

March 27, 2014

RE-ADVERTISEMENT

**EMPLOYMENT OPPORTUNITY – VACANCY FOR PERFORMANCE
MANAGEMENT SPECIALIST, PROGRAM DEVELOPMENT & IMPLEMENTATION
(PDI), USAID/EAST AFRICA**

OPENING DATE: Immediately (Subject to Availability of Funds)
CLOSING DATE: April 9, 2014

OFFICE: Program Development & Implementation

TITLE: Performance Management Specialist

GRADE: USPSC Local Hire - GS-12 (US\$60,274-78,355)

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

BACKGROUND

USAID/East Africa (EA), based in Nairobi, Kenya, has been working in the region for over 30 years. USAID/EA provides assistance across borders in over a dozen countries in East and Central Africa, including Burundi, Central African Republic, Democratic Republic of Congo, Djibouti, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania and Uganda. The Mission leverages a \$105 million budget to support innovative regional programs, working to improve regional cooperation, conflict resolution, food security, trade, and environment and build the capacity of African regional organizations. In addition, the mission also oversees the implementation of a \$1 billion annual food aid program.

USAID/EA oversees four Presidential Initiatives – *Feed the Future*, *Global Health Initiative*, *African Competitiveness and Trade Expansion* and *Global Climate Change*. It also coordinates with the new Presidential initiatives on power and trade (Power Africa, Trade Africa).

USAID/EA provides technical and support services to client missions including: contracting and grants assistance; financial management; legal assistance; program management; food aid management; agriculture, environment, health, conflict management and governance technical assistance; and project design and strategy development support. These all enhance the achievement of USAID country programs across East Africa. USAID/EA develops and administers programs in limited-presence countries (Burundi and Djibouti), as well as handles USAID assistance in non-presence countries (Central Africa Republic and Somalia).

USAID/EA needs immediate short-term assistance (six months) of a Performance Management Specialist. The position requires an experienced and knowledgeable individual who will support

the Performance Team of the PDI and lead team efforts in the review of PPRs, PIRs, Evaluations and DQA of Mission Programs. The Performance Management Specialist will also support PDI in the coordination of PDO assistance to East Africa client Missions and non-presence and limited presence countries. S/he will report to the head of the PDI office.

The Mission's PDI office provides strategic guidance to all technical offices and non/ limited presence countries (N/LPCs—Burundi, Djibouti, Somalia) on program implementation, performance, evaluation and monitoring, and program budget management to ensure compliance with USAID policies. PDI manages key Mission activities including budget formulation, the Operational Plan, project design, performance reports, portfolio reviews, budget justification and Congressional notification, and ensures timely obligations of all Mission funds. Each of these functions in the regional Mission has increased fourfold given the LPC management mandate. PDI provides key cross-cutting services (public private partnerships, gender, information and communication technology, USAID Forward, and environmental compliance) to USAID/EA and the LPCs. PDI leads Mission efforts in the design of the Regional Development Cooperation Strategy (RDCS), coordinates Mission activities with USAID/Washington, other USG agencies and bilateral missions in the region. PDI plays a central role in the Mission's three mandates: regional programming; management of LPCs; and administration of services to 14 bilateral missions.

MAJOR DUTIES AND RESPONSIBILITIES

1. Lead the PDI Performance Management division for the period of the contract. In this role the Performance Management specialist serves as an advisor on PDI strategic information and implementation documents including, but not limited to the performance monitoring plan, (PMP) development of the Operational Plan, Annual Performance Report, and coordinates the Portfolio Implementation Review (PIRs) and other required performance reporting.
2. In collaboration with the PDI Budget Team staff analyzes financial reports, including reporting on activity burn rates and pipelines, expenditure accruals, reviewing reports from partners with particular attention to activity and financial indicators.
3. Assist Mission staff by playing a quality assurance role with documentation such as the data quality analysis and assure consistency with USAID policies and priorities.
4. Serves as a mentor by helping train new PDI staff on procedures and provides training on new guidance. Also, provides support to PDI staff development by reviewing their work to ensure that quality control is maintained.
5. Supports/backstops the Evaluation and M&E advisors with various tasks and responsibilities, including coordinating responses in completing the Annual Performance Report, PIRs and related performance reporting.

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.

The incumbent should meet the following requirements in education and professional experience:

Education: A minimum of a Bachelor’s degree in the field of economics, political science, international relations, management, or a related subject is required. In lieu of a degree 5 years of experience serving as a monitoring and evaluation specialist can be substituted.

Professional Experience: The incumbent is required to have a minimum of ten (10) years of development experience – preferably with at least two (2) years of employment as a monitoring and evaluation specialist. Significant up-to-date experience in program management, monitoring and evaluation; project management, design, and development of various technical areas (e.g., economic growth, agriculture, health, and/or local governance); implementing Presidential initiatives; and applying the principles of USAID Forward, the Quadrennial Diplomacy and Development Review (QDDR), among others, is required. Prior experience in a position of similar complexity is also required. The individual should have experience working and negotiating with the U.S. Government (USG) interagency at the highest levels. Exceptionally strong interpersonal and management skills are required.

ADDITIONALLY DESIRED SKILLS

1. Working knowledge of USG and USAID Policies and Presidential initiatives;
2. Clear understanding and proven development of effective results framework(s) and country and/or regional strategies;
3. Demonstrated experience managing and coordinating complex assessment, analysis, and planning exercises;
4. Demonstrated capability for complex analysis and ability to obtain, analyze, and evaluate a variety of data and present it senior USAID audiences; and
5. Ability to lead meetings and presentations with senior internal and external stakeholders.

POSITION ELEMENTS

Supervision Received: The incumbent will report to the head of the USAID/EA Project Development and Implementation Office.

Available Guidelines: Guidelines include USAID regulations, ADS series, Foreign Affairs Handbook (FAR), PPL policies, and other USAID or USG policies. The incumbent must be able to use excellent judgment and the ability to deal with ambiguity at all levels.

Exercise of Judgment: The incumbent exercises a high level of judgment to be able to negotiate with a variety of stakeholders to ensure Mission processes flow smoothly.

Authority to make Commitments: None. The incumbent’s recommendations will, however, lay basis for making commitments.

Nature, Level and Purpose of Contacts: Must maintain senior level contacts with internal and external stakeholders including USAID and other USG officials.

Supervision Exercised: As a USPSC, the incumbent may supervise other USPSCs and/or FSNs.

Time Required to Perform Full Range of Duties after Entry into the Position: It expected that the incumbent will become familiar with the tasks outlined in this position immediately upon arrival.

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 questionnaire must be fully answered.
- Step 3:** Scan and upload the following documents at one attachment (the system will not accept more than one attachment): (1) an application letter explaining your qualifications for the position, and (2) an updated resume (*no more than five pages*).

Note: 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 **Wednesday, April 9, 2014 at 4:30pm East Africa Time.**

PDI: _____

EXO: _____