



# USAID | SOUTHERN AFRICA

**Reference No.:** 674-15-1017

**Position/Salary Range:** Development Assistance Specialist – Liaison and Micro-Grid  
FSN-11: R407,533.00 – R570, 542.00 (Full performance - Basic Salary)  
FSN-10: 354,988.00 – R496, 987.00 (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  
Power Africa & Trade Africa Office (PATA)  
Pretoria, South Africa

**Opening:** March 19, 2015

**Closing:** April 02, 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 Development Assistance Specialist (USADF Liaison and Micro-Grid Specialist) position is located in the Interagency Transactions Office, PATA Office of the Coordinator, in Pretoria, South Africa. The US African Development Foundation (USADF) is a USG agency supporting Power Africa, which provides grants to African enterprises, co-operatives, and community-based organizations to build capacity and expand economic activities. Power Africa cooperates with USADF to leverage funding to promote technical, managerial, and organizational improvements in the energy sector, and provides assistance in project design and business planning. The Specialist serves as the principal liaison between PATA and USADF activities, including off-grid and micro-grid solutions that deploy renewable resources and stimulate economic activity. The Specialist also supports the design and implementation of USADF activities in Power Africa targeted countries and ensures strategic alignment of USADF activities under the overall Power Africa strategy.

The Specialist works under the supervision of the Supervisory General Development Officer with the Specialist receiving portfolio guidance from both USADF and PATA.

**Major Duties and Responsibilities:**

The Development Assistance Specialist (USADF Liaison and Micro-Grid) will be the lead in introducing micro-grid technology in order to integrate renewable resources at the community level, improve reliability, reduce carbon emission, ensure diversification of energy sources, and potentially reduce costs. The Specialist participates in program design to introduce micro-grid technology and provides choices regarding electricity generation sources and supply to minimize power disruptions, and fill ever-growing demand to curb greenhouse gas emissions through the employment of, for example, multiple distributed generation systems, such as solar power in homes and businesses, biodiesel-fueled generators, distributed energy storage devices and the use of such advanced technologies as "smart meters."

## Responsibilities:

### The Specialist:

- initiates activities to stimulate interest in micro-grid and off-grid technologies.
- fields requests and inquiries submitted by potential users.
- provides and directs responses and/or directs questions to appropriate Power Africa or USADF staff members, including recommendations for public and private sector partnerships which show potential for furtherance of USG, USAID, PATA and USADF goals and objectives for the sector.
- collaborates with other internal staff and technical experts in the field to track energy projects, trade events, potential partners, private sector inquiries, and other information related to micro-grid and off-grid activities.
- serves as a central point of contact for other PA energy-related activities and programs from other agencies.
- promotes exposure of micro-grid and off-grid technologies through trade events, such as webinars, trade missions, shows, roundtables, etc. related to furthering energy-related activities, goals, and objectives of Power Africa.
- organizes and hosts micro-grid and off-grid technology-related trainings and events, including securing speakers and recruiting potential U.S. exporters and contacts to these events.
- prepares and publishes reports on business opportunities and regulatory developments in the smart micro-grid technology sector, which includes the preparation of papers outlining upcoming major projects in priority countries, contact lists for agents, distributors, buyers, and relevant government agencies, key legislation, regulations, etc.
- outlines the steps necessary to submit proposals, import equipment, and the granting of entry and licensing requirements for engineers and technical specialists.
- reviews potential technical training opportunities for learning more about micro-grid technology that may be available from USG facilities and US universities and trade schools.
- offers expert counsel to U.S. private-sector firms on the specific challenges and opportunities in Power Africa focus countries related to smart micro-grid technology, and advise U.S. companies positioned in key Trade Africa sectors of possible opportunities.
- organizes and hosts smart micro-grid technology sector-related trainings and events, including securing speakers and recruiting potential U.S. exporters and contacts to these events.
- organizes reverse-buyer missions to trade shows and events, in order to facilitate U.S. exports and investment to key development sectors, in cooperation with USADF.
- consults with recognized industry experts on the technical aspects of proposed micro-grid and off-grid projects as necessary, and obtains additional background information through field visits, by contacting representatives of private firms, interviewing USAID and Embassy personnel, and through correspondence with officials in host countries and other sources.
- provides support to host-country governments in order to evaluate the commercial viability of micro-grid and off-grid technologies, including the identification of possible financing sources.
- offers expert counsel to U.S. private-sector firms on the specific challenges and opportunities in Power Africa focus countries related to micro-grid and off-grid technologies and advises U.S. companies of possible opportunities.
- provides guidance, expertise, and direction to host-government ministries on the adoption of reforms necessary to encourage private-sector investment in smart micro-grid technology.

## **Required Qualifications at the Full Performance Level:**

### **a. Education:**

A master's level degree in a field related to engineering, energy or business management is required. This can include statistics, economics, sociology, political science or other related fields.

### **b. Prior Work Experience:**

The job holder should have five to seven years of experience conducting or managing projects in the energy sector of a foreign country. Experience on more than one project is preferred. Experience in doing routine project management tasks is desired though not required.

### **c. Post Entry Training:**

- AOR/COR, GLAAS and ethics training (among other opportunities).

### **d. Language Proficiency**

Level IV English proficiency. The applicant must be able to read, write and speak fluent English.

### **e. Job Knowledge:**

The incumbent:

- should have demonstrated familiarity and knowledge of project management as well as demonstrated knowledge of host-government development perspectives, objectives and priorities, particularly in the program portfolio.
- should have Solid computer skills in basic office software applications.
- should be able to work independently, as well as a team member, in carrying out the duties described above. A good knowledge of U.S. Government or USAID programming policies, regulations and procedures is not required but will receive favorable consideration.

### **f. Skills and Abilities:**

This position requires strong operational and analytical skills as well as strong interpersonal and communication skills. The incumbent should be able to work effectively with superiors, subordinates, colleagues and partners alike. S/he must have excellent written and oral communication skills and be able to provide sound professional advice to senior PATA staff, as 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;
  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 Development Assistance Specialist (USADF Liaison and Micro-Grid) 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](http://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.

OR

2. E-mail:  
[jobapplications@usaid.gov](mailto: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.