



**JOB VACANCY ANNOUNCEMENT
DEMOCRACY, GOVERNANCE AND CONFLICT SPECIALIST
(USPSC/TCN)
OFFSHORE**

- 1. Solicitation Number:** SOL-625-16-000004
- 2. Issuance date:** 06/10/2016
- 3. Closing date/time at USAID/Senegal:** 06/30/2016 at 17:00 pm (Senegal Time)
- 4. Position title:** DEMOCRACY, GOVERNANCE AND CONFLICT SPECIALIST
- 5. Market value:** GS 14 (\$87,263 – 113,444)
Final compensation will be negotiated within the listed market value based upon the candidate's past salary history, work experience and educational background.
- 6. Organization Location of Position:** Ouagadougou, Burkina Faso
- 7. Direct Supervisor:** USAID/Burkina Faso Country Representative
- 8. Supervisory Control:** None
- 9. Period of Performance:** Immediate upon receipt of security/medical Clearances.
*(The duration of the US Personal Services Contract will be for **One (01) Year**), with options of extensions subject to satisfactory performances, availability of funds and Washington's approval).*
- 10. Place of Performance:** Ouagadougou, Burkina Faso
- 11. Security Access:** Employment Authorization
- 12. Area of Consideration:** U.S. Citizens or Third Country Nationals
- 13. Work Schedule:** 40 Hours Workweek



I. BACKGROUND

The Democracy Governance and Conflict Specialist, USPSC will serve as USAID's expert and advisor on a range of issues such as governance, transparency, human rights, civil society, elections, and conflict prevention. The Specialist will have a general understanding of democracy and governance and its cross- sectoral applications. The incumbent should also have specific technical expertise in at least two of the following: regulatory, and policy frameworks; public administration and accountability; civil society strengthening and engagement including in advocacy and oversight; multi-stakeholder collective action for improved public service delivery; conflict prevention and peace building including counter-violent extremism approaches; local governance and service delivery; elections and legislative processes; gender and social inclusion; and/or youth development. The Specialist should be highly motivated, capable of working independently and also as part of a dynamic team. This USPSC will participate as a key member of the DG/Conflict team in the USAID Office and liaises with other technical offices engaging in DG/ Conflict activities in the regional USAID West Africa mission in Accra or the Sahel Regional Office in Dakar. S/he collaborates with other USAID technical and support offices and operates within a complex, fluid political environment and with officials in the United States Government (USG) and the Government of (GOBF).

The specialist assists and advises DG/ Conflict programs assigned from the DG/ Conflict team portfolio. The Specialist will participate and if necessary lead the design of new programs following USAID requirement. The Specialist ensures that these programs are effectively implemented in the field and in accordance with the USAID contract/agreement and the approved annual work plan. S/he will also provide technical advice to other USAID Sectoral teams on DG/ Conflict as it relates to other sectors particularly relevant to resilience in Burkina Faso (e.g. health, education, agriculture, environment, etc). The DG Program Specialist maintains close communication with GOBF officials and relevant stakeholders for effective program management. The DG team relies upon the Specialist's technical advice and networking expertise with Government of Burkina Faso ministries as well as local governments to strengthen USAID assistance. The Specialist also communicates with donors, civil society organizations, universities, through multi-stakeholder forums, donor meetings and other functions as appropriate to maintain current sector knowledge relevant to programs managed by the Specialist.

II. ROLES AND RESPONSIBILITIES

The USPCS will focus on:

Program Management and Oversight (50%)

- Leads or assists management, oversight and monitoring of USAID-funded DO/Conflict projects, as assigned.
- Assists in the design and development of new activities as needed and ensures that new interventions are consistent with DG strategic objectives , and/or USG strategies.
- Evaluates annual work plans for DG project activities, and other technical projects as needed, making recommendations for work plan improvement.
- Monitors, evaluates and analyzes implementation of DG projects, closely coordinating with the grantee(s)/contractor(s) on the results and outcomes.



- Provides analysis of project evaluations, performance data and reporting documents.
- Performs regular field-level project monitoring, oversight and other program-related local travel. Serves as an expert resource and/or technical advisor on a range of DG issues.

Communication (35%)

- Prepares updates, briefing papers, reports and press releases as assigned as well as specialized documents as needed.
- Meets with government, civil society, private institutions and other donor representatives, to provide issue-oriented briefings and presentations as needed.
- Represents USAID on related program management at inter-agency and external technical working groups, workshops and conferences.
- Maintains intimate knowledge of DG project objectives, accomplishments, and development impacts to synthesize in writing or orally for meetings, speeches, background papers and other USAID reporting requirements.
- Interprets and advises DG team and USAID Burkina Faso on GOBF policies, institutional issues and program priorities affecting the direction and implementation of DG programs.
- DG team informed of political events that affect program implementation, and impact DG activities.

