

# MISSION NOTICE

## USAID Nairobi Complex

**NOTICE NO:** 09 – 29

**DATE:** October 23, 2009

**SUBJECT:** EMPLOYMENT OPPORTUNITY – VACANCY FOR PROJECT DEVELOPMENT SPECIALIST, PROGRAM DEVELOPMENT & ANALYSIS (PDA) OFFICE, USAID/KENYA

**OPENING DATE:** Immediately

**CLOSING DATE:** November 6, 2009

**Office:** Program Development & Analysis (PDA)

**Title:** Project Development Specialist

**Grade:** FSN - (PSC) – 4005-12

**Who May Apply:** Current USG Foreign Service Nationals (FSNs) of the U.S. Mission to Kenya (Embassy and USG Agencies), and eligible Kenyan Nationals.

**Employees currently on probation are ineligible to apply.**

**BASIC FUNCTION OF THE POSITION:**

The Program Development & Analysis (PDA) Office is responsible for broad program support, coordination, and specific project management functions. PDA serves as principal advisor of the Office of the Director on: (a) social, economic and developmental issues; (b) strategic planning, programming, and budgeting; (c) program and project development; (d) monitoring and evaluation of the Mission portfolio; and (e) program implementation of activities that do fall within the Mission's ongoing Strategic Objectives. The PDA Office provides leadership and support on strategic planning, program design and development, monitoring and evaluation, and participant training issues to all the Mission technical and staff offices. The incumbent serves as the Mission's Project Development Specialist in the PDA Office and is the Mission official responsible for providing substantive advice and support for the development and implementation of all programs/projects across sectors within the USAID/Kenya portfolio. He/she provides expert advice on all aspects of the development and implementation of projects and programs and performs the full range of consultative, information gathering, conceptualization, design, development, implementation, monitoring, and evaluative services of broad scope and complexity. In addition, the incumbent is responsible for ensuring that all USAID/Kenya activities are designed and implemented in keeping with the Agency's rules, regulations, procedures and best practices. The incumbent establishes effective working relationships with the highest level USAID, Government of Kenya (GOK), and other donor officials. The nature of the position in the Mission structure requires that the individual be highly knowledgeable in the substantive and administrative elements of USAID's assistance

mechanisms and procedures and be capable of working independently with minimal direction. The incumbent serves as alter ego to the Office Chief, PDA Office and in her/his absence, takes full responsibility for the provisions of project/program-related assistance to Mission offices.

**MAJOR DUTIES AND RESPONSIBILITIES: % OF TIME:**

**Project Planning and Design: 40%**

The incumbent will advise and assist up to the Chief of Mission/Ambassadorial level and USAID staff (U.S. Direct Hire, FSN and contractor staff) including other members of PDA and staff of other functional and technical offices and divisions in the research, development, writing and editing of documents, in the preparation of concept papers and designs for new programs and projects, including the following:

- (1) Initial project conceptual documentation such as background studies, sector surveys, analyses, data collection and presented in form and substance to permit Mission review.
- (2) Preparation of activity approval documents for Mission review and approval.
- (3) Provision of information on host country, development objectives, capabilities and priorities as they affect the program, and ensures that project design takes into consideration such priorities for maximum host country support and cooperation.
- (4) Preparation of procurement documentation to acquire the services of resources needed to execute program/project design work.
- (5) Preparation of strategic objective agreement (SOAGs) or development assistance grant agreement (DAGAs) documents or other documents (e.g., grants, cooperative agreements, etc.) which serve to obligate USAID funding with the GOK or other entities and their amendments.

In this capacity, the incumbent will coordinate the review, approval, authorization and obligation process for assigned activities, including:

- (a) Chairing Mission activity review committee meetings, recommending and defending AID policy.
- (b) As the final approving authority prior to submission to the Mission Director, ensuring that sufficient technical and financial analysis is done and feasibility of approved activities demonstrated.
- (c) Preparing issues papers as appropriate.
- (d) Ensuring that management controls and monitoring systems are built into each program/project.
- (e) Coordinating and assisting with mobilization of teams for design, feasibility, and evaluation purposes.

