

Job Title	USAID Project Management Specialist - Public Administration
Job ID	USAID/Paraguay FSN Position
Grade	FSN-11
Status	Evaluated
Job Statement	<p>The USAID/Paraguay Projects Office's Public Administration Advisor will serve as the Mission's point person on public administration aspects of its \$34 million projects portfolio. The incumbent will advance USAID's work to improve public administration in Paraguay by providing USAID with technical input and oversight of technical assistance to central Executive and Judicial branch offices and local and regional governments in the Northern Zone. In particular, s/he will support public financial management improvements; adoption of information and communication technology in public sector reform, civil service reform, and development of quality management systems within targeted public institutions. S/he will also provide in-depth situational awareness of current socio-political trends relating to governance more broadly within this area of responsibility. S/he will do this in at least three different ways: firstly, by serving as the senior democracy and governance (DG) resource person within the Projects Office on public policy and administration; second, by coordinating and providing technical advice to USAID staff that are implementing these programs directly; and, finally, by engaging Government of Paraguay (GOP) counterparts on policy issues and other matters related to program design, implementation and oversight. Following the completion of applicable training and certification requirements, the Public Administration Advisor will assume AOR/COR duties for one or more activities in this area.</p> <p>In addition to serving as USAID's senior public administration technical officer and program manager for nationwide initiatives in support of the Democracy and Governance Program, the officer will track other democracy related issues, including but not limited to civil society development, policy reform and political trends, electoral developments, and other governance related subjects of interest to the USAID. The Advisor may be called on to provide information and recommendations on a range of democracy-related matters and also serve as back-up to the Office Chief and other Advisors in the Projects office</p>

RESPONSIBILITY

A. STAFF/CONTRACTOR MANAGEMENT

The position is responsible for the control of people. The nature of control is:

- Obtaining results through contractors 3 - 5 staff

Note: Incumbent will work closely with approximately one to three contractors, in order to obtain results. For example, the incumbent will be asked to supervise the work of a USAID funded agreement supporting civil service reform, the incumbent monitors and manages one to three Chiefs of Party.

- Work guidance / general supervision 3 - 5 staff

Note: The incumbent will provide general technical guidance to 3 FSN working on the DG project.

B. EQUIPMENT

The position has the following responsibility for equipment:

- Personal / Shared Use 1K - 10K

Note: Standard office equipment - PC and telephone in personal use and a range of office equipment (fax, photocopy machine, camera, printer, etc) in shared use.

C. EXPENDABLE SUPPLIES

The job holder has the following responsibility for expendable supplies:

- Responsible for own issues / receipts Up to 1,000

Note: Responsible for own issues/receipts.

D. BUILDINGS/LAND

The position is not responsible for buildings/land.

E. FINANCE

The position has no responsibility relating to OPERATING EXPENSES.

The position has the following responsibility relating to NON-OPERATING EXPENDITURE :

- Budget Management 1M - 10M

Note: job holder will serve as AOR or COR for one or more DG-related activities worth approximately \$5 million per year.

F. INFORMATION

The position has the following responsibility for an information resource used by others:

- Upkeep of Resource Moderate
Resource

Note: The incumbent will be responsible for project filing, record management, record of USG governance related activities.

G. CONTRACTED OUT GOODS AND / OR SERVICES

The position has the following responsibility for contracted out goods and services:

- Contract End-User > 1M - 5M

Note: Activities and projects in support of DG related activities and programs managed by the incumbent are at the \$5 million annually on average.

H. FREEDOM TO ACT

- Adjust the order in which they perform their daily work

Note: The incumbent will often handle unexpected tasks immediately by adjusting daily work.

- Plan and organize their work over a period of days

Note: The incumbent can plan and organize work over a period of days. The incumbent can advise and recommend to change the work priorities as per program needs and requirements.

- Plans the work of others

Note: The incumbent will be responsible for plan work for other staff working directly or closely on the DG program activities.

- Liaison with external organizations

Note: The incumbent will liaise with external organizations for program related activities, this includes host government counterpart, implementing partner, donor agencies and other external stake holders.

- Resolves problems/situations encountered without assistance

Note: The incumbent can resolve problems with respect to management of DG related program and activities without assistance unless management input is needed.

- Resolves harder problems/situations referred by other staff

Note: The incumbent has authority to resolve problem with respect to management of the mission-wide programs related to public policy and democracy and governance activities.

I. ADVICE/RECOMMENDATIONS

The job holder is required to provide advice/recommendations in the following areas:

- Procedural Advanced

Note: The incumbent will provide advance procedural and technical advice to USAID management, staff and contractor/grantees regarding issues of DG Program.

