



REF No.: 674-15-1020A

**Position/Salary Range:** Project Development Specialist – (SPE, PPD & PIMR)  
FSN-11: R519,833.00 – R727,766.00 (Full performance- Basic Salary)  
FSN-10: R443,542.00 – R620,961.00 (Trainee level- Basic Salary)  
Additional benefits include miscellaneous allowance, medical and pension fund subsidy and dependents' education assistance subject to qualification

**Open To:** South Africans and South African permanent resident permit holders

**Location:** USAID/Southern Africa  
Regional Program and Project Office (RPPDO)  
**Pretoria, South Africa**

**Opening:** November 27, 2015

**Closing:** December 11, 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 Regional Program and Project Development Office (RPPDO) is responsible for broad program support and coordination for both the bilateral South Africa program and the Southern Africa regional program. RPPDO serves as principal advisor to Mission management and staff on development issues, strategy, program planning, project development and implementation, and monitoring and evaluation of the bilateral and regional USAID programs. It is responsible for all key reporting to USAID/Washington, such as the Operational Plans (Ops) and Performance Plan and Reports (PPRs); conducts quarterly pipeline reviews of all activities and annual Project Implementation Reviews (PIRs). One of RPPDO's most critical functions is management of the Program Cycle.

The incumbent works with the Project Development Specialist and Project Development Officer on the following Program Office functions and applies to both USAID/Southern Africa's Regional and Bilateral Programs:

- Strategic Planning and Execution;
- Project Planning and Design; and
- Portfolio implementation, monitoring, and reporting

The candidate will co-lead project development and implementation efforts across USAID technical and support offices. The incumbent will ensure compliance with project design precepts, analytical requirements, and approval policies and procedures as contained in Agency-wide or Mission guidance.

**Major Duties and Responsibilities**

The incumbent will provide administrative and programmatic support in relation to all aspects of strategic planning and execution, project planning and design and portfolio implementation, monitoring, and reporting.

**A. Strategic Planning and Execution: 20%**

The specific duties and responsibilities include the following:

- Assists in the preparation and revision of the South Africa and Southern Africa country/Regional Development Cooperation Strategies (CDCS/RDCS);
- Coordinates and consolidate input in the development of Regional and Bilateral Assistance Agreements; and
- Provides support in strategic donor coordination and reporting with other bilateral and multilateral agencies and the Government of South Africa.

**B. Project Planning and Design: 45%**

The specific duties and responsibilities include the following:

- Leads technical teams through the full project cycle, including manage design and assign tasks for preparation of project appraisal documents (PAD);
- Advises the teams' activity design, policy, program, and implementation issues in accordance with the ADS, Missions Orders, and any other required standards;
- Reviews documents produced by the technical teams to ensure they meet project design and Mission requirements;
- Prepares and review waivers, activity checklists, pre-obligation checklists, and other required supporting documents;
- Organizes project reviews and the development of issues papers for review meetings;
- Prepares memos associated with the project design process (e.g., approval action memoranda);
- Provides guidance and informal training for all mission staff on initial obligation and sub-obligation actions, including the preparation and negotiation of government-to-government agreements and USAID's procurement process.
- Serves as a Contracting Officer Representative (COR) for contracts to manage assessments and evaluations for purposes of project design with a possible approximate value of \$100,000 - \$150,000.

**C. Portfolio implementation, monitoring, and reporting: 35%**

The specific duties and responsibilities include the following:

- Assists with high level oversight of the Mission's portfolio. This will include assisting in the preparation of Portfolio Reviews (PRs);
- In conjunction with the M&E Specialist and Data Quality Specialist, assists with proper monitoring and evaluation across the portfolio;
- Assists in preparing other regular and ad hoc reports; and
- Assists in appropriate close out of activities.

**D. Other job related duties as assigned:**

The incumbent will perform other duties as may be required by the Project Development Specialist and the Project Development Officer.

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

**Education:**

A University degree in business administration, public administration, economics, finance, political science, public health, international relations/development, or related field is required.

**Prior Work Experience:**

Three to five years of progressively responsible prior experience in project design and/or management in a development field is required. Two years of prior work experience with USAID or other bilateral, regional or multilateral development agency is required.

**Post Entry Training:**

The Individual Development Plan will include a customized list of post-entry training which may include programming foreign assistance, project design, advanced project design, project evaluation and supervision skills. COR/AOR training will also 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:**

The incumbent is expected to have sound knowledge of the development issues faced in South Africa and the region. This includes knowledge of official government development priorities. Emphasis will be placed on knowledge of the current state of health, education, economic growth, and democracy issues.

**Skills and Abilities:**

- Exercise excellent judgment;
- Work collaboratively in a team environment, and to proactively build consensus; and, the ability to mentor and train others;
- Work independently on multiple tasks and meet deadlines;
- Interpret Agency policy and guidance and follow procedures accurately;
- Execute Major Duties and Responsibilities with minimal prompting and guidance;
- Lead team to formulate strategic plans and project designs;
- Guide team through differences, encouraging members to objectively weigh alternatives;
- Translate programmatic and administrative expertise in developing new strategies or innovations to project development work.

**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:**

All South African citizens and permanent residents with valid work permits at the time of application. (Internal candidates will be given first preference). 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 (SPE, PPD & PIMR) 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 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.

2. E-mail:

[jobapplications@usaid.gov](mailto:jobapplications@usaid.gov)

jobapplications(at)usaid.gov

**Point of Contact:**

Lavinia Denation, Telephone: (012) 452 2054

Penny Mamabolo, Telephone: (012) 452-2058

Lydia Mosaka, Telephone: (012) 452-2055

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

**Closing date for this position:** December 11, 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.