



## **ENERGY ADVISOR**

### **Job Announcement No. AID-007-15**

<b>OPEN TO:</b>	All Americans who currently reside in Zambia and eligible family members
<b>SOLICITATION NUMBER:</b>	AID-007-15
<b>ISSUANCE DATE:</b>	September 21, 2015
<b>CLOSING DATE:</b>	October 9, 2015
<b>POSITION TITLE:</b>	Energy Advisor
<b>GRADE:</b>	GS-14 (\$ 86,399 - 112,319)
<b>MARKET VALUE:</b>	The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.
<b>PERIOD OF PERFORMANCE:</b>	One year from date of appointment with an option to extend for up to four additional years.
<b>PLACE OF PERFORMANCE:</b>	U.S. Embassy, Lusaka, Zambia
<b>SECURITY ACCESS:</b>	FSN/LES basic security clearance

USAID/Zambia has an immediate opening for an Energy Advisor in the Economic Development Office.

#### **A. BASIC FUNCTION OF POSITION**

The Power Africa initiative addresses one of the most pressing challenges to sustainable economic development in sub-Saharan Africa – access to electrical power. More than 69 percent of the population of sub-Saharan Africa has no access to electricity and that number rises to more than 85 percent in rural areas. And yet, the region has significant potential to develop clean, geothermal, hydro, wind, and solar energy. To address this problem, President Obama announced the Power Africa program at the University of Cape Town, South Africa, on June 30th, 2013. After early success in six East and West African countries, Power Africa has been expanded to a number of other countries, including Zambia. USAID has been designated as the U.S Government (USG) lead agency and coordinator for the initiative.

Current access rates to the national grid in Zambia are 25% in urban areas and only 3% in rural areas. Power Africa will bridge the gap between Zambia's power availability and its economic development requirements by working with a broad range of U.S. Government agencies, the Zambian government, other donors, NGOs, and many private sector partners to increase power generation, transmission

and distribution from clean, sustainable energy sources, and to expand the reach of mini-grid and off-grid solutions.

The Energy Advisor is responsible for providing technical expertise and program management in support of Power Africa's energy projects in order to better enable both Power Africa and the Government of the Republic of Zambia (GRZ) to meet energy goals in Zambia. The Energy Advisor will be the main point of contact for working level coordination among U.S. government agencies, the GRZ, other donors and private sector stakeholders who work in the energy sector.

## **B. MAJOR DUTIES AND RESPONSIBILITIES**

### **Technical Energy Resource      40%**

- Provide technical and strategic leadership and oversight, quality control, program design, work plan development, and overall project management on energy projects and activities;
- Provide technical expertise to Power Africa colleagues in a number of relevant areas, including utilization of geographic information systems (GIS) to map current and future trends in energy access to ensure resources target both urban and rural populations;
- Serve as an Agreement/Contracting Officer's Representative (A/COR) and/or activity manager for energy programs managed by Power Africa; and
- Draft strategy and program documents to capture and communicate program concepts, rationale, and development importance.

### **Government, Donor, and Private Sector Liaison      30%**

- Responsible for effective outreach and coordination with other USG agencies, GRZ, international banks, and pertinent donors, both present and future;
- Maintain close relations with GRZ, private industry, international and regional research institutions, centers of excellence, and a wide network of professional colleagues; and
- Assist Mission management, other USAID staff, and visiting officials in preparing for and participating in field trips, public meetings, and conferences, occasionally involving event planning, managing field activities and logistics, serving as control officer for field site visits.

### **Project Management and Evaluation      30%**

- Develop strategies, analyses, program concepts and statements of work (including budget estimates) to support awards of contracts, cooperative agreements, grants and inter-agency service agreements for local governments, civil society organizations, and other USAID development partners;
- Manage assistance instruments and contracts to achieve development objectives while providing financial oversight and ensuring that work plans, progress reports, and financial reports satisfy Agency and US Government standards;
- Provide oversight to implementing partners to ensure effective technical management and desired development impact;
- Provide reports and communication to Power Africa offices in Washington D.C. and South Africa to assist the Agency in reporting on annual performance;
- Develop and implement performance monitoring systems and indicators at the strategic, sector, and activity levels, in conjunction with partners;
- Conduct assessments and evaluations of programs to determine development impact and return on investment; and
- Perform other related duties as assigned.

