



USAID | BENIN

FROM THE AMERICAN PEOPLE

TO: All qualified Applicants
FROM: Clemencia Acacha Bonou, Supervisory Executive Specialist
Subject: Job Opportunity Announcement Solicitation #: 680-13-012
Date: September 19, 2013

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9/20/2013

USAID is accepting applications for the following local-hire position

POSITION TITLE: Gender and governance Specialist
NUMBER OF POSITIONS: One (1)
GRADE: FSN 11 (FCFA 18,472,540 to FCFA 32,899,204)
FSN 10 (trainee level FCFA 14,836,154 to FCFA 26,171,884)
OPENING DATE: September 23, 2013
CLOSING DATE: October 11, 2013 at 12:30 p.m
WORK HOURS: Full-time: 40 hours/week

Applicant must be a Foreign Service National or ECOWAS Cooperating Country National (CCN).

Definitions:

Foreign Service National Personal Services Contractor (FSNPSC) employee is a non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part-time, intermittent, or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and who entered in a contract pursuant to the AIDAR, Appendix J.

Cooperating Country National (CCN) is an individual/employee who is a Cooperating Country citizen or a non-Cooperating Country citizen lawfully admitted for permanent residence in the Cooperating Country.

USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

I. BASIC FUNCTION OF POSITION:

USAID/Benin, a sustainable development mission, is currently staffed with Twenty Five Beninese nationals (FSN), five US Direct Hire Foreign Service Officers, two US Personal Services Incumbents (PSC), and one Third Country National (TCN). The USAID/Benin program, with an annual program budget of \$31.5 million, includes strategic objectives in education, health, women's empowerment and governance. The incumbent shall report directly to the Security, Equity, and Prosperity (SEP) Team Leader. The SEP Team Leader monitors progress toward achieving planned results and ensures accountability for USAID resources. The incumbent is responsible for maintaining relationships with partners including donors and

counterparts in the Government of Benin. The incumbent serves as the activity manager for 4 social services activities and 1 governance activity (Total value of activities approximately \$4.5 million, current SEP budget is \$7 million). S/he will also advise Mission staff on ways to integrate key aspects of Gender into all activities in the Mission portfolio. S/he will continuously design new activities and actively pursue opportunities to increase SEP's portfolio in areas such as women's empowerment, reducing gender based violence, and promoting good governance.

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent shall function primarily as the Project Management Specialist (Gender and Governance) and serve as the Activity manager for the USAID-managed components of the West Africa Cooperation Security Initiative activity, 2 social services ongoing activities (women's justice and empowerment by combatting Gender Based Violence [GBV], women leadership development and increased political participation), and 2 new activities addressing GBV. S/he will coordinate the day-to-day implementation of these activities in accordance with approved guidelines, regulations and procedures. The incumbent will also be acting as the Mission Gender Advisor. S/he shall assure technical oversight for gender integration into all aspects of the Mission's portfolio and in new activity design. Specifically, the Project Management Specialist (Gender and Governance) shall perform the following:

Activity Management (60%)

- Function as activity manager of 5 activities (governance, women's empowerment, combating GBV).
- Ensure that activity manager responsibilities are carried out in conformity with US Government requirements, including USAID and Mission policies.
- Ensure that implementation letters on matters related to the agreement with the Government of Benin for the activities are prepared and reflect input from responsible offices within the Mission before legal review and final issuance.
- Ensure that obligating documents related to USAID agreements with the Government of Benin for the activities are prepared according to standards and timelines established by USAID.
- Prepare and maintain budget planning and reporting documents. Keep organized records physical and electronic (on share drive) so that at any time if questions were to arise regarding the activity the documentation can provide the answers.
- Promote good relations with and provide technical guidance to USAID's implementing partners (GOB, cooperating agencies, other donors and local Beninese NGOs). Represent the US Government at appropriate ministerial working-level and donor coordination groups.
- Work closely in collaboration with Department of Justice Advisor in the implementation of WACSI activities, participate in interagency meetings, and liaise with virtual members based in United States for collaboration.
- Lead activity design as assigned. Ensure that established timelines are met. Ensure that activity planning documents conform to USAID requirements and reflect best practices in gender programs.
- Prepare and review procurement plans for activities. Ensure that deadlines are met.
- Serve as focal point for activity related visits. Responsibilities include accompanying high level visitors, ensuring that appropriate logistic support is in place, and providing informal interpretation for non-French speakers as needed.

