OPEN TO: All Interested Candidates

POSITION: Energy Specialist

OPENING DATE: May 9, 2019

CLOSING DATE: May 24, 2019

WORK HOURS: Full-time; 40 hours/week

SALARY: Foreign Service National (FSN-12) (ZMK 635,689.26 p.a. – 999,813.77 p.a.)

The United States Agency for International Development (USAID) in Zambia is seeking eligible and qualified applicants for the position of Energy Specialist.

BASIC FUNCTION OF POSITION

The Energy Specialist is a senior technical advisor with direct experience in:

1) Planning, developing, financing, implementing, and operating of energy programs;
2) Energy sector policy and regulatory enabling environments; and
3) Planning, designing, and implementing stakeholder capacity development activities.

S/he leads efforts in promoting clean and sustainable energy concepts within the region and the larger development community in which USAID works. Based in USAID/Zambia’s Economic Development Office (EDEV), the incumbent reports directly to the Environment Team Leader. S/he will be the principal point of contact for energy-related activities and overall program manager for USAID/Zambia’s Power Africa activities.

The Specialist coordinates activity implementation and energy sector strategy development with the other U.S. Government partners, the private sector, academia, NGOs, and high levels of key government agencies (e.g. Ministry of Energy, Ministry of Finance, Zambia Electricity Supply Corporation, Energy Regulation Board, Industrial Development Corporation, etc.).
**MAJOR DUTIES AND RESPONSIBILITIES**

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<th>% OF TIME</th>
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<td>50%</td>
<td>1. Power Africa and Energy Program Management</td>
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<td>The Energy Specialist is the overall Program Manager for all Power Africa (PA) activities within Zambia, and serves as the principal consultant on energy-related activities. The incumbent is responsible for preparing and implementing a Country Implementation Plan for USAID/Zambia that aligns with achieving Power Africa 2.0 goals, developing budgets, and undertaking steps to advance energy projects within the Mission. S/he will be required to identify quality candidate energy transactions in Zambia; review project technical approach and scope with developers; identify environmental consequences and sustainability; liaise with local, international and regional financial institutions; and coordinate with Power Africa partners in an effort to move projects to financial close. The incumbent will also interact with other USAID technical offices and the PA/USAID embedded advisor within the Ministry of Energy to identify opportunities for energy activities to support their development objectives. To achieve these goals the incumbent must have expert coordination and collaboration skills. S/he must collaborate with other USAID missions (including regional programs), donors, and partners to achieve the greatest synergies in national and regional energy activities. S/he must also maintain an understanding and strong working relationship with other U.S. Government agencies, such as the Overseas Private Investment Corporation (OPIC), United States Trade and Development Agency (USTDA), United States African Development Foundation (USADF), and the Department of State (DOS). In addition, the Specialist must coordinate closely with entities involved in power and energy development, such as other donors, multilateral partners, international financial institutions, and regional African institutions. The incumbent is the point contact for all stakeholder inquiries relating to assistance in energy. S/he also participates in round table discussions, workshops, and seminars to present the findings of the Mission’s activities and work in the energy sector. The Specialist endeavors to synchronize regional policies and investment incentives, attract new foreign and local investors, and foster a pro-private sector enabling environment within the energy sector.</td>
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<td>2. Provide Policy and Energy Sector Advice and Support</td>
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<td>The incumbent is responsible for advising on the formulation of energy projects, policies, strategies, and for following up on relevant energy programs or legislation, particularly those related to the Power Africa Initiative. S/he serves as an important source of expert information, advice, and assistance to USAID/Zambia, the Power Africa Coordinator’s Office, the Africa Bureau in Washington, and other U.S. Government officials on energy issues. In addition, the incumbent arranges meetings with government officials (including Minister level), regional organizations, regulators, researchers, and the private sector to collect information for the preparation of notes, policy briefs, and concept papers. This includes, but is not limited to, responding to congressional or other inquiries; maintaining and reporting on indicators for Power Africa Initiatives; supporting VIP visits; contributing to portfolio reviews, performance management plans, accruals, and the annual Operational Plan; and responding to Washington policy and operational requests.</td>
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3. **Manage Energy Activities**

The Specialist engages directly in conceptualization, planning, development, and management of energy projects either as point of contact (e.g. for Power Africa-related initiatives), activity manager (e.g. for regional or Washington funded activities), or as Agreement/Contracting Officer’s Representative (e.g. bilaterally funded energy activities). The incumbent contributes to the development of measures to identify and advance bankable energy projects. This includes coordinating with activities being implemented by USAID/Zambia and regional missions, and activities aimed at supporting both the South Africa Power Pool and transboundary energy projects. S/he will be knowledgeable on environmental effects of various types of energy interventions and shall advise USAID and partners on the most sustainable options.

The precise assignments for each year will be agreed with the supervisor in the employee’s annual Performance Plan. Under the Mission’s current strategy, EDEV’s major agreements include an award to the National Association of Regulatory Utility Commissioners (NARUC), activity manager for the regional Southern Africa Energy Program (SAEP), and two activities in development/procurement to support energy alternatives to charcoal and to develop solar home system installation and maintenance capacity.

