

# MISSION NOTICE

## USAID Nairobi Complex

**NOTICE NO:** 14 – 196 (RE-ADVERTISEMENT)

**DATE:** December 19, 2014

**SUBJECT:** EMPLOYMENT OPPORTUNITY – VACANCY FOR USAID PROJECT MANAGEMENT SPECIALIST (GOVERNANCE), SOMALIA OFFICE, USAID NAIROBI MISSION

**OPENING DATE:** December 19, 2014

**CLOSING DATE:** January 09, 2015

**OFFICE:** Somalia Office

**TITLE:** USAID Project Management Specialist (Governance)

**GRADE:** FSN-(PSC) - Series 4005 - Grade 12

**WORK HOURS:** Full-time; 40 hours/week

**WHO MAY APPLY:** Qualified Kenyan citizens. Employees currently on probation are ineligible to apply.

**A. Background:**

USAID/Somalia seeks to employ a senior specialist who will have a primary role in engaging on governance issues and in managing USAID's governance programs for Somalia. USAID's overarching goal in Somalia is to increase stability through targeted interventions that foster good governance, economic recovery, and reduce the appeal of extremism. Through programs focused on stabilization, economic growth, education, democracy and governance, and health, USAID aims to solidify security gains made by AMISOM and Somali National Army (SNA) forces. In addition, USAID remains committed to responding to the ongoing humanitarian crisis through the provision of life-saving humanitarian assistance coupled with interventions aimed at protecting livelihoods and building resilience. Lasting peace in Somalia will be better achieved through the establishment of viable governance structures, the rule of law, and an electoral process, that works to stabilize and strengthen democracy and human rights for all Somalis. The objective of USAID governance assistance is:

- a) Increased stability and improved capacity of the parliament and other government institutions to provide basic administrative and legislative functions;
- b) Improved capacity to hold credible regional and federal elections;

- c) Enhanced understanding and investment in the promotion and protection of human rights in Somalia, in particular fundamental rights, women's rights and justice for children.
- d) Improved access to justice and international human rights standards for all Somalis.
- e) Encouragement of good governance conducive to a developing economy that reduces threats from transnational terrorists and piracy;
- f) Enhanced processes for establishing a transparent, accountable and functioning system of governance that supports peace-keeping operations, security sector reform, and national and local reconciliation initiatives.

**B. Basic Function of Position**

The Project Management Specialist will be charged with the primary responsibility for monitoring and evaluating the progress and impact of USAID governance programs and activities and provide managerial support for the development and implementation of good governance, strategies, programs, and activities in Somalia. She/he will be held accountable for and evaluated against mutually established specific work objectives and performance indicators.

She/he is a senior professional with broad experience relating to democracy and good governance (DG), particularly in fragile state environments. Relevant experience includes democracy and governance, work relating to parliamentary strengthening, institutional capacity building, civil society capacity building, elections, political processes, security sector reform, rule of law, conflict resolution, human rights, institutional capacity-building and local government and decentralization. Incumbent will use her/his independent judgment and initiative to complete complex tasks with minimal technical supervision.

The incumbent will utilize her/his technical skills and knowledge of program implementation to recognize opportunities for new initiatives and propose modifications of program results. She/he will ensure financial and administrative management of his/her assigned programs, including Contracting Officer's Representative (COR) and Agreement Officer's Representative (AOR) duties. Secondary responsibilities, as delegated, may include program management in areas such as media, stabilization, reconciliation, and conflict management and mitigation.

The incumbent will carry out his/her duties as staff member of the Democracy and Governance Team in the Somalia Office, working in collaboration with other members of the team.

**C. Duties and Responsibilities:**

**Program Planning (30%)**

Assist with the strategic planning and design of development activities, intermediate results, modifications to activity designs, and measures of achievement in Somalia. This will include USAID's Operational Plan, and Performance Plan and Report, and the U.S. Embassy's Mission Strategic Resource Plan.

**Program Monitoring, Evaluation and Reporting (30%)**

- Day-to-day oversight and management of performance to ensure program implementation achieves planned results. He/she will, in collaboration with implementing partners, develop performance monitoring systems and report on program performance, in accordance with USAID reporting requirements.