## **C. Supervision and Management Responsibilities**

Supervision Received: The Energy Advisor will be supervised directly by USAID/Zambia's Economic Development Office Director. S/he will be provided with information regarding the objectives to be achieved and any priorities/deadlines that must be met in carrying out the work tasks. The incumbent will handle the assignments independently with minimum supervision, according to established policies, previous training and accepted practices.

Exercise of Judgment: S/he will be expected to develop his/her own work schedule, procedures for accomplishing tasks, and independently resolve problems which may arise during accomplishments of those objectives. The incumbent will be expected to provide finished, accurate, concise reports as required without day-to-day assistance.

Authority to make commitments: The incumbent is not authorized to make financial commitments on behalf of the USG. However, because of the incumbent's expertise and standing as a highly qualified professional in his/her field, his/her conclusions and recommendations will be taken into account by USAID Direct Hire colleagues who have such decision-making authority regarding funding commitments and obligations.

Time required to perform the full range of duties: The Zambia Energy Advisor must be able to perform the full range of technical duties from date of appointment.

Physical Demands/Work Environment: This is a low-to-moderate physically demanding position. The incumbent will be physically located at the US Embassy in Lusaka and will be expected to attend meetings and events related to the USAID Power Africa program on a frequent basis. S/he will also conduct regular site visits to review progress of Power Africa supported activities throughout the country.

## **D. TERM OF PERFORMANCE/COMPENSATION**

The term of the contract will be for one (1) year with an option to extend for up to four (4) additional years after successful performance of the initial year, subject to availability of funds, HR/Washington's approval and validity of security/medical clearances. Renewal of the contract is also based on the need for continued services and satisfactory job performance.

The position has been classified at a GS-14 level. The actual salary of the successful candidate will be negotiated within that pay band, depending on qualifications and previous salary history. Salaries over and above the top of the pay range will not be entertained or negotiated.

## **QUALIFICATIONS REQUIRED**

- a. Education: A minimum of a Master's degree in a field related to energy, environment, engineering, finance, or other field related to the energy sector is required.
- b. Prior Work Experience:

- A minimum of 7-10 years of progressively responsible, professional-level experience in a related field of work.
  - Hands-on experience doing project oversight, planning, design, development, implementation, and management of development-related work, for either USAID, other donor agencies, implementing organizations or private-sector institutions.
  - Prior experience and successful record of forging public-private sector partnerships and strategic partnerships.
- c. Language Proficiency:
- Fluency in spoken and written English (Level IV - fluent), with demonstrated excellent written and oral communication skills.
- d. Other Knowledge and Skills:
- A practical understanding of the energy sector in Zambia and/or the region, including clean and renewable energy options.
  - Knowledge of project planning, monitoring and evaluation and GIS methods.
  - Excellent interpersonal skills, including a demonstrated ability to perform in a complex institutional and multicultural environment.
  - Ability to analyze and evaluate complex information from a variety of sources and support innovative solutions to complex problems.

## **SELECTION PROCESS AND CRITERIA**

Applicants must submit the forms listed in the section below, including a one-page summary statement that highlights how their education and experience have prepared them to meet the specific challenges of the duties and responsibilities outlined above and an OF-612. The application should explicitly address the selection criteria listed below.

Applicants who meet the required qualifications for the Zambian Energy Advisor position will be evaluated based on information presented in the application and obtained through reference checks. USAID reserves the right to conduct telephonic interviews with the most qualified and ranks candidates and make the interview a key deciding factor in selection.