**Supervision Received:** The incumbent will be supervised by the Environmental Division Leader. S/he will be provided with information regarding the objectives to be achieved and any priorities/deadlines that must be met in carrying out the work tasks. The incumbent will handle the assignments independently with minimum supervision, according to established policies, previous training and accepted practices. S/he will be expected to develop his/her own work schedule, procedures for accomplishing tasks, and independently resolve problems which may arise during accomplishments of those objectives. The incumbent will be expected to provide finished, accurate, concise reports as required without day-to-day assistance.

**Supervision Exercised:** This position has no supervisory responsibilities.

**MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

a. **Education:** A minimum of a master’s degree in a relevant field of energy, engineering, and/or finance.

b. **Prior Work Experience:** A minimum of five years of substantive practical energy-specific experience directly or indirectly managing energy project development, working for an engineering consulting firm, international finance institution, or working in the private sector. Hands-on experience doing project oversight and backstopping, implementing energy project transactions with an understanding of project planning, design, development, implementation, and management. Prior experience and successful record of forging public-private sector partnerships and strategic partnerships.

c. **Post Entry Training:** The incumbent should possess professional level technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency’s established policies, procedures and regulations that govern: 1) USAID-specific Contracting/Agreement Officer Representative (COR/AOR) responsibilities/duties; 2) USAID-specific activity management and procurement systems; and 3) USAID-sponsored training in Introduction to the Program Cycle and Project Design. Organized formal training (both
internal and external) determined to be in direct support of the position may be provided from time to time at the discretion of the supervisor.

d. **Language Proficiency:** Must be fluent in spoken and written English. Candidates will be required to demonstrate excellent written and oral communication skills. The applicant should have demonstrated ability to make oral presentations and prepare written reports logically and persuasively for senior U.S. Government officials, donors, foreign and local government officials, and the private sector.

e. **Job Knowledge:** Must have a practical and experience-based understanding of the energy sector in Zambia and the region, and a broad understanding of existing energy initiatives and/or programs. Must have a sound understanding of energy project management and evaluation, as well as understanding of bankable deals and project risks. Must be familiar with legal and regulatory processes associated with energy and infrastructure projects including negotiations of energy projects in Zambia and/or South Africa region, demonstrated understanding of regulatory, institutional, and governmental and inter-governmental policy matters. The candidate must be familiar with clean and renewable energy options and the ability to understand and articulate benefits and trade-offs.

f. **Skills and Abilities:** The applicant must possess good interpersonal skills, including a demonstrated ability to perform in a complex institutional and multicultural environment. The person must be able to analyze and evaluate complex information from a variety of sources and support innovative solutions to complex problems. S/he should have strong oral and written communication skills and an ability to communicate with high level government officials, financial institutions, and managing complex multi-disciplinary teams of consultants. Must have concise and effective English writing skills.

**EVALUATION AND SELECTION FACTORS**

1. **Education:** A minimum of a master’s degree in a relevant field of energy, engineering, and/or finance. (10 Points)

2. **Prior Work Experience:** A minimum of 5 years of substantive practical energy-specific experience directly or indirectly managing energy project development, working for an engineering consulting firm, international finance institution, or working in the private sector. Hands-on experience doing project oversight and backstopping, implementing energy project transactions with an understanding of project planning, design, development, implementation, and management. Prior experience and successful record of forging public-private sector partnerships and strategic partnerships. (20 Points)

3. **Language Proficiency:** Must be fluent in spoken and written English. Candidates will be required to demonstrate excellent written and oral communication skills. The applicant should have demonstrated ability to make oral presentations and prepare written reports logically and persuasively for senior U.S. Government officials, donors, foreign and local government officials, and the private sector. (10 Points)
4. **Job Knowledge:** Must have a practical and experience-based understanding of the energy sector in Zambia and the region, and a broad understanding of existing energy initiatives and/or programs. Must have a sound understanding of energy project management and evaluation, as well as understanding of bankable deals and project risks. Must be familiar with legal and regulatory processes associated with energy and infrastructure projects including negotiations of energy projects in Zambia and/or the South Africa region, demonstrated understanding of regulatory, institutional, and governmental and inter-governmental policy matters. The candidate must be familiar with clean and renewable energy options and the ability to understand and articulate benefits and trade-offs. (30 Points)

5. **Skills and Abilities:** The applicant must possess good interpersonal skills, including a demonstrated ability to perform in a complex institutional and multicultural environment. The person must be able to analyze and evaluate complex information from a variety of sources and support innovative solutions to complex problems. S/he should have strong oral and written communication skills and an ability to communicate with high level government officials, financial institutions, and managing complex multi-disciplinary teams of consultants. Must have concise and effective English writing skills. (30 Points)

Maximum Evaluation Score: 100 points

**TERMS OF APPOINTMENT:**
Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

**BENEFITS:**
The position is classified at FSN-12 level. The final salary of the successful candidate will be negotiated within that range, depending on qualifications and previous earnings history.

**APPLYING:**
Qualified candidates should send:
1. A formal application letter or cover letter addressing the “required qualifications”, not to exceed two pages;
2. A current Curriculum Vitae (CV);
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at https://eforms.state.gov/forms/ds174.pdf); and
5. Contact information for at least three professional references.

**SUBMIT ALL APPLICATION MATERIALS TO:**
EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading **must** read:
Application: Energy Specialist, AID-008-19

Only applicants selected for an interview will be contacted.