- Monitor progress and impact of USAID democracy and governance programs in Somalia through continuous contact with implementing partners. This will include travel to Somalia when appropriate.
- Track, revise, and report on indicators of results and ensure that measurements of progress are accurate and clearly describe the objectives of the program and the results achieved.
- Report to USAID staff on progress and impact of USAID programs as appropriate during program implementation reviews and during the preparation of USAID's annual performance report. Generate annual reporting as per USAID requirements.
- Conduct regular data quality assessments to ensure that indicators and data for USAID-funded programs are appropriate, collectible, and accurate.
- Regularly communicate and interact with USAID and Somalia stakeholders, including beneficiary communities, private sector firms, country development committees, government actors, civilian administrations, civil society groups, Somali indigenous NGOs, and international NGOs and UN agencies.
- Monitor relevant news and analysis sources to assist the DG Team and Somalia Office to better understand and address the complex governance, conflict, and social issues affecting Somalia and use the information and analysis to ensure that ongoing and planned programs in Somalia remain relevant.
- Represent USAID and participate in conferences, workshops, and meetings.

Work closely with stakeholders and partners to ensure that program achievements and lessons learned are properly disseminated.

- Prepare summary tables, graphs, and charts on the above information for the purpose of better informing USAID and Somalia stakeholders on trends, status, needs, and opportunities.
- Maintain liaison and professional exchanges with statistical offices and institutions to be familiar with their statistical information systems in order both to obtain information from those systems and as appropriate to recommend means of improving those systems through USAID programs or otherwise.

### **Program Management (30%)**

- Carry out official Activity Manager or Contracting Officer's Representative (COR) and Agreement Officer's Representative (AOR) duties, for specific USAID-funded development activities in Somalia.
- Oversee the development of annual work-plans by implementing partners. Review annual work plans and activity plans for comprehensiveness, clarity, and adherence to the Somalia Office's Operational Plan and Strategic Statement.
- Draft statements of work, procurement documents, congressional notifications, correspondence, and other documentation.
- Plan and track expenditures and obligations in grants and contracts and ensure that the flow of funds within the program is not disrupted.
- Serve on technical and sectorial coordination committees as a USAID representative.
- Foster donor coordination by participating in donor meetings as USAID liaison.
- Keep donor and implementing partners informed of USAID assistance plans, implementation progress, and relevant USAID processes through regular communications and meetings.

- Maintain regular contact with implementing partners to support activity implementation and assess its effectiveness, efficiency, and impact, including reviewing and commenting on partners' periodic reports.
- Coordinate the activities of short-term consultants and visitors for the Somalia program.

**Other: (10%)**

- Represent the USAID Somalia program as required at official meetings and events and provide written reporting as appropriate.
- Perform USAID internal administrative tasks and other tasks as required such as actively participating in strategic planning and project design; and gathering information for draft concept papers, scopes of work, budget preparation, and evaluation.

**Logistical Arrangements:**

The logistical support provided by USAID/EA includes office space, transportation in cooperating country for official field work as well as travel arrangements and tickets for work related business, transportation to/from country, and secretarial support.

**D. 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.*

Education: Minimum of a Master's degree from an accredited university in Political Science, Human Rights, International Law, International Relations, Public Administration, or related field and/or a specialization in Governance, Rule of Law, or Public Policy Analysis.

Prior Work Experience (30%): Ten or more years of prior work experience is required. Five or more years of prior professional work experience in international development is required, preferably in the area of democracy and good governance. Relevant experience in two or more of the following technical areas desired: parliamentary strengthening, institutional capacity building, elections, political processes, security sector reform, legal/constitutional work, conflict resolution, stabilization, civil society capacity building, and local governance.

Language Skills (10%): Fluency in both written and oral English (Level IV) and Swahili (Level III) and Level III fluency (written/spoken/reading) in Somali is required. Language ability will be tested. Given the nature of the position, effective communications (written/spoken/reading) are absolutely critical to perform successfully in this position and must be exceptional. The incumbent must be able to communicate clearly and effectively with: 1) all categories of USG employees at post and in Washington, D.C.; 2) Somali government officials; 3) International Organizations, Donors, and Embassies; and 4) the general public. The incumbent is required to be able to prepare concise/thorough documents and reports including but not limited to: concept papers; scopes of work; reports; budgets; a range of other project documents for internal and external purposes; human interest stories; and correspondence, all of which must be done in a professional and competent manner requiring little or no editorial changes. The incumbent will also be required to be able to speak publically in English and in Somali representing USAID effectively and competently.

