

Position Description

USAID Project Management Specialist (Governance and Accountability)-FSNPSC-11

USAID/Nepal Democracy and Governance Office

BASIC FUNCTION OF THE POSITION:

The Governance and Public Accountability Program Specialist, Foreign Service National (FSN) Personal Service Contractor (PSC) serves as USAID's expert advisor on Democracy and Governance (DG) issues related to local governance, transparency, accountability, and public financial management.

The incumbent requires specific technical expertise in at least three of the following: public financial management; legal, regulatory, policy frameworks; public accountability, advocacy and oversight; local governance and service delivery; and/or gender and social inclusion. The Specialist must be highly motivated, capable of working independently and as part of a team. The incumbent advises the DG Office (DGO) and other technical offices engaging in DG activities. S/he collaborates with other USAID technical and support offices and operates within a complex, fluid political environment and with officials at the highest levels in both the United States Government (USG) and the Government of Nepal (GON).

The incumbent manages DG programs assigned from the DGO portfolio. The Specialist leads the design of new programs while meeting USAID requirements. The position requires the monitoring of programs' technical assistance and capacity building and provides technical direction and leadership to the contractor/ grantee teams implementing DG programs. 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 Assistance Objective teams on DG as it relates to other sectors (e.g. health, education, agriculture, environment, etc).

The DG Program Specialist maintains close communication with high-level GON officials and relevant stakeholders to advance effective program management. DGO relies upon the Specialist's technical advice and knowledge of central ministries as well as local governments to strengthen USAID DG assistance. The Specialist also communicates with donors, civil society organizations, universities, etc. through multi-stakeholder forums, donor meetings and other functions as appropriate to maintain current sector knowledge relevant to programs managed by the Specialist. The Specialist must effectively engage diverse communities both within the mission and in the field to encourage inclusive project management and development results.

The Specialist must advance diversity, equity, and inclusion within programming and through his/her overall approach to internal and external engagement.

MAJOR DUTIES AND RESPONSIBILITIES TIME

% OF

Strategic Planning, Program Management and Oversight (50%)

- Serves as the Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) for more than one DGO program.
- Leads management, oversight and monitoring of USAID-funded DG programs, as assigned.

- Provides expert advice, critical and analytical thinking in the areas of program management and design, structure, strategic planning and documentation of projects.
- Oversees the design and development of new activities and ensures that new interventions are consistent with USG strategic objectives.
- Evaluates annual work plans for DG project activities, and other technical programs as needed, making recommendations for work plan improvement.
- Monitors, evaluates and analyzes implementation of DG programs, closely coordinating with the grantee(s)/contractor(s) on the results and outcomes.
- Provides analysis of program evaluations, performance data and reporting documents.
- Maintains an organized and professional work environment at all times, meeting USAID file management requirements.
- Performs quarterly field-level program monitoring, oversight and other program-related local travel.
- Serves as an expert resource and/or technical advisor

Communication (35%)

- Prepares weekly updates, briefing papers, reports and press releases as well as specialized documents.
- Ensures senior level communication with government, civil society, key stakeholders and other donor representatives, to provide issue-oriented briefings and presentations.
- Participates in negotiations with GON decision-makers on issues affecting program performance, evaluation/audit recommendations, sustainability issues or other program matters.
- Represents USAID on related program management at inter-agency and external technical working groups, workshops and conferences.
- Maintains intimate knowledge of program objectives, accomplishments, and development impacts to synthesize in writing or in briefs upon demand, especially for meetings, speeches, background papers, and other USAID reporting requirements.
- Demonstrates knowledge and understanding of the GON policies, laws, regulations, and operational procedures and is able to explain and advise DGO and USAID on the impact the aforementioned is likely to have on the direction and implementation of DG programs.
- Updates DGO of current events that affect program implementation, impacts DGO or other USAID offices.
- Provides assistance or orientation to visitors and guests, as requested.

Financial Management and Procurement (15%)

