

MISSION NOTICE

USAID Nairobi Complex

NOTICE NO: 14 – 49 (RE-ADVERTISEMENT)

DATE: April 28, 2014

SUBJECT: EMPLOYMENT OPPORTUNITY – VACANCY FOR SENIOR PROJECT FINANCE ADVISOR, POWER AFRICA AND TRADE AFRICA, NAIROBI, KENYA

OPENING DATE: Immediately (Subject to Availability of Funds)

CLOSING DATE: May 15, 2014

OFFICE: Power Africa and Trade Africa

TITLE: Senior Project Finance Advisor

GRADE: USPSC Local Hire - GS-15 (Part-Time)

WHO MAY APPLY: U.S. Citizens currently residing in Kenya, including Eligible Family Members and Members of Household of the U.S. Mission to Kenya. Previous applicants need not re-apply.

BACKGROUND INFORMATION

President Obama launched the Power Africa and Trade Africa Initiatives in 2013. The Initiatives analyze and address constraints to expanding energy availability and reliability, and expand intraregional and global trade. Power Africa and Trade Africa (PATA) directly support the U.S. Strategy Toward Sub-Saharan Africa's goals of improved economic growth by targeting the energy and trade sectors, with the ultimate impact of improved security, strengthened health systems and greater political stability. USAID/PATA leads the U.S. whole-of-government approach for expanding energy and trade throughout sub-Saharan Africa by coordinating the efforts of participating USG entities; private sector partnerships; multilateral development banks; national and regional governments; and other stakeholders. USAID's PATA headquarters is located in Nairobi, Kenya with a counterpart office in Washington, DC and Embassy teams in each of the target countries. USAID/PATA provides guidance on strategy, budgetary and technical support to USAID programs across the various countries and collaborates with the USG agencies involved to achieve the outlined goals and objectives. The Office's staff work in an exciting environment devoted to delivering on two Presidential Initiatives with high-level attention.

BASIC FUNCTION OF POSITION

The PATA Senior Project Finance Advisor is responsible for participating with other senior advisors and officers in the design, development, and management of Initiative-wide energy/power sector plans and programs to support energy sector development with a focus on clean energy. The Advisor reports to the Energy Team Leader/Senior Energy Advisor and advises senior PATA

leadership and others across the Initiative on matters related to financing power sector projects across a range of sizes.

The Advisor utilizes an in-depth knowledge of the energy project finance field in sub-Saharan Africa its stakeholders to help design and implement high impact programs across the Power Africa focus countries (Ethiopia, Kenya, Tanzania, Ghana, Liberia, and Nigeria). The Advisor works to determine the feasibility of and accelerate power projects, as well as address related policy issues. S/He will be part of a team that coordinates across and supports all Embassy teams' efforts to increase access to reliable, affordable, and sustainable power for its citizens, while ensuring responsible, transparent, and effective management of energy resources. The Advisor contributes to the design and implementation of programs/projects/activities that facilitate expansion of energy generation, transmission and distribution to increase access to reliable, affordable and sustainable electric power.

The Advisor represents PATA in discussions and negotiations with the private sector, multilateral development banks, other donors, and implementing partners (IPs). S/He assists USAID staff including senior managers, visiting USG officials, and others in sector-related public meetings, field trips, and discussions with government officials and partner organizations. The Advisor establishes and maintains senior-level contacts for PATA management in the energy sector, including individuals in the private sector, multilateral development banks, non-governmental institutions, and donor community.

MAJOR DUTIES AND RESPONSIBILITIES

a. Strategic Planning and Program Design – 30%

The PATA Sr. Project Finance Advisor provides substantive technical and managerial support to the conceptualization, planning, implementation and monitoring of significant components of the overall Power Africa strategy, as well as supporting each Embassy team. The Advisor works with counterpart team members including USAID/Washington and interagency experts to obtain support from and coordinate the involvement of all relevant stakeholders (including the African Development Bank, World Bank, Power Africa founding partners, and other private companies, businesses and investors) to identify components of effective strategies to advance priority transactions and meet Power Africa goals. Working with PATA Washington and Posts, the Advisor provides input on the initiation of new activities and offers substantive support and input for the drafting of relevant sections of strategic documents as they relate to finance. The Advisor provides input to the drafting of activity design, analysis, and assessment documentation and related technical, policy, economic, and budgetary analyses; is involved in implementing changes to existing activities; and, serves as a member of technical review teams for energy finance-related concept papers, solicited or unsolicited proposals, and proposed awards under USAID-funded activities as needed in Nairobi or focus countries. The Advisor ensures coordination across Posts and with other USG agencies active in the energy sector, to the extent that these are complementary to or integrated with USAID-funded energy programs.