Knowledge (30%): Must have knowledge of the current state of development in Somalia. Must possess extensive knowledge of Somali cultures, societies, and values, especially regarding the conditions and role of women, and be willing to learn relevant USAID procedures and regulations

Abilities and Skills (30%): Managerial and coordination skills; excellent interpersonal skills in various settings; good social and professional judgment; ability to undertake extensive field trips in Somalia, including Somaliland, Puntland, and South-Central, as security permits; ability to maintain collaborative working relationship in a team structure. Able to work under complex situations and maintain high-quality work output. Able to communicate effectively with beneficiaries. The ability to work in teams, and applying good listening and interviewing skills will be important to accomplishing the objectives of this position. Able to develop and maintain an extensive range of working level contacts with stakeholders. Able to communicate ideas in writing and orally, clearly and effectively in English. A strong ability to analyze information, evaluate data and prepare reports and related documents in English. Candidates with good monitoring, evaluation, management and computer skills are preferred. Computer skills including Microsoft Word, Excel, and Power Point is essential to the effective performance of this job.

#### **E. Position Elements:**

- a. Supervision Received:** The position will be supervised directly by, and report to, the USDH Governance Team Leader in the USAID/East Africa/Somalia Office, or his/her designate, and will work in close coordination with the other members of the Somalia Office. The Project Management Specialist will participate as a full team member of the Somalia Office. Performance is evaluated annually on basis of achieving work objectives and performance measures.
- b. Available Guidelines:** USAID Automated directives system (ADS) and USAID policies on program management and program implementation.
- c. Exercise of Judgment:** Independent judgment is required to establish cooperative relationships with Somali stakeholders and beneficiaries and to assess with sensitivity the needs and concerns of customers, service providers and managers in the sector. Must judge the soundness of the implementation of programs, monitoring, research and evaluation tools of USAID's service provision programs
- d. Authority to Make Commitments:** The incumbent will have no independent authority to make any resource commitments or commit U.S Government (USG) or USAID/East Africa/Somalia Office funds on behalf of the U.S Government (USG) or USAID/EA/Somalia Office.
- e. Nature, Level, and Purpose of Contacts:** Maintains liaison with Somali stakeholders at the technical level, parliamentarians, government actors (ministers, committee members, and political figures), relevant private sector firms, civil society and civil administration institutions. Also maintains regular contact with UN, donors, and NGO partners.
- f. Supervision Exercised:** This is a Non-Supervisory Position; although may have to supervise activities as COR/AOR.

- g. **Time Required to Perform Full Range of Duties After Entry into the Position:** One Year (12 months).

**Note: Current USG employees must meet the “time-in-grade” requirement of 52 weeks in the previous lower grade to qualify for the position at the level in this vacancy announcement or be at the same grade for which the position is being recruited.**

**F. How to Apply:**

- Step 1:** Register in *MyJobsInKenya* at [www.myjobsinkenya.com](http://www.myjobsinkenya.com)
- Step 2:** Complete the job application questionnaire at [www.myjobsinkenya.com/usaaid](http://www.myjobsinkenya.com/usaaid). The applicant must answer all the questions in the Questionnaire.
- Step 3:** Internal Applicants/Current USG Employees: Attach a memo explaining your qualifications for the position, updated curriculum vitae/resume (*no more than five pages*), a copy of your most recent Performance Evaluation Report, and copies of all relevant certificates. Scan and attach all the documents as one attachment.

**OR**

External Applicants/Not Current USG Employees: Attach a letter explaining your qualifications for the position, updated curriculum vitae/resume (*no more than five pages*), and copies of all relevant certificates. Scan and attach all the documents as one attachment.

The closing date for receipt of applications is **Friday, January 9, 2015 at 04:30pm East Africa Time.**

**Cleared by EXO**