- Other Functional Specialty Advanced

Note: The position demands in depth knowledge of a broad range of issues and concepts used in development and implementation of public policy and administration, policy issues and other matters related to program design, implementation and oversight. Expert specialist knowledge in developing, designing and implementation of such programs is required.

- Organization Policy / Strategy Advanced

Note: The position requires broad and in-depth knowledge of organizational policies, procedures and Mission Strategy. The incumbent will advise and provide recommendation based on the knowledge about organization policy and strategy related to nation wide DG programs/activities.

- Government / International Bodies Policy / Strategy Standard

Note: The position requires significant knowledge about host government existing policies and practices, the development agenda of the host government and priorities for socio economic development. Based on the knowledge and understanding the incumbent will advise and provide recommendation to USAID Management/Staff relevant socio-political trends in the country. The incumbent will also be expected to be highly knowledgeable of local political actors, political institutions (political parties, etc.) and their history, as well as the mechanics of governance in Paraguay as a whole. Knowledge of recent efforts to promote good governance and reform is necessary.

J. INTERNAL IMPACT

The level of impact the position has on the internal organization is:

The Job Holder has a major level of impact within the internal organization.

Note: The incumbent works closely with all technical teams and serves as an advisor on DG program issues to technical offices and their contractors and host country partners. As these programs works as cross cutting to all other programs the incumbent has a major impact.

J. EXTERNAL IMPACT

The level of impact the position has on the organization's external relations is:

The Job Holder has a major relational impact with particular groups external to the organization.

Note: The position requires frequent and consistent contacts with host government counterparts and key actors in the private sector and development context. These contacts involved to enhance the technical capacity of the host country national in public and private sector and civil society organization across the country which has a major impact. Incumbent will be the primary representative for USAID/Paraguay's efforts to improve public administration.

Factor Level 8

KNOWLEDGE

A. KNOWLEDGE AREAS

Knowledge areas required by the position are:

- The Organization Advanced

Note: The incumbent must able to learn quickly and internalize Agency policies and procedures, development principles, development agenda in the host country.

- Operational Environment Advanced

Note: The position requires the highest level of understanding of the external environment; detailed and broad knowledge of the issues under consideration. The incumbent should posses in depth knowledge of Expert knowledge of democratic institutions and processes in Paraguay, such as the Civil Service Secretariat, the Controller General's Office, Customs, Ministry of Finance, and Technical Planning Secretariat, political parties, etc., is essential.

- Specialist Knowledge Advanced

Note: The incumbent will be able to demonstrate an expert knowledge of democratic governance best practices in public policy and administration. Expert knowledge of issues related to organizational change and development, program management, and political processes is also required. Job holder must be able to demonstrate familiarity with typical DG approaches and activities.

B. EDUCATION

Education is essential before being considered for the position.

Masters or equivalent

Note: Completion of a Master's degree, in political science, economics, public administration, or a related field.

C. OCCUPATIONAL TRAINING AND MEMBERSHIP

Occupation specific training and / or membership of a professional body is essential before being considered for the position.

Basic Occupational

Note: USAID-specific training on Democracy and Governance, AOR/COR Training and USAID-specific project design and management training (PFA, PDM and/or similar).

D. EXPERIENCE

Prior experience is essential to be considered for the position.

Specialist field

7 to 10 years

Note: At least seven years of progressively responsible, professional-level experience in governance-related project management in the public or private sector, preferably related to public administration. Applied experience in at least 2 of the following subject areas: public financial management; adoption of information and communication technology in public sector reform, civil service reform, and quality management systems..

E. LANGUAGE SKILLS

The position requires the following language skills:

- Most widely spoken language in the country

Level 4

Note: Level IV Spanish language is required.

- English (where it is not the most widely spoken) Level 4

Note: Level IV English language is required.

F. OTHER SKILLS

The position requires the following additional skill(s):

- Keyboard / Data Entry Standard

Note: Standard data entry skills are required to perform the job. Proficiency in MS Word, Excel and Power Point is required.

- Numerical Standard

Note: As the position requires to work on the analysis and interpretation of the data and figures, the incumbent requires to have standard numeric skills. Advance level of MS Excel proficiency is required.

- IT software Basic

Note: The incumbent must have basic knowledge of the softwares used to interpret the data for DG and municipal services and decentralization.

Factor Level 9

INTELLECTUAL SKILLS

A. INFORMATION ENVIRONMENT

The job holder must understand the following level of information:

Level 4

Note: The work is complex, and the incumbent must understand and have an in-depth knowledge of complex information contained in the Mission Strategy, the ADS, the FAR and AIDAR, Standardized Regulations and Mission Orders. The incumbent keeps abreast of trends and issues in the design and development of DG programs institutional development. the incumbent will also need to demonstrate understanding and management of highly complex information related to public administration..

