



# USAID | SOUTHERN AFRICA

REF No.: 674-15-1018

**Position/Salary Range:** Project Development Specialist – Democracy and Governance.  
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 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 Environmental, Education and Democracy Office (REED)  
Pretoria, South Africa

**Opening:** May 11, 2015

**Closing:** May 24, 2015

**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 incumbent will serve as the senior Democracy, Human Rights and Governance (DRG) Foreign Service National (FSN) in the REED. S/he is expected to have professional expertise in the areas of Gender Based Violence, human rights, rule of law and the judicial sector, civil society development, good governance and anti-corruption. The incumbent is expected to work with minimal supervision 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. This will include demand driven DRG technical support to both USAID presence and non-presence countries in the Southern Africa region. As such, the incumbent will be responsible for developing a thorough knowledge of the current developments in the field of DRG and establishing and maintaining close working relationships with high level staff of public, private and not-for-profit organizations working on these issues in Southern Africa. In the area of project management the incumbent will be directly responsible for achieving results and all aspects of program implementation for a portfolio of approximately 20-25 million USD, including: (1) Increasing Services for Survivors of Sexual Assault in South Africa, a \$10 million program to assist the South African Government in upgrading and expanding its national network of rape-crisis centers known as the Thuthuzela Care Centers; (2) Improving Case outcomes for Gender-based Violence Pilot (ICOP), a new \$2.18 million project that will support South Africa in reinstating the Specialized Sexual Offense courts; (3) the trilateral assistance program, a \$7 million initiative with the South African Government to develop their capacity to provide targeted technical assistance to third country partners to meet the needs of African development challenges; and (4) regional DRG projects to be determined valued between 250,000 to 10 million USD. S/he will also supervise employee(s) managing an additional \$5 million in programming, including the regional victims of torture program and regional elections program. S/he will be expected to represent USAID/Southern Africa at various forums in South Africa, USAID/Southern Africa presence and non-presence countries, and international conferences and forums. This may include representing USG to Ministers and Deputy Ministers on a periodic basis.

Regular meetings will be held with high level host government officials (Director General level), representatives of various national and international organizations, U.S. Embassy officials (including Ambassadors) and other USG agencies. He/she will be asked to prepare and present written and oral materials on technical programs and topics for Mission Directors, Assistant Administrators and Congressional staff.

### **Project Development and Management (40%)**

The Incumbent will be responsible for a full range of project development and management of bilateral and regional DRG program activities in REED. S/he will lead the conceptual design of activities and contribute to technical and financial planning for program activities in the REED. As Agreement Officer Representative (AOR), Contracting Officer Representative (COR) or Activity Manager, s/he will be responsible for the implementation of program activities as assigned and will provide monitoring and evaluation oversight for program activities, for a portfolio valued between 20-25 million USD. The incumbent will be responsible for the close-out of complete activities, as appropriate. Illustrative responsibilities include:

- Developing proposals, activity design documentation and scopes of work or terms of reference, consistent with established USAID policies and regulations;
- Prepare Requests for Application (RFAs), Requests for Proposals (RFPs), Task Orders, Annual Program Statements, and other procurement mechanisms consistent with USAID goals;
- Convening and leading multi-sectoral, multi-office teams to develop new programs and to manage existing programs;
- Ensuring all activities are compliant with U.S. laws, USAID regulations and policies, international law, and bilateral international agreements between the U.S. Government and host country governments;
- Ensuring that program activities are in compliance with USAID financial regulations. Reporting any financial discrepancies to the DRG team leader, REED Office Chief and Financial Management Office.
- Working closely with financial staff on the liquidation of advances; reviewing and providing administrative approval for assigned activities; undertaking regular analyses of the financial information of project activities, including pipeline analysis and expenditure review, and formulating updates for the Mission Management.;
- Facilitating the programmatic and financial review of project activities, as necessary. Reviews may include audits, assessments or evaluations;
- Ensuring compliance with Non-Federal Audits (NFAS) and closure of open recommendations;
- Conducting routine technical monitoring and evaluation of projects 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;
- Preparing inputs or updates for the Operational Plan (OP), Performance Plan & Report (PPR) and Regional and Country Development Cooperation Strategies. The incumbent will also collect, organize and prepare data for use by the Mission and AID/Washington, and for any other official requirements;
- Reviewing and determining appropriate implementing mechanisms and modifications and making recommendations to the DRG team leader, REED Office Chief and ROAA

### **Technical Leadership and Supervision (30%)**

The incumbent will provide technical leadership in the implementation of USAID DRG activities in USAID/Southern Africa. S/he has an understanding of the entire DRG portfolio, provides technical leadership in the preparation of Mission DRG strategy, and will supervise junior staff members. In this capacity, the incumbent will monitor program and employee progress, provide advice, counseling and identify training needs and opportunities. S/he will independently identify performance achievements as well as problems and initiate appropriate actions in consultation with the DRG team leader and RGDO office chief as appropriate. Illustrative responsibilities include:

- Counseling the USAID Mission(s) in the areas of Southern Africa political systems, governance policy, human rights and international standards;
- Analyzing the policy documents of government and non-governmental organizations in Southern Africa and other donors operating in the country to identify "targets of opportunity" for future USAID interventions in support of democracy and good governance;