- Perform outreach and communication functions. This includes drafting activity-related components of USAID reports.
- Oversee the preparation of development outreach and communications materials and ensure that written material such as speeches, narrative for the webpage, and press releases.
- Prepare materials or review input from other team members as assigned by the SEP Team Leader.
- Conduct monitoring and evaluation through site visits to ensure activity implementation is on course. Ensure USAID data standards are met through ongoing activity data collection. Promote the independence of activity evaluations and facilitate the use of external evaluators as much as possible.
- Must maintain contact with relevant ministries of the GOB.
- Represent USAID at public functions as assigned.

Mission Gender Advisor (25%)

- Provide appropriate guidance to technical and program staff to ensure that the Gender Equality & Female Empowerment Policy is successfully implemented.
- Conduct information sessions for Mission staff and train implementing partners on the Gender Policy requirements.
- Stay abreast of developments and research in the field of gender and development.
- Work with Mission staff to ensure that best practices and recommendations are reflected in new activity designs and in performance management and reporting.
- Collaborate with government ministries on the gender dimensions of development.
- Work with USAID implementing partners to ensure that best practices and recommendations in the field of gender and development are reflected in their activities.
- Monitor the gender dimension in the implementation of GOB strategies and programs such as the poverty reduction strategy.
- Advise Mission front office in reviewing and updating periodically the Mission Order on Gender.
- Fulfill the duties set out for a Gender Advisor in USAID/Benin's Mission Order on Gender
- Conduct Gender monitoring field visits for mission activities on an ongoing basis.
- Advise on what Gender Key Issues should be reflected in budget attributions and narratives in yearly Mission Resource Requests and Operation Plans.
- Help to identify or create appropriate gender-sensitive indicators for projects and activities that are reported in yearly Performance Plan Reports.
- Help to integrate appropriate gender-inclusive language into procurement and solicitation documents so that gender equality and female empowerment objectives, including addressing gender-based violence, are addressed by implementing partners
- Understand Automated Directive Systems Policy 205 and the types of questions to ask for a gender analysis at the regional or country strategy and project levels.
- Conduct and review the gender analysis for development objective and mission activities on an ongoing basis.
- Serve as a point of contact for information about gender issues and developments flowing both ways between the Mission and USAID Washington, among Missions and Offices in the field, and/or among international and/or local donors, partners, and stakeholders
- Coordinate a Mission Gender Working Group or Committee

- Attend the Gender donors working group meetings and represent USAID
- Participate actively in the Embassy's Gender Working Group
- Encourage technical officers to integrate interventions that address gender-based violence and counter-trafficking in their projects and activities
- Encourage Agreement Officer Representatives and Contracting Officers Representatives to ensure that gender equality is taken into consideration in solicitation documents and by implementing partners
- Monitor how the donors are integrating gender into their programming, since donors have identified gender as a crosscutting priority for the government,
- Monitor and report on outcomes related to GOB's Equal Futures Commitments.

New activity development (10%)

- Lead activity design as assigned. Provide technical inputs and develop the concept note. Ensure that established timelines are met.
- Seek out and pursue new opportunities for funding in various sectors to build SEP's portfolio.
- Ensure that activity planning documents conform to USAID requirements and reflect best practices in gender programs.

Other tasks as assigned (5%)

- Conduct research on specialized subjects as requested.
- Participate in interagency committees or task forces for special events.
- Represent USAID at events and meetings as necessary related to other sectors covered within the Mission's program portfolio.
- Complete other tasks as assigned.

