

MISSION NOTICE

USAID Nairobi Complex

NOTICE NO: 15-06

DATE: January 12, 2015

SUBJECT: EMPLOYMENT OPPORTUNITY – VACANCY FOR STABILIZATION PROGRAM ADVISOR, SOMALIA OFFICE, USAID/EAST AFRICA

OPENING DATE: Immediately (Subject to Availability of Funds)

CLOSING DATE: January 30, 2015

OFFICE: USAID/East Africa, Somalia office

TITLE: Stabilization Program Advisor

GRADE: USpsc Local hire - GS-14

WHO MAY APPLY: US Citizens Currently Residing in Kenya

PERIOD OF PERFORMANCE: Two years renewed annually based on performance and funds availability

PLACE OF PERFORMANCE: Nairobi, Kenya

SECURITY ACCESS: Secret

BASIC FUNCTION OF POSITION

The Stabilization Advisor will play a lead role in developing and overseeing USAID's highest priority development programs in Somalia. This position requires a mastery of stabilization programming in complex environments, advanced managerial and communication skills, the ability to act independently in a complex and highly sensitive political environment, and advanced experience in policy formulation and negotiation with high-level government counterparts. The incumbent must be able to independently plan, design, and carry-out projects, studies, and programs, and must be able to oversee a diverse portfolio of stabilization activities. The incumbent must have extensive technical and supervisory experience (project and personnel, respectively) and demonstrated experience with grantee and contractor/USAID relationships. The incumbent must be able to communicate effectively with grassroots organizations and their constituencies, national, regional, and local government officials, managerial-level counterparts in USG agencies, and clerics or other religious leaders. Since work may require changes in program direction and implementation, including frequent coordination with a range of external and internal actors, the individual must be flexible, adaptive, and willing to work under conditions of ongoing change. The incumbent will also be called upon to represent USAID's mission and programs to senior-level government officials, in-country visitors, and senior officials from other international organizations,

bilateral donors, and local government officials, but is not permitted to set policy. The incumbent will be required to travel to Somalia, subject to Chief of Mission guidance and approval.

The Stabilization Advisor will be supervised by the USAID/Somalia Office Director; the individual will also receive day-to-day guidance from the USAID/Somalia Stabilization Team Leader and USAID/Somalia Deputy Director. The Stabilization Advisor will guide and help oversee the work of local hire and Foreign Service national staff. The Advisor's duty station of record will be at USAID's East Africa Regional Mission in Nairobi. The workweek and hours of duty will be determined by the USAID supervisor, subject to the general provisions of the PSC contract.

MAJOR DUTIES AND RESPONSIBILITIES

The work of the Stabilization Advisor will require leadership, creativity, the independent exercise of discretion, and personal responsibility. Under the direct supervision of the USAID/Somalia Office Director or his/her designee, the responsibilities of the Stabilization Advisor include:

- Lead the conceptualization and development of program strategies and objectives in close coordination with USAID personnel and U.S. Embassy, Department of State, and civil society officials, based on expert political analysis and U.S. Government policy. When necessary, help refine strategic objectives and lead the development of new programmatic approaches.
- Serve as the Contracting Officer's Representative and/or Agreement Officer's Representative (COR/AOR) for implementing mechanisms managed by the Somalia Office's Stabilization Team. The incumbent must be certified in accordance with USAID COR/AOR requirements.
- Undertake management actions to support the achievement of results. Prepare USAID program documentation and reports, and oversee staff on the USAID/Somalia stabilization team to ensure the maintenance of systematic records. Lead the development of statements of work, activity approval documents, congressional notifications, correspondence, and other documentation.
- Oversee and provide expert programmatic, operational, and strategic guidance to USAID's implementing partners (contractors and/or grantees), ensuring that activities are contributing to USAID's program objectives and are within the scope of their award instrument.
- Serve as lead USAID liaison on stabilization initiatives with USAID senior management, technical personnel, U.S. Embassy and Department of Defense management and staff, senior diplomats, host government officials, UN organizations, indigenous and international NGOs, and other pertinent agencies and organizations. Maintain collaborative relationships with a wide range of actors to ensure close coordination at the field level, identify the widest range of potential partners and opportunities, and strive to achieve maximum synergy with other programs.
- Provide expert analysis and reporting on local and regional political developments, and regularly liaise with senior USAID and partner staff on the potential impact on USAID programs. Develop, recommend, and oversee the implementation of strategic and programmatic shifts in USAID stabilization activities when necessary to respond to changing political circumstances.

- Coordinate closely with other Somalia Office programs to ensure linkages between recovery initiatives, humanitarian relief, and longer-term development.
- Prepare and disseminate programmatic, financial, and quarterly reports to the U.S. Embassy, USAID Mission, and other organizations as appropriate.
- Travel to Somalia and neighboring countries as required. All travel must be in accordance with Federal Travel Regulations and the General Provisions of the PSC contract.

REQUIRED MINIMUM 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.