b. Technical Leadership & Advisory Services – 40%

The Advisor serves as a recognized energy project finance expert, with a strong knowledge of energy policy; keeps abreast of trends and issues in sub-Saharan African energy/power sectors; reviews and analyzes developments and advises PATA team members, transaction advisors,

leadership and, as required, USG officials on highly specialized and complex issues relating to financing energy and power projects in the region, particularly those bearing on USG interests. S/He is responsible for providing input to ensure that PATA's development assistance programming reflects best practices and state-of-the-art knowledge. The Advisor assists Posts' officials, other USAID staff, and visiting officials in various aspects involved in preparing for and participating in field trips, public meetings, conferences, and negotiations with private sector and donor partners. S/He supports PATA teams across the target countries to advance transactions from initial screening through due diligence, negotiating and structuring, approval, documentation, closing and funding on an as needed basis. The incumbent liaises and engages frequently and regularly with USAID/Washington and Embassy PATA staff, USG officials and other partners to provide them with information, advice, and feedback, as required.

c. Program Management and Monitoring – 30%

The Advisor directs, coordinates, and monitors aspects of activities necessary to attain policy reforms and energy sector results supporting Power Africa's objectives, and provides advice and constructive feedback. At the discretion of the Coordinator and Senior Energy Advisor, the Sr. Project Finance Advisor is responsible for effective management of one or more USAID contracts and/or grants, discharging the full range of Agreement Officer's Representative (AOR)/Contract Officer's Representative (COR) or Activity Manager (AM) responsibilities. The Advisor has regular interface with associated IPs and counterparts in Embassies, and ensures IPs receive needed information on USAID regulations and policies, including audit regulations, USAID provided logistical support services, and assistance with country issues. S/He monitors and evaluates progress of IPs towards achievement of results and facilitates meetings with senior IP management and project officials. The Advisor provides technical support in establishing performance monitoring systems, and ensures appropriate accounting of resources by tracking quarterly accruals, maintaining project pipeline information, and providing leadership in meeting audit recommendations.

S/He is accountable for high performance in all program management functions including planning, budgeting, implementation, monitoring, evaluation, and managing for results. The Advisor will offer technical and programmatic contributions to support PATA headquarters' and Embassies' efforts regarding submissions such as Congressional Budget Justifications (CBJ), Congressional Notifications (CN), Operational Plans (OP), annual Performance Plan and Reports (PPR) and other standard reporting documents as required.

d. Performs other duties as assigned or required.

REQUIRED QUALIFICATIONS

Any application that does not meet the minimum requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.

- a. **Education:** A Bachelor's degree in finance, economics, international business or other relevant field is required. A Master's Degree in business administration, finance and/or energy policy is preferred. A Master's Degree in public affairs, economics, or related field may be substituted, subject to acceptance by the selecting committee.

- b. **Prior Work Experience:** A minimum of ten (10) years of progressively responsible, professional-level experience working in project finance related to energy and or demonstrated skills in related areas such as corporate finance, accounting, credit analysis, management and operations, country political and economic issues, international investments, and commercial or investment banking. Experience must have provided the opportunity for development of sectoral and project documents, and performance of project design, program planning, and/or implementation work. At least two (2) years of this experience should be in development-related work for USAID, other donor agencies, or private-sector institutions. Experience should also include performance monitoring, and/or the analysis and interpretation of large amounts of data. Prior USG experience is preferred, but not required.
- c. **Post Entry Training:** Familiarization training in USAID-specific procedures, regulations, and methods will be provided. Orientation to working from a donor-Agency perspective will also be provided. Completion of formal COR/AOR certification courses may be required and the training will be provided if needed. Additional training to maintain professional capability and qualifications in the finance and power fields, as well as other courses offered for professional USAID staff, will be provided as appropriate, subject to availability of funds.
- d. **Language Proficiency:** Fluent written and oral proficiency in English is required. Given the nature of the position, effective written and oral communications are critical to performing successfully in this position. The incumbent must be capable of preparing reports, internal correspondence, and documents in a professional and competent manner requiring little or no editorial changes.
- e. **Knowledge:** The incumbent must have a sound knowledge of relevant political, economic and environmental issues in the region. Strong knowledge of the USG development agenda, development initiatives, and development priorities for energy and finance sectors and related areas is required. Additionally, the Advisor needs an in-depth and expert knowledge of a broad range of issues of energy policy, generation, transmission, distribution and human resources capacity building as well as knowledge of private-sector development and competitiveness. Knowledge of strategies, programs, and the working methodologies of other donor agencies, governments and banks in the energy sector in sub-Saharan Africa is required.