**Project Monitoring and Implementation Support: 60%**

The incumbent will assist all USAID staff in assuring that programs/projects are executed in a timely manner and in accordance with proper procedures as defined by USAID regulations.

The incumbent will also assist in ensuring that programs/projects are executed in accordance with existing agreements between USAID and the GOK or other parties.

Representative activities to be performed by the Incumbent during activity implementation including drafting or reviewing and clearing the following actions including:

- (1) Requests for Action, Requests for proposals (RFPs), Requests for Agreements (RFAs), Invitation for Bid (IFB), waiver justifications;
- (2) Official correspondence, such as implementation letters (ILs);
- (3) Mission Orders;
- (4) Semi annual portfolio reviews (SAPRs) and Portfolio Review System (PRS) annual reports.
- (5) The incumbent will also be responsible for creating and/or maintaining reporting and management control systems, e.g., annual reporting to A.I.D./Washington on Director of Foreign Assistance (DFA) procurement expenditures. The incumbent will serve as the PDA representative to the Mission Control Review Committee (MCRC) efforts and will be expected to prepare the PDA input on reports on internal management controls. The incumbent will supervise the tracking and reporting system for the Mission's Contract Information Management System detailing the status on host country contract activities for AID/Washington. The incumbent will be expected to liaise with the Controller's Office and with relevant technical officers in review and close-out of audit recommendations. The incumbent will review activity evaluation reports and other assessments of USAID/Kenya-financed activities and assist activity managers to plan follow-up actions. The incumbent will prepare, present and track Mission's Temporary Duty USAID EastAfrica services request for scheduling conference. He/she will also coordinate and prepare the Mission's procurement plan and serves as Mission contact person with USAID East Africa and AID Washington on all Mission procurement activities.

The incumbent serves as the Mission Training Specialist responsible for administering USAID-funded training of Kenyan participants in the U.S. or third country and also USAID-funded participants from third countries studying in Kenya.

**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.*

- a. **Education:** A Master's degree in social sciences, international relations/development, public affairs/administration, business administration, law, or a related field is required.
- b. **Prior Work Experience:** A minimum of 6 to 8 years of professional international development/public administration experience in an international setting is required, including program planning and design (e.g. project conceptualization documentation, preparation of activity approval documents, strategic planning, procurement planning) and program monitoring and implementation support (e.g. review of procurement documentation, implementation letters). Speech writing experience and knowledge of African development issues, and supervisory

experience, preferably in the African context is an advantage. Experience with GOK, U.S. Government, international donors or other development organizations is an advantage. (40%)

c. **Post Entry Training (i.e. training after the incumbent is hired):** Rapid familiarization with a wide range of Agency policies, procedures and regulations. Training in AID development studies, activity design and implementation, and activity management course will be arranged when available.

d. **Language Proficiency:** Ability to write and speak fluent English ( Level 1V) is required.

e. **Knowledge:** The incumbent must be able to obtain, analyze and evaluate complex data and prepare precise and accurate analyses, written reports and oral briefing of information received. The incumbent must be able to develop and maintain an extensive range of contacts and working relationships with senior GOK officials, donors, offices of the United States Government, nongovernmental organizations and the private sector. (30%)

f. **Skills and Abilities:** Demonstrated supervisory capacity working with subordinates and multi-functional teams, overseeing workflow and diverse inputs to produce a high quality final product is required. The ability to research and gather information from multiple technical sources, analyze and transform it into well-written, easily understood, non-bureaucratic prose, meeting short deadlines is required. The incumbent must be able to work independently and manage competing priorities under pressure. A broad understanding of development issues is required, preferably in an African context. (30%)