- 1. Education:** Bachelor's degree and a minimum of **nine (9)** years of progressively responsible work experience;

OR

Master's degree and a minimum of **seven (7) years** of progressively responsible work experience;

- 2. Prior Work Experience:** Minimum of **five (5) years** of recent project management experience with a USG entity, international assistance organization, or non-governmental organization in community development, economic development, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis; within which there must be a:
 - Minimum of **two (2) years** of overseas field experience working on stabilization, community development, or other relevant programs; and
 - Minimum of **two (2) years** of supervisory experience (including mentoring, training, and guiding staff).
- 3. Post Entry Training:** Incumbent will be required to become knowledgeable on a wide range of USAID policies, procedures and regulations, including COR/AOR training and certification.
- 4. Language Proficiency:** Fluent (Level IV), fluent verbal and written English communication skills and analytical ability are required.
- 5. Knowledge:** The incumbent must have an expert-level understanding of stabilization programs and their role in U.S. foreign policy. S/he must have comprehensive knowledge of donor programming policies and international donor regulations, procedures, and practices. S/he must have knowledge of: Candidates must show past experience in performing successfully at high levels, with minimal supervision and daily direction. Experience with USAID stabilization programs, and/or with other USAID programming in Somalia, is desirable.

- 6. Abilities and Skills:** The PSC must have demonstrated ability in dealing effectively and diplomatically with customers from a variety of organizations. The individual must be able to develop and maintain an extensive range of contacts with both senior and working level staff in USAID/East Africa, USAID/Washington, and the inter-agency, as well as development partners, donors, and other stakeholders. The individual must be able to effectively identify, mobilize, and draw upon the expertise of USAID personnel, including subordinate staff.

Candidates must have the ability to independently develop projects and deliver quality, timely products that require minimal review and oversight. Proven written and oral English communication skills, as well as strong research, teamwork, and interpersonal skills are required to perform successfully in this position. The incumbent must be comfortable developing outreach strategies, and delivering formal briefings and presentations.

The ability to provide information and advice with objectivity is required. The incumbent must be able to excel in a fast-paced, multi-cultural work environment, and be able to deliver multiple tasks simultaneously. The individual must therefore apply expert-level analytical skills and judgment to determine the best solution from the range of possible alternatives.

POSITION ELEMENTS

1. Supervision Received

The Stabilization Advisor will be supervised by and report to USAID/Somalia Office Director or his/her designate. The individual must exercise independent judgment in planning and carrying out tasks, resolving problems and conflicts, and taking steps necessary to meet deadlines.

- 2. Available Guidelines** Guidelines include USAID's Federal Acquisitions Regulations (FAR), ADS Series, Africa Bureau procedural guidance, Mission Orders, the Foreign Affairs Manual (FAM), and professional development literature.

3. Exercise of Judgment

Duties assigned to the Stabilization Advisor include a variety of duties and processes requiring independent judgment to interpret policy, interact with a wide range of stakeholders, and oversee USAID/Somalia's highest-profile programs. The use of initiative, discretion, and patience is expected from the PSC in working with USG office personnel as well as representatives from other organizations/partners to resolve challenges that arise during the course of work for which there is often no clear or immediate solution. The Advisor will be required to follow and adhere to USAID's Code of Ethics and Conduct.

The PSC must ensure that his/her input into official U.S. Government documents is consistent with the goals of the Somalia Office and reflects its strategic thinking. Good judgment will be required in organizing and maintaining complete program documentation which allows easy retrieval of information. The PSC must use sound reasoning to work closely with program managers, other USG offices, and other partners.

4. Authority to Make Commitments

The Advisor cannot make financial commitments on behalf of the U.S. Government. The individual's recommendations, however, may be the basis for making commitments by authorized USAID officials.

5. Nature, Level, and Purpose of Contacts

Contacts will be at both the highest management and working levels with the U.S. Embassy's Somalia Unit and other bilateral and multilateral donor organizations. Contact will be of a continuous nature through day-to-day meetings and periodic review sessions. The PSC will represent the Somalia Office at various meetings.

6. Travel

The PSC will be expected to travel to Somalia on an as-needed basis depending on the security situation and access to the travel destination.

7. Supervision Exercised

The PSC will be required to mentor, train, and assist in overseeing the day-to-day activities of other local hire and Foreign Service National staff.

HOW TO APPLY

Step 1: Register in *MyJobsInKenya* 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: Submit the following documents to nairobihr@usaaid.gov:

1. Fully completed and hand-signed copy of an Optional Application for Federal Employment Form (OF-612) form available at <http://www.usaid.gov/forms/>.
2. A cover letter (3 pages maximum) addressing how the applicant meets the required qualifications for this position (see Qualification section of this Solicitation). Each of the expected qualifications should be addressed in the cover letter.

To ensure consideration of applications for the intended position, please reference the solicitation number/position title on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

Applications must be received **January 30, 2015 GMT+3, Nairobi.**

Cleared by EXO