Financial Management and Procurement (15%)

- Assists in the development and/or technical review of project budgets
- Tracks DG projects' financial status and expenditures, and recommend future incremental funding
- Maintains complete and auditable financial records for projects managed
- Maintains complete and auditable files of all procurement documents (contracts, grants and other procurement supporting documents), meeting to USG requirements.

III. REQUIRED QUALIFICATIONS AND LEVEL OF EFFORT

Education/Experience Required for the Position:

In order to be considered for this position a candidate must meet the Required Minimum Qualifications listed below. Consideration and selection will be based on panel evaluation of Required Minimum Qualifications, and Evaluation Factors. Additionally, interviews and writing samples may be requested. Applicants are encouraged to write a brief appendix to a resume, OF-612 to demonstrate how prior experience and/or training addresses the Required Minimum Qualifications and Evaluation Factors listed below:

a. Required Minimum Qualifications:

- Master's Degree in political science, law, human rights, conflict, governance or a related field.
- Evidence that applicant is actively engaged in maintaining an updated knowledge/skill set in the advancement of theory and practice in the relevant field.
- At least five years of progressively responsible experience in the design and management of development and/or humanitarian programs, at least two of which have included specific and extensive involvement in conflict prevention, mitigation and management and democracy and good governance advancement and with civil society.
- Prior work experience in the design of cross sectoral governance programs, civil society



strengthening, conflict including counter-violent extremism, democratic institutions; good governance, public administration and accountability; collective action is preferred. Prior work or consultative experience with USAID or other bilateral or multilateral development agencies. Prior AOR/COR certification.

IV. PLACE OF WORK

USAID/ Country Office, Ouagadougou, Burkina Faso

V. SELECTION FACTORS

The following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation. The highest ranking applicants may be selected for an interview.

Education (15 points):

A Master's Degree in political science, law, human rights, governance or a related social science field.

Work Experience (30 points):

- The Specialist must have at least five (5) years of progressively responsible managerial and/or Project management experience including at least three years' experience working in the area of providing development assistance in two or more of the following areas: legal, regulatory, and policy frameworks; public administration and accountability ; civil society strengthening and engagement, including in advocacy and oversight; multi-stakeholder collective action for improved public service delivery; conflict prevention and peace building, including counter-violent extremism approaches; local governance and service delivery; elections and legislative processes; gender and social inclusion; and/or youth.
- Prior work or consultative experience with USAID or other bilateral or multilateral development agencies.

Knowledge (20 points):

- The Specialist should have broad technical knowledge of two or more of the following areas related to USAID's country strategy: regulatory and policy frameworks; public administration and accountability ; civil society strengthening and engagement, including in advocacy and oversight; multi-stakeholder collective action for improved public service delivery; conflict prevention and peace building, including counter-violent extremism approaches; local governance and service delivery; elections and legislative processes; gender and social inclusion; and/or youth
- S/he must have strong knowledge of project or program management and organizational management, as well as of NGO and USG operations.
- The Specialist must also possess knowledge of existing DG-related policies, with a demonstrated understanding of how these policies impact other sectors. Additional knowledge of other donor- supported governance and peace-building programming in Burkina Faso is desired.



Abilities and Skills (25 points):

- The Specialist successfully demonstrates the following skills and abilities:
- Strong organizational skills and the ability to work independently with little supervision.
- Excellent communication, presentation and inter-personal skills.
- Ability to transfer technical DG knowledge into project designs, project reports, policy papers, etc. Ability to communicate DG recommendations to other sectors for improved programming.
- Ability to work in a team environment and across USAID offices and other agencies at post.
- Ability to manage large, complex development assistance projects.
- Capacity to prepare technical documents in English with little editing and translate French documents to English and vice versa.
- Ability to develop and maintain high level contacts (GOBF, donors, civil society, local bodies) and productive working relationships with other counterparts.
- Ability to work effectively under pressure and demonstrate flexibility to manage more than one activity at a time.
- Strong computer skills to conduct work using MS Word, Excel and Power Point and the ability to use USAID software and computer programs.
- Demonstrated capacity to develop and maintain an extensive range of high level contact in governmental and civil society circles. Ability to inter-relate conflict trends, dynamics and climate as well as democracy and governance issues, trends and developments to the broader political forces and factors at work in the host country.

- Rigorous analytical skills and proven ability to write policy papers, briefings and presentations. Creativity, flexibility, self-motivation and the ability to prioritize workloads to meet deadlines.
- Ability to prepare factual and interpretive reports covering complex subject matter is required.
- Ability to plan, organize and execute complex projects conducted independently.
- Proven ability to prepare precise and accurate factual and analytical reports.
- Demonstrated ability to effectively present in writing conclusions/analysis for field trip reports, special reports, studies, memoranda of record to document meetings with senior GOBF officials, etc.
- In addition, the incumbent will be expected to attend meetings, conferences, workshops, etc., in and outside of Burkina Faso, at which s/he will be expected to represent the democracy and governance policies and program objectives of USAID/Senegal's SRO and USAID/West Africa, and/or the Mission-endorsed results of their analyses. Ability to orient, train, and supervise FSN personnel, when appropriate, is required.