### **POSITION ELEMENTS:**

a. **Supervision Received:** The incumbent will be assigned activities by the Deputy Director and Chief of the PDA Office. The incumbent will be expected to perform the required review, analysis, approval, authorization, and monitoring responsibilities independently. Work will be expected to meet established standards. The incumbent will be expected to develop his/her own work schedule, procedures for accomplishing tasks, and independently resolve problems which may arise during accomplishment of these objectives.

b. **Available Guidelines:** Guidelines include Agency regulations, ADS Series, Africa Bureau procedural guidance, mission orders and professional development literature. All of these are general, presenting options and approaches rather than blueprints. Therefore, the incumbent must be able to assess alternatives and interpret the guidelines accordingly. Excellent judgment and the ability to deal with ambiguity are essential.

c. **Exercise of Judgment:** Project design, review and approval responsibilities involve the analysis of complex economic, financial, administrative, social, and technical factors, as well as management of complex USG procedures. Project management responsibilities involve complex obligation, contracting, and implementation actions. Project monitoring responsibilities involve the creation of reporting and management control systems, as well as interpretation of problems and advice to highest level USAID/Kenya management, including the Director.

All of these responsibilities require the incumbent to develop, check, analyze, interpret, and evaluate facts before work can progress. In making decisions, the incumbent will need to consider and be sensitive to the merits of proposals, their feasibility given local conditions and a variety of factors. Each project or activity designed and/or reviewed will be different, as will the circumstances under which it will operate. This will require attention to a variety of feasibility issues, alternatives and departure from past approaches. The incumbent must exercise considerable judgment in carrying out all the responsibilities outlined above.

d. **Authority to Make Commitments:** The incumbent will speak with authority on USG legislative, fiscal, project budgetary and administrative requirements. The incumbent will serve as the principal advisor to recommend changes and improvements in Kenyan and USAID systems and policies to meet USG and GOK requirements.

e. **Nature, Level and Purpose of Contacts:** Contacts will be at both highest and working levels of the USAID Mission (USDH, FSN and contractor staff), with AID-funded personal service contracts (PSC) and institutional contractor staff, with the highest and working level of host government officials, with highest and working levels of private voluntary and non-governmental organizations, with other bilateral and multilateral donor organizations, and with the general public. Contact will be of a continuous nature through day-to-day meetings and periodic review sessions. Many of these contacts will be for the purpose of obtaining or providing project-specific information on program/project implementation issues. The incumbent will represent PDA at meetings within the Mission and with grantees. The incumbent is expected to undertake the Office Chief's advisory responsibilities to highest level Mission management in his/her absence.

f. **Supervision Exercised:** The incumbent will supervise one Assistant Development Specialist (FSN-8). In the absence of the Office Chief, he will supervise the activities of other divisions in the office for project/program management.

g. **Time required to perform the full range of duties after entry into the position:** One year.

**NOTE:**

**Current USG employees must meet the "time-in-grade" requirement of 52 weeks in the previous lower grade to qualify for the position at the level in this vacancy announcement or be at the same grade for which the position is being recruited. Applicants who meet the job qualification requirements but not the "time-in-grade" requirement may be considered for the position but will have to abide by the in-grade requirement prior to being considered for the next higher grade. In addition the employee must have received a Personnel Evaluation Report (PER) during the most recent rating period which clearly indicated the employee is ready and capable of assuming a more responsible position.**

**HOW TO APPLY**

Current USG employees should submit a memo explaining their qualifications against our requirements, updated resume/curriculum vitae, copies of all relevant academic certificates, and the most recent Performance Evaluation Report (PER) to the Human Resources Office stating their interest.

External applicants must submit an application letter explaining their qualifications against our requirements, updated resume/curriculum vitae, and copies of all relevant academic certificates to the Human Resources Office. Please note that this position has been advertised in the *Daily Nation* and *Standard* newspapers.

All applications must reach the USAID Human Resources Office, Ground Floor by COB November 6, 2009.

USAID Human Resources Office  
Ground Floor, P.O. Box 629, Village Market 00621, Nairobi, Kenya  
Re: Project Development Specialist, Program Development Analysis Office, USAID/Kenya