The candidate should have demonstrated initiative and creativity. Candidates will be expected to show past experience in performing successfully at high levels, with minimal supervision and daily direction. Experience with international aid projects, especially in critical priority countries, is desirable.

- f. **Skills and Abilities:** A high level of technical expertise and ability in energy and private-sector development is required. The incumbent should possess the ability to advise senior PATA leadership on power development and issues across a wide range of finance related topics and their implications on USAID programs. S/He should have demonstrated skill in analyzing and structuring complex international finance projects; skill in applying business

knowledge to project structuring and development of loan terms; and skill in reviewing and developing legal documentation in the form of terms of reference, loan agreements, contracts, term agreements and other transaction-related documents. Program design, budgeting, implementation, monitoring, and evaluation skills are essential. The ability to effectively communicate complicated policy, strategy, and program issues orally and in writing is also required. The incumbent must be able to analyze complex data and relationships to prepare complete, precise and accurate factual and analytical reports; to render advice objectivity; to prioritize and manage various tasks simultaneously; to develop and maintain a network of mid-to-senior-level USAID contacts and officials associated with other agencies, donors and intergovernmental organizations; to operate efficiently and effectively in multi-cultural, team environment; and to work under pressure to meet tight deadlines. The Advisor must have good interpersonal, coordination, and bureaucratic skills; be able to coordinate successfully with all parts of USAID and Embassy teams to advance program interests. The Advisor must be able to handle sensitive issues diplomatically, represent Power Africa authoritatively, and use good judgment in speaking on behalf of USAID in high-level meetings with the private sector, USG, partner governments, NGOs, and other donors and in various fora. The Advisor must possess good organizational and management skills. The incumbent must have the ability to utilize advanced applications in Microsoft Software including Excel, Word, and PowerPoint in preparation and presentation of reports and other official documentation (e.g., policy documents, project descriptions, taskers, MOUs and Agreements).

POSITION ELEMENTS

- a. **Supervision Received:** The incumbent will be directly supervised by the Coordinator for Power Africa & Trade Africa or his designee (likely the Senior USDH Energy Advisor within the Power Africa and Trade Africa Coordinator's Office) who provides overall objectives, suggests approaches to consider, and reviews completed reports and other assignments. Within that framework, incumbent functions with a large degree of latitude and independence. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Specialist will seek advice and assistance as required. Work is reviewed in terms of results achieved.
- b. **Available Guidelines:** Available technical guidelines include energy program and initiative descriptions and program documents as well as sector analyses and strategies. Operational guidelines include established Agency regulations and requirements, ADS Series, Africa Bureau procedural guidance, Mission Orders, the Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAR), Foreign Assistance Framework and professional development literature. All of these are general, presenting options and approaches rather than blueprints. Therefore, the incumbent must be able to assess alternatives and interpret the guidelines accordingly.
- c. **Exercise of Judgment:** The incumbent must exercise substantial independent judgment in providing analysis and recommendations, in prioritization and completion of assignments

and in developing, implementing, managing evaluating and reporting major finance/power sector programs/projects/activities. Judgment is required in order to make decisions, based on a careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact. The Advisor exercises good judgment, and completes work independently; and, monitors implementation of energy-sector activities and maintains accountability for results achieved. S/He must be capable of grasping the broader agenda, advising the Coordinator and members of the Coordinator's team accordingly.

- d. **Authority to Make Commitments:** The Advisor exercises the authority given to all USAID activity managers and CORs/AORs, and may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. Within the scope of the authority delegated, the Advisor may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem.
- e. **Nature, Level and Purpose of Contacts:** The nature of the Advisor's work requires substantive contacts with senior-level USG and PATA embassy personnel. The work includes frequent contact with private sector, non-governmental organizations, and research institutions up to the leadership level, and with other donor representatives as well as other USG agencies. Some contacts are for oversight of work carried out by IPs and grantees to ensure compliance with contract and grant agreements. The Advisor coordinates and participates in regular meetings with IPs, grantee representatives, banks and energy agencies to review progress of programs/projects. S/He identifies implementation problems and recommends ways to strengthen program interventions.
- f. **Travel:** The incumbent will be expected to travel to relevant PATA countries and Washington, DC on an as needed basis, not to exceed 50% of the time and depending upon availability of funds.
- g. **Supervision Exercised:** This position is not designated as supervisory at this time. However, the incumbent will be authorized to provide technical guidance, information and advice to members of the Coordinator's Power Africa and Trade Africa Initiatives upon request and/or as deemed necessary and appropriate by the incumbent's supervisor and/or the Coordinator.
- h. **Time Required to Perform Full Range of Duties after Entry into the Position:** The incumbent will be expected to work part-time, 20-30-hour week, and to be available on an as-needed basis to deal with emergency situations and during times of heavy workload. It is expected that 6 months will be required for the incumbent to become familiar with the tasks outlined in this position and 12 months to undertake the full range of duties.