- Providing technical leadership and coordination in the preparation of the REED office operational plans, DG strategy, M&E framework, portfolio reviews and other key planning, implementation and M&E activities;
- Providing expert technical and programmatic information and assistance as requested by USAID Mission Director and Office Chief, including content for reporting documents, speeches, cables, analyses, and briefing papers;
- Serving as point person in the coordination of DRG Programs implementing partners to put in place appropriate procedures for better coordination among DRG teams, partners and regional programs;
- Coordinating best practice dissemination and potential areas of cooperation with all DRG partners;
- Working with USAID/ Washington and other USG agencies to identify potential partners and activities to support, including developing concept papers and reviewing proposals for funding provided by donors outside USAID/Southern Africa;
- Representing USAID/Southern Africa at internal and external meetings on issues related to USAID DRG activities. Meetings may include senior level actors at USAID, Department of State, or other USG Agencies or senior representatives from host country governments or donor agencies and NGOs.
- Representing USG policy and technical perspectives to diverse audiences. This will include independent preparation and delivery of written and oral analysis and presentations for senior technical experts in public, civil society and private sectors, as well as donors. This will include senior government officials, including Ministers, Deputy Ministers, Ambassadors and Congressional representatives;
- Coordinating closely with USAID/Southern Africa President's Emergency Plan for AIDS Relief (PEPFAR) team regarding the implementation, management and reporting for all PEPFAR funded activities in the RGDO portfolio;
- Supervising at least one Foreign Service National and other short-term staff as required, including oversight of performance, providing technical direction and mentoring more junior staff.

#### **Regional DRG Technical Assistance (20%)**

The incumbent will provide demand driven DRG technical support to both USAID presence (Zimbabwe, Mozambique, Malawi, Zambia, Namibia, Angola, and Botswana) and non-presence (Lesotho, Swaziland) countries in the Southern Africa region. This assistance will be by nature dependent upon the needs of the USAID client missions in presence countries and by key USG stakeholders in non-presence countries. As such, the incumbent will be responsible for developing a thorough knowledge of the current developments in the field of DRG and establishing and maintain close working relationships with high level staff of public, private and not-for-profit organizations working on these issues in Southern Africa. The incumbent will also need to be flexible, innovative, and responsive in order to provide a high level of customer service to the USAID client missions and other key USG stakeholders involved in the DRG areas. Illustrative responsibilities include:

- Developing SOWs for DRG assessments, evaluations and activities in both USAID presence and non-presence countries in Southern Africa;
- Identifying additional USG resources and providing assistance with application processes for USAID/Southern Africa client Missions;
- Supporting the development of DRG strategies for USAID/Southern Africa client missions
- Making recommendations to improve and strengthen USAID management for bilateral DG programs in Southern Africa;
- Supporting and Advising key USG actors and stakeholders in non-presence countries in the Southern Africa region on DRG strategy development and resource allocation;
- Providing USAID Southern Africa client missions with back-up AOR/COR support as needed.

#### **Other Duties (10%)**

The incumbent will respond flexibly to other work-related requirements, at the discretion of Mission management or the REED Office Chief. The incumbent will respond to Washington enquires and/or requests, support VIP visits, and carry out ad hoc assignments such as financial/budget related support to the REED.

## **REQUIRED QUALIFICATIONS AT THE FULL PERFORMANCE LEVEL:**

### **Education:**

A post-secondary degree (U.S. bachelor's degree equivalent) achieved with high marks in social science, public administration, business administration, economics, law or its equivalent is required. An advanced degree (U.S. master's degree equivalent) is preferred.

### **Prior Work Experience:**

At least ten years of progressively responsible experience in the design and implementation and/or management of development programs related to democracy such as elections monitoring, strengthening judicial systems or processes, civil society advocacy, community development, strengthening government agencies or similar activities. This experience must demonstrate knowledge about the local conditions and capacities of Southern Africa. The incumbent must demonstrate increasing responsibility for managing, analyzing, coordinating, and guiding significant analytical and project management efforts, including managing human and financial resources toward the achievement of specified program results. Prior work experience with an international firm, government or donor agency is highly desirable.

### **Post Entry Training:**

COR/AOR training will be provided.

### **Language and Communication Proficiency:**

Excellent written and oral communication skills in English required. Must be able to produce publishable quality written documentation and to make oral presentations before high level officials and technical experts.

### **Knowledge:**

Expert knowledge and understanding of professional principles, concepts, technology and current developments around democracy and governance issues in South Africa and the Southern Africa region. The incumbent must have thorough knowledge and understanding of the political situation and the legal sector in Southern Africa. This must be complemented by a good understanding of 1) the economic, political, and cultural characteristics, and 2) the social problems, resources, and development prospects/priorities for Southern Africa. Must have good knowledge, or the potential to acquire such knowledge, of USG legislation relating to development assistance; USAID programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned.

### **Skills and Abilities:**

Must have excellent analytical, management and interpersonal skills. Must be able to conduct complex democracy and governance analysis as the basis for advising senior management. The Incumbent must have ability to obtain, analyze and evaluate a variety of published, non-published and expert sources of data and to organize/present it in concise, logical and convincing written and oral form; independently plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Must be able to independently establish and maintain contacts with senior-level Ministerial officials. Must demonstrate astute judgement, with the ability to navigate complex and sensitive political situations, including those that involve conflict, legal or national sovereignty issues, with maximum diplomacy.

### **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 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, DRG, will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP).

**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](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.

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

Gugu Mbambo, Telephone: (012) 452 2225

Lydia Mosaka, Telephone: (012) 452-2055

**Only short-listed candidates will be acknowledged.**

**Closing date for this position:** May 24, 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.