

Reference No.: 674-15-1013

Position/Salary Range: Project Development Specialist -Energy
FSN-12: R563,713.00 – R789, 191.00 (Full performance - Basic Salary)
FSN-11: R407,533.00 – R570, 542.00 (Trainee level - Basic Salary)
Additional benefits include miscellaneous allowance, medical and pension fund subsidy, housing allowance 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 Economic Growth Office (REGO)
Pretoria, South Africa

Opening: March 19, 2015

Closing: April 02, 2019, 2015

Work Hours: Full-Time; 40 hours/week

USAID/Southern Africa, an equal opportunity employer, seeks applicants for the above position.

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 Energy Specialist is responsible for field management of the USAID/Southern Africa regional energy portfolio which includes activities under the President's Power Africa and Global Climate Change initiatives. Power Africa seeks to strengthen legal, regulatory, and enabling environments in Sub-Saharan Africa to facilitate greater private sector participation and investment in the electricity sector to support sustainable economic development. The Global Climate Change initiative seeks to reduce greenhouse gas emissions by accelerating the deployment of clean energy technologies, policies, regulations, and practices. The Specialist designs and manages primarily clean energy activities and provides technical and representational leadership to ensure USAID/Southern Africa programming sustainably supports US Government objectives in the Southern Africa region. The Specialist is located in the USAID/Southern Africa Regional Economic Growth Office (REGO), works under the supervision of the Regional Energy Advisor, and will interact frequently with the Power Africa Office.

Major Duties and Responsibilities:

A. Program Development and Management 45%

The Regional Energy Specialist will design and manage the implementation of contracts and/or grants in the Southern Africa regional energy portfolio, as follows:

- Discharge the full range of Contract Officer's Representative (COR)/Assistance Officer's Representative (AOR)/Activity Manager responsibilities for one or more USAID contracts, assistance agreements, and/or grants. The incumbent ensures high performance of all program management functions including planning, budgeting, implementation, monitoring, evaluation, and managing for results.
- Draft internal and external USG documents required for reporting the status and plans of activities. These include annual operational plans, annual resource plans, annual performance reports, Congressional

Budget Justifications, Congressional Notifications, procurement documents, and other reporting as necessary.

- Contribute to required monitoring and evaluation efforts, such as the designing and monitoring of Performance Monitoring Plans (PMPs), completion of data quality assessments, and completion of Portfolio Reviews.

B. Representation & Technical Leadership 45%

The Regional Energy Specialist will provide technical leadership to ensure that USAID/Southern Africa energy programming represents best practices in the field for promoting private sector investment in the energy sector and for promoting greater adoption of clean technology policies, regulations, and practices in Southern Africa, as follows:

- Serve as the technical energy expert, advising on the development and implementation of Mission energy-related strategies and activities.
- Lead USAID program execution to strengthen and deepen engagement with government Ministries, utilities, regulators, and other national and regional organizations on issues of regional energy, infrastructure, finance, and climate change mitigation.
- Responsible for effective outreach and coordination with partners in Southern Africa, including but not limited to: USAID technical offices in Washington and the Power Africa office in Pretoria; Ambassadors, Mission Directors, and other senior USG Agency representatives with energy-related activities (e.g. OPIC, USTDA, USTR, etc.); national level counterparts; bilateral and multilateral donors; and corporate executives.
- Maintain close relations with private industry, international and regional research institutions, centers of excellence, and a wide network of professional colleagues, to assess, analyze, and identify trends and policies related to energy in the Southern Africa region.
- Represent USAID/Southern Africa at meetings, workshops, and conferences organized by various organizations, including other donors and international organizations.

C. Other Duties 10%

The incumbent will respond flexibly to other work-related requirements, such as:

- Responding to Washington inquiries, including those for Congress
- Supporting VIP visits
- Carrying out ad hoc assignments as dictated by unforeseen operational requirements at the discretion of USAID/Southern Africa's Mission Director, Deputy Mission Director, REGO Office Director, and Regional Energy Advisor.

Given the regional nature of the position, the incumbent will be expected to travel within Southern Africa up to 50% of the time.

Required Qualifications at the Full Performance Level:

a. Education:

A Bachelor's degree is required in a relevant field -- international business, international economics, finance, international law, energy or other related field. A master's degree is preferred.

b. Prior Work Experience:

- Minimum of seven (7) years of progressively responsible experience in implementing energy programs, managing donor programs in energy and/or working in the private sector in an energy-related position.
- Should have experience working in one or more of the following areas: clean energy, energy policy and sector reform, grid and/or off-grid energy generation and transmission, utility management, and/or energy sector capacity building.
- Experience with host-government organizations, private sector institutions, or bilateral or multilateral development agencies on energy sector development is highly desirable.

c. Post Entry Training:

Training to the incumbent on USAID policies and procedures, including COR/AOR certification, will be provided.

d. **Language 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.

e. **Job Knowledge:**

Demonstrated knowledge of relevant technical, financial, and policy problems and strategies in the area of clean energy in Southern Africa is required. 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 of USAID development assistance program processes and practices is desirable.

f. **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 energy 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 Selection 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 -Energy 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 **4 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

Paula Vernon, Telephone: (012) 452-2028

Lavinia Denation, Telephone: (012) 452-2054

Only short-listed candidates will be acknowledged.

Closing date for this position: April 02, 2015 (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.