III. QUALIFICATIONS AND EXPERIENCE:

a. Education:

A master's in law, project management, public administration, international or community development, or in a field related to development assistance

b. Prior Work Experience:

A minimum of seven years' experience in development assistance or a related field is required, including experience in strategic planning, program design, program planning and budgeting, performance management (monitoring and evaluation) and reporting. At least five years of work experience in development with an international organization, bilateral or multilateral donor agency is required. At least three years previous development experience in sectors relevant to this position is required. Examples of relevant experience required include gender and development, promoting good governance, and strengthening rule of law. USG experience is highly preferred. Previous experience should demonstrate ability to take on increasing amounts of responsibility. This includes demonstrated ability to plan and carry out important projects without significant supervision. Supervisory experience preferred but not required.

c. Post Entry Training:

Programming Foreign Assistance, AOR/COR training, Training on the Gender Strategy

and Integration, courses in activity design and performance management. The latter includes financial management, monitoring and evaluation.

d. Language Proficiency:

Advanced professional fluency in English and French is required (Level 4). This includes ability to use the language fluently and accurately on all levels normally pertinent to professional needs with a high degree of effectiveness, reliability, precision for all representational purposes. This means that s/he can understand and participate in conversations within the range of his/her own personal or professional experience with a high degree of fluency and precision of vocabulary; can respond appropriately with rare errors of pronunciation and grammar; can write with sufficient skill for professional purposes to produce documents which do not require extensive editing.

e. Job Knowledge:

A thorough knowledge of the principles, concepts, techniques, and procedures of program management, evaluation, reporting and budgeting is a minimum requirement. Knowledge of the best practices and lessons learned in community development in general and more specifically in relevant sectors such as gender development and good governance.

f. Skills and Abilities:

The ability to obtain, evaluate and interpret data, and to prepare precise, accurate and complete reports, including program budget documentation. An ability to conceptualize and design activities by creating concept notes and filling in proposal applications is a must. Incumbent will manage and evaluate activities providing extensive and accurate reporting to ensure proper documentation and records are kept. S/He is primarily responsible for developing actions to address weaknesses arising through activity implementation. Strong interpersonal skills are required. This includes the ability to communicate effectively with a broad range of individuals and organizations, including mid-level to senior officials of the host government, the private sector, donors, and other implementing partners. The ability to operate efficiently through the use of word processors, office information systems and personal computers is a minimum requirement.

IV. POSITION ELEMENTS

a. Supervision Received:

The Incumbent will work under the direction of the SEP Team Leader. Performance will be evaluated on the basis of understanding and ability to apply a highly technical body of knowledge, including applicable US Government laws, USAID policies and Mission procedures. The incumbent is also evaluated for his/her judgment, quality of written and oral communication, and interpersonal skills.

b. Supervision Exercised:

The incumbent does not supervise staff.

c. Available Guidelines:

ADS series 200 and 300, USAID Gender Equality and Empowerment Policy March 2012, US Government regulations and policies on acquisitions, USAID/Benin Mission

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policies.

d. Exercise of Judgment:

Considerable independent judgment is required in prioritizing tasks, recommending the allocation of program funds, developing budgets, designing new activities, evaluating the relevance and reliability of data/information, and in interpreting and applying guidelines. S/He will be the Gender Advisor for the mission and therefore will be relied upon to interpret and apply guidelines related to USAID Gender Strategy. A high degree of judgment is required to effectively relate to mid and senior level representatives from the host government, other US government agencies, and representatives from donors and other implementing partners. S/He will have wide latitude for planning, organizing, and executing assigned responsibilities. S/He will have a major responsibility in problem solving for situations occurring in activities within his/her portfolio or issues related to gender or governance mission wide. S/He is expected to provide guidance to other mission staff when questions concerning gender or governance arise.

e. Authority to Make Commitments:

Incumbent is not authorized to make commitments. S/He will be responsible for managing several projects and therefore will determine the work plan of the implementing organizations and provide them critical guidance and direction. S/He has the responsibility to monitor closely assigned activities and has the authority to redirect implementing organizations in their activities if they are poorly aligned with the work plan in an effort to meet desired targets.

f. Nature, Level, and Purpose of Contacts:

The most frequent contacts will be with mid-level ranking officials from government, private sector and implementing partners, including donors. Contacts in the Government of Benin will be with the Ministry of Family, Ministry of Justice, Ministry of Health, Ministry of Foreign Affairs, and Ministry of Decentralization. Subject of discussion will concern the all activity issues, policies coordination, and consultation. S/He serves as an intermediary between select government contacts and USAID, ensuring that appropriate accurate messages are conveyed and received. Contacts with the Government of Benin will be at the level of executive secretariat or program and planning offices for these ministries. S/He will regularly prepare oral and written communications to government officials and outside agencies.

g. Time Expected to Reach Full Performance Level:

1 year

V. QUALIFICATIONS AND EXPERIENCE, TECHNICAL KNOWLEDGE, SKILLS AND EVALUATION FACTORS:

1. Education (10 points)

A master's in law, project management, public administration, international or community development, or in a field related to development assistance.