B. ROLE COMPLEXITY

The problems which the job holder encounters and diagnoses are:

- Role Framework Type 4

Note: Job holder will be expected to work with a considerable degree of autonomy. Tasks will be highly context-driven, and may range from extremely complex analytical and management tasks to project management to administrative support.

- Problems Solved Type 4

Note: Problems in planning and implementing a program design or problems encountered during operations/implementation of a programs. Job holder will be required to solve problems related to contracts and agreements with partners to meet USAID standards and management issues. Most of the problems are related with preparation of technical documents and reports and contractual requirements. Others are managing expectation of Government of Paraguay counterparts; rearranging implementation to achieve results.

- Work Pattern Type 4

Note: Many different overlapping tasks with changing priorities driven, travel to remote rural areas on short notice.

C. PLANNING

The following degree of planning is required by the position:

- 8 Required to actively plan at least three years ahead

Note: To successfully manage the multi-faceted DG program and activities, the job holder must project expected program results 4 years in advance and make annual performance and implementation plans.

D. INNOVATION

The following level of creativity must be demonstrated by the position:

Ongoing opportunity

Note: Job holder must exercise creative thinking in dealing with problems and matters for which there is little precedent. Creativity and innovation in the management of good governance and public reforms. Because of changing political situation in the host country, new and innovative approaches are required for effective program implementation.

Factor Level 7**COMMUNICATION****A. CONTACTS**

The job holder has contact with the following:

- Internal - Low Basic

Note: The incumbent requires basic internal contacts at low level.
- Internal - Mid Complex

Note: The position will advise on complex issues in economic development in the country and in design, implementation, management, and monitoring of the DG and public administration programs.
- Internal - High Standard

Note: Advises on highly specialized and complex issues in designing and developing mission wide democracy and governance program and activities and for public reform project in the country, particularly those bearing on bi-lateral assistance, USG interests and regional issues impacting host country.
- External - Low Standard

Note: The nature of contacts at Low level is standard.
- External - Mid Complex

Note: The position requires complex external contact with government counterparts for meeting, briefings and representation of USG. The position also requires contacts with other bilateral donors, implementing partners and civil society organizations.
- External - High Standard

Note: Contacts are with the mid to senior level officials in the GOP Ministries and counterparts. The purpose of these contacts is to facilitate the successful implementation of the program and achieve defined results.

B. ORAL

The type(s) of oral communication undertaken by the job holder are:

- Routine transmission of information Highly Developed

Note: Position requires ability to communicate complex concepts through formal presentations. This Element is increased The most oral communication takes place at highly developed level for routine transmission of information.

- Tact and Diplomacy Highly Developed

Note: Managing DG program in a high-profile and politically charged country requires the job holder to have exceptional diplomatic skills to be able to develop and maintain a range of working and senior level contacts in governmental, private sector circles and other counter parts.

- Complex Explanations Developed

Note: The incumbent ensures that host government officials have an understanding of USAID programs and standards. The position also demands to communicate with other stakeholders and implementing partners about USAID's DG programs, monitoring and evaluation policies and concepts and implementation strategies.

- Influencing / Persuading Developed

Note: The incumbent will influence the USAID's project design and development to include DG principals and best practises as cross cutting theme.

C. WRITTEN

The job holder is required to communicate in writing with others.

- Basic Highly Developed

Note: Basic and Routine are the Levels where most written communication takes place; this includes brief notes and quick E-mails. Highly developed skills require communicating effectively.

- Routine Highly Developed

Note: Basic and Routine are the Levels where most written communication takes place; this includes brief notes and quick E-mails. Highly developed skills require communicating effectively.

- Complex Developed

Note: The incumbent must have ability to write on the complex issues on democracy and governance and the existing governance situation in the host country.

- Highly Complex Basic

Note: The incumbent must have ability to write on the highly complex issues DG programs and concepts.

Factor Level 8

WORKING ENVIRONMENT

A. WORKING CONDITIONS

The position's normal working environment is:

- Good Main

B. HAZARDS

The position is not exposed to any potential hazards.

C. PHYSICAL OR PSYCHOLOGICAL DEMANDS

The position is not required to do physically demanding work.

D. UNUSUAL WORK PATTERN DEMANDS

The position's work pattern is subject to disruption due to the nature of the job.

Moderate

Note: The nature of the job and the work environment impose higher level of pressure and stress on the incumbent. It will require incumbent to work weekends and overtime.

Factor Level 2