Language Skills (10 points):

Level IV (fluent) in English and Level III in French are required.

Maximum Evaluation Score: 100 points

VI. POSITION ELEMENTS

a) Supervision Received: The immediate supervisor will be the USAID Representative in USAID Burkina Faso's Office. The supervisor sets the overall objectives and resources available. The



incumbent has responsibility for independently planning, designing and carrying out programs, projects, studies or other work. The incumbent keeps the supervisor informed of progress and potentially controversial matters.

b) Available Guidelines: Guidelines are available in the form of USAID Auto Directive System (ADS), policy papers and determinations, strategy papers, and guidance cables. In performing the above duties, the incumbent will also be expected to rely on a variety of published material from government and private media and analytical reports and assessments commissioned and/or conducted by donor organizations, international and national NGOs and think tanks, as well as interviews with stakeholders. The incumbent uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria or proposed new policies.

c) Exercise of Judgment: To carry out major duties, the incumbent will be expected to exercise considerable professional judgment and acumen in the advice and direction given to officers within the Mission and to partners and stakeholders outside. S/he will exercise considerable judgment in the analysis and interpretation of data, particularly when published sources of data are unreliable. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program (level of funding), technological developments (natural resource management), unknown phenomena (global climate change), or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

d) Authority to Make Commitments: Incumbent will be expected to serve as a representative of USAID and perform important liaison functions in highly substantive or sensitive matters, e.g., promoting USAID's development strategy and aims.

e) Nature, Level, and Purpose of Contacts: The incumbent is required to associate with, communicate with and maintain an extensive range of contacts with the Burkina Faso government officials, and regional organizations, civil society representatives, and other bilateral and multi-lateral donors and international organizations, to further her/his responsibilities. S/he will be expected to maintain regular and substantive liaison with these contacts and on occasion, these dealings can be expected to involve sensitive matters. S/he must be able demonstrate effectiveness in presenting substantive issues to contacts particularly in relation to influencing important policy or organization changes that impact on the U.S. Mission sectoral interests. The purpose is to influence or motivate persons or groups. The incumbent must be skillful in approaching them in order to obtain the desired effect, such as gaining acceptance and agreement with established policies and regulations by persuasion and negotiation.

VII. SELECTION PROCESS

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.



VIII. ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

IX. TO APPLY

Interested candidates **MUST** submit a complete application package which includes:

- a. Complete an AID 302-3 form found directly on the following web site: <https://www.usaid.gov/sites/default/files/documents/1866/a302-3.doc>
- b. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the position.
- c. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidates ability to perform the duties set forth in the application and must not be family members or relatives.
- d. Include hard copies of diplomas, certificate or relevant degrees to corroborate the curriculum/resume.
- e. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.

All incomplete applications will be rejected

X. SUBMIT APPLICATION

All the above mentioned documents are **REQUIRED** and must be prepared in English and should be addressed to:

usaiddakar-hr@usaid.gov

Attn.: Scott Spencer
Deputy Executive Officer
USAID/Senegal

OR Papa Babacar Niowy Senghor
Human Resources Specialist
USAID/Senegal

To ensure consideration of applications for the intended position, please reference the solicitation number in the application, and as the subject line in any cover letter and/or email, as well as using the address/delivery point specified in this solicitation.

Email subject MUST be: **SOL-625-16-000004 – DRG Specialist USPSC/TCN Position**

XI. CLOSING DATE FOR THIS POSTION: June 30, 2016



The position will be filled subject to availability of funds.

List of REQUIRED Forms

The following forms shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job. A prerequisite for employment is a medical clearance and completed background investigation that reflects one's qualification for employment authorization.

- Medical History and Examination (08-1843).
- Questionnaire for sensitive Positions (for National security) (SF-86); or
- Questionnaire for Non-Sensitive Positions (SF-85).
- Finger Print Card (FD-258).

References:

Three (3) to five (5) references, who are not family members or relatives with working telephone and e-mail contacts, are required. The references must be able to provide substantive information about an applicant's past performance and abilities. USAID reserves the right to obtain past performance information from any source. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter and OF-612. Reference checks will be made only for applicants considered highly rated.

Benefits and Allowances:

As a matter of policy, and as appropriate, a USPSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances].

A. Benefits:

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance
- (3) Vacation & Sick leave (only earned for actual work days)

B. Federal Taxes: US PSCs are not exempt from payment of Federal Income taxes.

Acquisition and Assistance Policy Directives (AAPD) and Contract Information Bulletins (CIBs) pertaining to PSCs.

Please refer to the web site below to find the AAPDs and CIBs that apply to this contract. At the home page, please click on Personal Services Contracts.

http://www.usaid.gov/business/business_opportunities/cib/subtlect.html



USAID | **SENEGAL**
FROM THE AMERICAN PEOPLE

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.