Please note that only shortlisted/finalist applicants will be interviewed or contacted. USAID does not pay for any expenses associated with the interviews unless expenses are pre-authorized.

Applicants must list at least three references and provide current contact information, preferably both an e-mail address and a telephone number. The Selection Committee will conduct reference checks on all applicants who meet the required minimum qualifications. References will be asked to comment specifically on the selection criteria below.

### **Selection Criteria**

#### **Education (20%):**

A minimum of a Master's degree in a field related to energy, environment, engineering, finance, or other field related to the energy sector is required.

### **Prior Work Experience (40%):**

A minimum of 7-10 years of progressively responsible, professional-level experience in a related field of work. Hands-on experience doing project oversight, planning, design, development, implementation, and management of development-related work, for either USAID, other donor agencies, implementing organizations or private-sector institutions. Prior experience and successful record of forging public-private sector partnerships and strategic partnerships.

### **Evidence of English writing and oral skills proficiency (10%):**

Fluency in spoken and written English (Level IV - fluent), with demonstrated excellent written and oral communication skills.

### **Knowledge, Skills, and Abilities (20%):**

A good understanding of the energy sector in Zambia and/or the region, including clean and renewable energy options. Knowledge of project planning, monitoring and evaluation and GIS methods. Excellent interpersonal skills, including a demonstrated ability to perform in a complex institutional and multicultural environment. Ability to analyze and evaluate complex information from a variety of sources and support innovative solutions to complex problems.

### **Summary Statement (10%):**

One-page summary statement that highlights how applicant's education and experience have prepared them to meet the specific challenges of the duties and responsibilities outlined.

**Total: 100 points**

## **I. INSTRUCTIONS TO APPLICANTS**

Interested individual must submit:

- (i) His/her most current curriculum vitae (CV) or resume;
- (ii) Signed SF 171 or OF 612;
- (iii) Three (3) references who are not family members or relatives, with a working telephone and email contacts,
- (iv) A written statement certifying the date and length of time for which the candidate is available for the position; and
- (v) A cover letter of application highlighting your reason for applying for the position.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. A written statement that responds to the requirements of the position may also be included as an attachment. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Zambia reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. (The SF 171 or OF 612 must be signed and those submitted unsigned will be rejected.) Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

Applications must be received by the closing date and time at the address specified in the cover letter and should be sent to the following email address:

[exozambiahr@usaid.gov](mailto:exozambiahr@usaid.gov)

Attn.: Sean Mendoza & Christine Muyawala  
Executive Officer and Human Resources Advisor

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

## **II. LIST OF REQUIRED FORMS FOR PSCS:**

Forms outlined below can found at  
<https://www.usaid.gov/forms>

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). \*\*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or \*\*
4. Questionnaire for Non-Sensitive Positions (SF-85). \*\*
5. Finger Print Card (FD-258). \*\*

\*\*Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

## **III. CONTRACT INFORMATION BULLETINS (CIBS)/ACQUISITION AND ASSISTANCE POLICY DIRECTIVE (AAPDS) PERTAINING TO PSCS:**

CIBs/AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

<https://www.usaid.gov/work-usaid/aapds-cibs> to determine which CIBs/AAPDs apply to this contract.

## **IV. BENEFITS/ALLOWANCES:**

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances: (NOTE: An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item A below.)

### **A. BENEFITS:**

Employee's FICA Contribution  
Contribution toward Health & Life Insurance  
Pay Comparability Adjustment  
Eligibility for Worker's Compensation  
Annual & Sick Leave  
Security & Medical Clearances

The Contractor will be required to obtain a medical clearance prior to appointment. Also, a temporary employment authorization security clearance must be initiated prior appointment.

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The US Mission in Zambia 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/Zambia 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.

POINT OF CONTACT:

Telephone: 357-000 extension numbers 7161, 7258, or 7128.

CLOSING DATE FOR THIS POSITION: October 9, 2015.

**NOTE: Only short listed candidates will be contacted.**