

SOL-663-15-000023

U.S. Resident Hire USPSC

Program Development Specialist

USAID Addis Ababa, Ethiopia

1. SOLICITATION NUMBER: SOL-663-15-000023
2. ISSUANCE DATE: 10/07/2015
3. CLOSING DATE/TIME: 11/06/2015
4. POSITION TITLE: Program Development Specialist
5. MARKET VALUE: GS-11 (\$51,298 - \$66,688 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.** Please note that U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history, and educational background.
6. PERIOD OF PERFORMANCE: The PSC contract will be for one year with the possibility of an annual extension. No PSC contract may exceed a five years period of performance.
7. PLACE OF PERFORMANCE: Addis Ababa, Ethiopia
8. DIRECT SUPERVISOR: US Mission to the African Union (USAU), USAID Representative
9. SECURITY ACCESS: Employment Authorization only
10. AREA OF CONSIDERATION: U.S. "Resident Hires" (as defined in the Footnote below).¹ A hiring consideration will be given for Eligible Family Members (defined by 3 FAM 8200 whether or not currently at post) and U.S. staff adult family dependents under Chief of Mission authority.

A. DUTIES AND RESPONSIBILITIES:

The incumbent will serve as the Development Program Specialist in US Mission to African Union's USAID Office. In this capacity, the Development Program Specialist will work in the following areas:

¹ Per AIDAR Appendix D, 1(5), "Resident Hire" means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country: (i) A spouse of a U.S. citizen employed: (A) by a U.S. Government agency; or (B) under any U.S. Government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or (ii) for reasons other than employment: (A) with a U.S. Government agency; or (B) under any U.S. Government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States; A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

50% - Program Coordination and Integration

1. Support the analysis, planning, budgeting, design, approval, justification, monitoring, implementation, and evaluation of USAID/USAU development programs.
2. Direct the development and preparation of mission program reports, including annual reports, budget submissions and Congressional presentation material for submission to and approval by USAID/Washington.
3. Serve as AOR/COR for USAID/USAU grants and contracts where appropriate.
4. Apply broad knowledge of U.S. Government and USAID regulations and procedures towards program sector planning and design. Demonstrate a broad understanding of U.S., AU and African development needs and objectives, as well as how they relate to each other.

30% - Manage or Contribute to Regional Activities

1. Preparation and oral presentation of briefing books and other information materials for visiting USG officials or VIP visits;
2. Developing the terms of reference for and undertaking studies to prepare and update the USAID/USAU strategy, program and activity design.

20% - Other Duties as Required

1. EXTERNAL CONTACTS: Maintains an extensive range of contacts with senior officials of the African Union, international organizations, multilateral and bilateral donors, civil society organizations, the private sector, university and other "think tank" research institutes, and professional associations, as it is required to make use of and project U.S. Government influence with these organizations.
2. EMBASSY ASSISTANCE: Assists in developing the Embassy Country Mission Performance Plan.
3. OUTSIDE MEETINGS: Represents USAID/USAU, in coordination with senior mission management and the Embassy, at official meetings, workshops and seminars organized by government, donors and non-governmental organizations, and reports back to USAID on the discussions. May be responsible for presenting USAID policy positions and activities at such meetings, in consultation with senior Mission management.
4. PRESENTATION AND ADVICE: Presents the results of program analyses to senior mission management, and advises on major related developments and their relation to development programs.
5. OTHER PROFESSIONAL TASKS AS MAY BE NECESSARY: Supporting visiting U.S. delegations and provide other assistance as necessary.

B. OTHER SIGNIFICANT FACTS:

SUPERVISION

Incumbent will have direct supervision of short-term staff, consultants, and interns. No supervision responsibilities are anticipated for long term permanent employees.

Direct Supervisor:

The immediate supervisor will be the USDH USAID Representative to the USAU. S/He will assist to define general assignments, priorities and deadlines against an annual work plan that will be developed in collaboration with the incumbent. Upon acceptance of this annual work plan, the incumbent will be expected to work largely independently in planning and executing the tasks. The supervisor will usually review the incumbent's completed assignments for adherence to broad policies. On a quarterly basis the incumbent and the supervisor will meet to review priorities and make adjustments to the plan as appropriate.

C. REQUIRED QUALIFICATIONS AND EVALUATION CRITERIA:

To be considered for this position, applicants must meet the following minimum qualifications. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria, also listed below. Applicants are required to address each of the Selection Criteria on a separate sheet, describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the solicitation number at the top of each additional page.

Selection will be based on the following criteria **(Maximum of 100 Points Available):**

1. Education (20 points):

A minimum of a Bachelor's Degree in a relevant field that includes coursework related to political science, conflict, governance, business, economics, agribusiness, education or human rights.

2. Work Experience (25 Points)

At least five years of progressively responsible experience in the design, evaluation or management of development and/or humanitarian programs after completing a Bachelor's Degree preferred. At least two years of which have included involvement with an African organization. At least one year prior work or consultative experience with USAID or other bilateral or multilateral development agencies preferred.

3. Language (20 Points)

Level IV (fluent) in English required; French language ability (Level III) is preferred. Fluency in other AU official languages a strong plus.

4. Knowledge, Abilities and Skills (35 Points)

A successful candidate must have an understanding of 1) the history, nature and dynamics of politics and governance in one or more regions of Africa, and 2) the level of development, interests and perspectives of government, political party, corporate sector and civil society stakeholders. Knowledge of USAID objectives and procedures for programming and strategy development, and of USAID policies a strong plus. S/he would preferably also have knowledge of the African Union – its operations, strategy and work plans, particularly as they relate to democracy and governance. Demonstrated capacities in the following areas: Ability to develop and maintain an extensive range of senior/high level contacts in governmental, international, and private sector circles. Ability to interrelate current development issues and trends to the broader political forces and factors at work in Africa. Ability to prepare factual and interpretive reports covering complex subject matter is required. Ability to plan, organize and execute complex projects conducted independently. Proven ability to prepare precise and accurate factual and analytical reports. Demonstrated ability to

effectively present in writing conclusions/analysis through field trip reports, special reports, studies, memoranda of record to document meetings, conferences, workshops, etc. Ability to effectively represent the mission's policies and program objectives and/or the Mission-endorsed results of their analyses. Ability to orient, train, and supervise lower-level professional personnel, when appropriate, is required. Mastery of computer usage including Word, Excel, PowerPoint and other relevant computer programs.

D. PROFESSIONAL REFERENCE CHECKS

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. (The selection committee will conduct reference checks of the highest ranked applicants). References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.

All applicants must complete the [Universal Application for Employment \(DS-174\)](#) and submit a cover letter outlining their relevant qualification and experience for the position.

Only applicants who meet or exceed the stated position requirements will be considered. **All applicants must have the required work and/or residency permits to be eligible for consideration (please make sure to submit all documentation that certify your eligibility to work in the country).**

Application should be submitted to:

Points of Contact

Fekadu Tamirate

HR Specialist

USAID Ethiopia

Email: Ftamirate@usaid.gov

Late applications will not be considered.