EVALUATION CRITERIA

Candidates will be evaluated and ranked based on the following selection criteria (maximum of 100 points):

Education (15 points): A Bachelor's degree in finance, economics, international business or other relevant field is required. A Master's Degree in business administration, finance and/or energy policy is preferred. A Master's Degree in public affairs, economics, or related field may be substituted, subject to acceptance by the selecting committee.

Prior Work Experience (25 points): A minimum of ten (10) years of progressively responsible, professional-level experience working in project finance related to energy and or demonstrated skills in related areas such as corporate finance, accounting, credit analysis, management and operations, country political and economic issues, international investments, and commercial or investment banking. Experience must have provided the opportunity for development of sectoral and project documents, and performance of project design, program planning, and/or implementation work. At least two (2) years of this experience should be in development-related work for USAID, other donor agencies, or private-sector institutions. Experience should also include performance monitoring, and/or the analysis and interpretation of large amounts of data. Prior USG experience is preferred, but not required.

Language Proficiency (10 points): Fluent written and oral proficiency in English is required. Given the nature of the position, effective written and oral communications are critical to performing successfully in this position. The incumbent must be capable of preparing reports, internal correspondence, and documents in a professional and competent manner requiring little or no editorial changes. Knowledge of Kenya languages, culture and work environment is desirable but not required.

Knowledge (25 points): The incumbent must have a sound knowledge of relevant political, economic and environmental issues in the region. Strong knowledge of the USG development agenda, development initiatives, and development priorities for energy and finance sectors and related areas is required. Additionally, the Advisor needs an in-depth and expert knowledge of a broad range of issues of energy policy, generation, transmission, distribution and human resources capacity building as well as knowledge of private-sector development and competitiveness. Knowledge of strategies, programs, and the working methodologies of other donor agencies, governments and banks in the energy sector in sub-Saharan Africa is required.

The candidate should have demonstrated initiative and creativity. Candidates will be expected to show past experience in performing successfully at high levels, with minimal supervision and daily direction. Experience with international aid projects, especially in critical priority countries, is desirable.

Abilities and Skills (25 points): A high level of technical expertise and ability in energy and private-sector development is required. The incumbent should possess the ability to advise senior PATA leadership on power development and issues across a wide range of finance related topics and their implications on USAID programs. S/He should have demonstrated skill in analyzing and structuring complex international finance projects; skill in applying business knowledge to project structuring and development of loan terms; and skill in reviewing and developing legal documentation in the form of terms of reference, loan agreements, contracts, term agreements and

other transaction-related documents. Program design, budgeting, implementation, monitoring, and evaluation skills are essential. The ability to effectively communicate complicated policy, strategy, and program issues orally and in writing is also required. The incumbent must be able to analyze complex data and relationships to prepare complete, precise and accurate factual and analytical reports; to render advice objectively; to prioritize and manage various tasks simultaneously; to develop and maintain a network of mid-to-senior-level USAID contacts and officials associated with other agencies, donors and intergovernmental organizations; to operate efficiently and effectively in multi-cultural, team environment; and to work under pressure to meet tight deadlines. The Advisor must have good interpersonal, coordination, and bureaucratic skills; be able to coordinate successfully with all parts of USAID and Embassy teams to advance program interests. The Advisor must be able to handle sensitive issues diplomatically, represent Power Africa authoritatively, and use good judgment in speaking on behalf of USAID in high-level meetings with the private sector, USG, partner governments, NGOs, and other donors and in various fora. The Advisor must possess good organizational and management skills. The incumbent must have the ability to utilize advanced applications in Microsoft Software including Excel, Word, and PowerPoint in preparation and presentation of reports and other official documentation (e.g., policy documents, project descriptions, taskers, MOUs and Agreements).

HOW TO APPLY

- Step 1:** First time users of MyJobsInKenya should complete the registration form at www.myjobsinkenya.com
- Step 2:** Complete the job application questionnaire at www.myjobsinkenya.com/usaaid. The applicant must answer all the questions in the Questionnaire.
- Step 3:** Attach a letter explaining your qualifications for the position and an up-to-date resume (*no more than five pages*). Scan and attach all the documents as one attachment.

All applications MUST be submitted online at www.myjobsinkenya.com/usaaid. Incomplete application packages will not be considered. The closing date for receipt of applications is **Thursday, May 15, 2014 at 4:30pm East Africa Time.**

EXO: 