



USAID | SOUTHERN AFRICA

REF No.: 674-15-1026

Position/Salary Range: Project Design Specialist
FSN-12: R 708,810.00 – R 992,324.00 (Full Performance Level)
FSN-11: R 519,833.00 – R 727,766.00 (Trainee Level)
FSN-10: R 443,542.00 – R 620,961.00 (Trainee Level)
Additional benefits include miscellaneous allowance, medical and pension fund subsidy and dependents' education assistance subject to qualifications.

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

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

Opening: July 17, 2015

Closing: July 31, 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 incumbent role addresses 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

As the Mission's subject matter expert (SME) on project design, the job holder leads or co-leads 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:

A. Strategic Planning and Execution

The incumbent will provide leadership, advice, and assistance to RPPDO and other USAID staff on all aspects of strategic planning for the bilateral and regional development programs. The job holder's tasks will include but are not limited to:

- Leads or assists in the preparation of the South Africa and Southern Africa Country/Regional Development Cooperation Strategies (CDCS/RDCS);
- Assists in the development of Regional and Bilateral Assistance Agreements; and
- Provides assistance in strategic donor coordination and reporting with other bilateral and multilateral agencies and the Government of South Africa.

B. Project Planning and Design

The incumbent will provide leadership, advice, and assistance to USAID staff on all aspects of the project design process. The job holder's tasks will include but are not limited to:

- Provides support and/or leadership to the technical teams throughout the project design process. Guide the teams' activity design, policy, program, and implementation issues in accordance with the ADS, Missions Orders, and any other required standards;
- Ensures that applicable USAID policies and strategies are applied during project design (e.g., Water Strategy, Gender Policy, Education Strategy, Evaluation Policy, etc.);
- Ensures that documents produced by the technical teams meet project design and Mission requirements, either by drafting high quality-documents, or by thoroughly reviewing documents that require clearances (e.g., MAARDS, Purchase Orders, Requests for Proposal, Requests for Application, Annual Program Statements, Implementation Letters, waivers, action memoranda, etc.);
- Prepares waivers, activity checklists, pre-obligation checklists, and other required supporting documents;
- Organizes and conducts project reviews and the development of issues papers for review meetings;
- Prepares memos associated with the project design process (e.g., approval action memoranda); and
- 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.

C. Portfolio Implementation, Monitoring, and Reporting

The incumbent will assist in general oversight of the missions' project implementation to ensure progress against the mission's strategies. The incumbent will also be aware of the portfolio's status in order to meet the mission's reporting needs. The job holder's tasks will include but are not limited to:

- Conducts high level oversight of the Mission's portfolio. This will include assisting in the preparation of Portfolio Implementation Reports (PIRs);
- In conjunction with the M&E Specialist and Data Quality Specialist, ensures proper monitoring and evaluations are occurring 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 Supervisory or Deputy Program Officer.

REQUIRED QUALIFICATIONS AT THE FULL PERFORMANCE LEVEL:

Minimum Requirements

Education:

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

Prior Work Experience:

FSN 10: Six (6) years of progressively responsible prior experience in project design and/or management in a development field is required. Prior work experience with USAID or other bilateral, regional or multilateral development agencies is preferred, but not required.

FSN 11: Eight (8) years of progressively responsible prior experience in project design and/or management in a development field is required. Two (2) years of prior work experience with USAID or other bilateral, regional or multilateral development agencies is required.

FSN 12: Ten (10) years of progressively responsible prior experience in project design and/or management in a development field is required. Four (4) years of prior work experience with USAID

or other bilateral, regional or multilateral development agencies is required. One (1) year of supervision experience or demonstrated supervision potential required.

Language Proficiency:

Level IV English proficiency: the applicant must read, write and speak fluent English.

Required Skills and Abilities:

Computer skills, including the ability to generate and maintain spreadsheets and data bases is required. Other desirable skills are listed below.

Additional Selection Criteria

Knowledge:

While mastery of USG and USAID specific regulations policies and procedures, as identified below, are required for the incumbent to perform successfully at the full-performance level, this knowledge can be acquired on the job. Preferential consideration may, however, be given to those who can demonstrate mastery of some aspects of USG regulations, policies or procedures.

The incumbent is expected to be highly knowledgeable of the development issues facing 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. An understanding of the substantive and administrative elements of USAID budget and program operations, project designs, implementation, monitoring and evaluation processes is advantageous.

Skills and Abilities:

At all levels of the career ladder (FSN 10-12) the incumbent must be able to:

- 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; and
- Interpret Agency policy and guidance and follow procedures accurately.

Skills required for specific levels of the ladder:

FSN 10: To be hired at the FSN 10 level, the incumbent must be able to:

- (1) Execute Major Duties and Responsibilities with periodic supervision and coaching;
- (2) Contribute to formulation of strategic plans and project designs;
- (3) Consider alternative solutions to problems;
- (4) Understand development theories and is gaining practical experience in applying programmatic and administrative approaches relevant to Project Development work.

FSN 11: To be hired at or promoted to the FSN 11 level, in addition to the FSN 10 skills, the incumbent must be able to:

- (1) Execute Major Duties and Responsibilities with minimal prompting and guidance;
- (2) Lead team to formulate strategic plans and project designs;
- (3) Guide team through differences, encouraging members to objectively weigh alternatives;
- (4) Translate programmatic and administrative expertise in developing new strategies or innovations to project development work.

FSN 12: To be hired at or promoted to the FSN 12 level, in addition to the FSN 10 and 11 skills, the incumbent must be able to:

- (1) Lead the execution of budget related tasks outlined under Major Duties and Responsibilities;
- (2) Reliably develop alternate visions and takes wise risks as needed related to strategic plans and project design plans consistent with Agency vision;
- (3) Create linkages among teams and confronts and resolves conflict among competing interests or priorities;
- (4) Use in-depth knowledge programmatic and administrative specialty coupled with broad knowledge of Agency policies and priorities to manage for results; and
- (5) Represent organization as a professional expert.

Post-Entry Training:

Once hired, promotion from FSN-10 to FSN-11 and from FSN-11 to FSN-12 will have to meet minimum experience requirements, and will be subject to satisfactory progress as determined by the incumbent's supervisor in consultation with the Office Director. The Individual Development Plan will include a customized list of post-entry training which may include programming foreign assistance, project design, project evaluation and supervision skills.

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 15% based on application review and interview;
4. Knowledge – Weighted 30% based on written assessment and interview; and
5. Skills and Abilities – Weighted 30% 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 and 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.

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 general work permits at the time of application.

Compensation:

The Project Design Specialist 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 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. Pnet website

www.pnet.co.za

Please note that you will be required to register on the site first before you can upload your Curriculum Vitae and Cover letter to be considered.

2. Email:

jobapplications@usaid.gov

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

Point of Contact:

Paula Vernon, Telephone: (012) 452-2028

Penny Mamabolo, Telephone: (012) 452-2058

Only short-listed candidates will be acknowledged.

Closing date for this position: July 31, 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 ensure equal employment opportunity in all personnel operations.

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.