2. Prior Work Experience (30 points)

A minimum of seven years of experience in development assistance or a related field is required. At least five years of work experience in development with an international organization, bilateral or multilateral donor agency is required. At least three years previous development experience in sectors relevant to this position (ex. gender, governance, rule of law, etc.) is required. USG experience is highly preferred.

3. Knowledge: (20 points)

A thorough knowledge of the principles, concepts, techniques, and procedures of program management, evaluation, reporting and budgeting is a minimum requirement. Knowledge of the best practices and lessons learned in community development in general and more specifically in relevant sectors such as gender development and good governance.

4. Language & Communications Proficiency (15 points)

Advanced Professional Fluency level 4 in English and French, in both spoken and written is required.

5. Other Skills and Abilities: (25 points)

Incumbent should show creativity and innovativeness that will be key to designing new activities likely to be funded. (10pts) Incumbent is able to provide guidance for integrating gender into various activities. (10pts) The ability to operate efficiently through the use of word processors, office information systems and personal computers is a minimum requirement. (5pts)

VI. INSTRUCTIONS TO APPLICANTS

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. Applicants must submit a CV, an OF-612 form and should write a cover letter. **Applicants who do not submit a CV, an OF-612 form and a cover letter in the application will not receive further consideration.** Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications and a written test followed by an interview if applicable.

After candidates' applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, professional experience and relevant skills will receive further consideration. The recruitment committee will identify a short list of candidates who will be invited to complete a written exam followed by an interview. After reviewing all results, the recruitment committee will make a determination of candidates which have the requisite qualifications and experience to successfully fulfill the position. **Applications must include the names and contacts information for at least three references** and USAID may seek additional contacts for reference check as appropriate or determined necessary. At least one should be the current immediate supervisor or have been an immediate supervisor.

Candidates who do not wish to have current employers contacted must state this in the application; however such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews.

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Application forms: Optional Form 612 can be obtained from the USAID website <http://www.usaid.gov/sites/default/files/OF612.pdf>. If you encounter problems downloading the form, please contact Mr. Laurent Kpadonou at lkpadonou@usaid.gov or Mrs. Clemencia Bonou Acacha at cacacha@usaid.gov for a copy of the form. Applicants should retain for their record copies of all enclosures that accompany their applications.

Please reference the number of this solicitation when sending your application. Submissions made via e-mail MUST be PDF format. Electronic submissions will be accepted.

Electronic submissions are authorized and are to be sent to: lkpadonou@usaid.gov and cacacha@usaid.gov. Please quote the number and position title of this solicitation on the subject line of your e-mail application.

For those who wish to send hard copies of their application by mail, see the mail address below:

USAID/Benin,
Executive Office (EXO)
Rue Caporal Anani Bernard
American Embassy
01 BP 2012
Cotonou, Republic of Benin
N.B: Mark submissions "PSC 680-13-012" on the application.

Applicants are requested to provide their full mailing address and contact information (telephone and e-mail where available). No response will be sent to unsuccessful applicants.

VII. COMPENSATION

The position grade is FSN 11. However compensation will be negotiated at trainee level within the range of the market value at Grade FSN-10 based upon the candidates past salary. Applicants falling at the FSN 10 will receive an annual salary increase of one step each year up to the maximum step FSN 10 upon fully successful performance. They may move to the higher grade FSN-11 after one year, if they are more than fully successful and experienced to perform all duties and responsibilities associated with the position. **Salaries over and above the market value will not be entertained or negotiated.** Only salaries and the benefits listed in the local compensation plan (LCP) will be paid. USAID/Benin would like to reiterate that this position has been classified as an FSN position and in no event will this status change to an off-shore hire during the contract term, including extensions, if any.