- Directs the development and/or technical review of program budgets.
- Tracks, analyzes and reports on DG program financial resources (obligations, earmarks, commitments, disbursements, pipelines, accruals, etc.).
- Tracks DG programs' financial status and expenditures, and recommends future incremental funding.
- Maintains complete and auditable financial records for programs managed.
- Prepares documents (budget, Statement of Work, evaluation criteria, required memos, etc.) and leads program actions using USAID procurement platforms: Global Acquisition and Assistance System (GLAAS)
- Tracks and monitors procurement actions through the Controller, Contract, Program, and Executive Offices.
- Maintains complete and auditable files of all procurement documents (contracts, grants and other procurement supporting documents), meeting USG requirements.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. **Education:** The Specialist is required to have a bachelor's degree in a relevant field: such as law, political science, economics, journalism, public administration, public policy, or other related social science.
- b. **Prior Work Experience:** The Specialist must have at least five years of progressively responsible managerial, technical and/or project management experience. At least three years' experience working in the area of providing development assistance in two or more of the following areas: public financial management; legal, regulatory, policy frameworks; public accountability, advocacy and oversight; local governance and service delivery; and, gender and social inclusion. Prior experience with writing and designing Statements of Work for donor-funded programs is preferred. Experience with multi-stakeholder coalitions or development partner coordination preferred.
- c. **Post Entry Training:** Online course work (Newcomers Orientation, etc.), classroom training (Programming Foreign Assistance, COR/AOR, DG Fundamentals, etc.) and in-house trainings, presentations or workshops (Automated Directive System, Mission Orders, report writing, sector updates etc.) as available
- d. **Language Proficiency:** Fluency in both spoken and written Nepali is required. The Specialist requires at least the second highest level (4/4) scoring for English reading, writing and speaking.
- e. **Job Knowledge:** The incumbent must demonstrate technical expertise in more than two of the following areas: public financial management; legal, regulatory, policy frameworks; public accountability, advocacy and oversight; local governance and service delivery; and/or gender and social inclusion. S/he must have strong knowledge of project or program management and organizational management. The Specialist must also possess knowledge of existing Nepali Government democracy practice and good governance related policies, procedures and regulations with a demonstrated understanding of how these policies impact other sectors. The Specialist must be able demonstrate knowledge and understanding of the terms diversity, equity, and inclusion. The Specialist must be able to articulate how they have mainstreamed equity, diversity and inclusion both programmatically and within the workplace.
- f. **Skills and Abilities:** The Specialist successfully demonstrates the following skills and abilities:
 - Demonstrated leadership in integrating and achieving equity, diversity, and inclusion in governance and public accountability, or similarly related programming.
 - Appreciation for a workplace environment that promotes diversity, equity and inclusion and that does not tolerate harassment, exclusion, and inequality.
 - Strong organizational skills and the ability to work independently with little supervision.
 - Excellent communication, presentation and interpersonal skills.
 - Ability to transfer technical knowledge into project designs, project reports, policy papers, etc.
 - Ability to communicate recommendations to other sectors.
 - Ability to work in a team environment and across USAID offices and the US Embassy's agencies.
 - Ability to manage large, complex programs.
 - Capacity to prepare technical documents in English with little editing and translate Nepali documents to English.
 - Ability to develop and maintain high level contacts (GON, donors, civil society, local bodies, etc.) and productive working relationships with other counterparts.
 - Ability to work effectively under pressure and demonstrate extreme flexibility to manage more than one task at a time.

- Ability to conduct field visits.
- Sufficient computer skills to conduct work using MS Word, Excel and Power Point and the ability to use software and computer programs.

POSITION ELEMENTS:

- Supervision Received:** As a DGO member, the Specialist's performance will be supervised by the DGO Director or his/her designee. S/he should be prepared to assume responsibility for planning, coordinating and carrying-out specific activities independently and in coordination with the supervisor, as appropriate.
- Supervision Exercised:** None
- Available Guidelines:** Apart from annual guidance received from USAID/Washington for reporting and planning, the following are available online: USAID Automated Directive Systems and Mission Orders.
- Exercise of Judgment:** Mission operating procedures require program managers to exercise considerable judgment and initiative in implementing program activities as approved in the strategic framework for Nepal. S/he must exercise considerable judgment in interpreting and adapting existing precedents and in developing new or improved approaches to analyze, formulate and present authoritative information for potentially controversial subjects of national or international scope.
- Authority to Make Commitments:** None
- Nature, Level, and Purpose of Contacts:** The Specialist must work closely with host-country policymakers and consistently provide information and analysis upon which major long-range policy decisions can be made. Consequently, the incumbent will be expected to develop and maintain strong working relationships with a range of contacts including high-level officials across Ministries, provincial and local government officials, civil society and other relevant entities. Strong working relationships must also be developed and maintained with DGO staff and project implementers. The Specialist will represent DGO to other USAID Offices, providing technical advice and guidance on developing activities. The Specialist will play an important role in advising Mission staff, including the DGO Director and Deputy Director, on the status of their programs and how it will impact different sectors. The nature and purpose of these contacts will require the Specialist to exercise flexibility of approach and breadth of subject matter in an unstructured setting.
- Time Expected to Reach Full Performance Level:** One year.