



USAID
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SOUTHERN AFRICA

REF No.: 674-13-1037

Position/Salary Range: Project Development Specialist – Environment
FSN-10: R 335,582.00 – R 469,815.00 (Full Performance)
FSN-09: R 237,113.00 – R 331,955.00 (Trainee level)

Open To: All South African citizens and permanent residents with valid work permits at the time of application

Location: USAID/Southern Africa
Regional General Development Office (RGDO)
Pretoria, South Africa

Opening: September 19, 2013

Closing: October 03, 2013

Work Hours: Full-Time: 40 hours/week

USAID/Southern Africa, an equal opportunity employer, seeks applicants for the above positions:

English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. Interested applicants who do not meet this qualification ARE ENCOURAGED NOT to apply as their applications will not be considered.

BASIC FUNCTION OF POSITION:

The Regional General Development Office (RGDO) administers a diverse portfolio of both South Africa bilateral and Southern Africa regional projects valued at 15-25 million USD annually. The RGDO portfolio involves and supports USG foreign policy interests in Southern Africa and is subject to intense executive branch and congressional scrutiny. Geographically, RGDO manages activities throughout the Southern African Development Community (SADC), with several projects that extend beyond the SADC member states. The RGDO portfolio is managed by 18 staff members and includes projects in democracy and governance, environment, basic and higher education, and numerous special initiatives. RGDO also provides technical support to presence and non-presence countries in USAID/Southern Africa.

The incumbent will serve on the RGDO Environment Team as an Environment Foreign Service National (FSN). He/She is expected to have in-depth knowledge in the areas of natural resource management (NRM) and biodiversity conservation. Additional experience in the related areas of climate change adaptation and mitigation and/or water will be helpful but is not required. The incumbent is responsible for developing broad knowledge and keeping abreast of latest technical developments with a specific focus on NRM and biodiversity conservation. The incumbent will develop other in-depth technical knowledge in one or more of environment technical areas as directed by the Environment Team Leader. The incumbent will be expected to apply this expertise to program and strategy development, project management, and evaluation of development programs in South Africa and throughout the USAID/Southern Africa region. The incumbent will be responsible for developing a working knowledge of current and emerging trends for supporting conservation of biodiversity and promoting sustainable management of natural resources and for establishing and maintaining close working relationships with staff of public and private institutions and not-for-profit organizations working on these issues in Southern Africa.

Under the general guidance of the Environment Team Leader or her designate, the incumbent will be expected to support management of the environment program by developing communication strategies and materials and managing annual reporting requirements, including development of annual performance reports and operational plans. In the area of project management, the incumbent will be directly responsible for the achievement of results and all aspects of program implementation for at least one USAID-supported environment project.

He/She will be expected to represent USAID/Southern Africa at various fora, both in South Africa and USAID/Southern Africa countries, to present USG technical and policy decisions. This will include meetings on a regular basis with mid-level host government officials, representatives of various national and regional institutions and organizations, U.S. Embassy officials, and other USG agencies.

DUTIES AND RESPONSIBILITIES

A. Project Development and Management (50%)

The incumbent will support the full range of project development and management of environment program activities in RGDO, particularly in the area of NRM and biodiversity conservation. He/She will assist with the conceptual design of activities and contribute to planning for program activities in the RGDO. He/She will be responsible for the implementation of program activities as assigned, and will provide monitoring and evaluation oversight for program activities. He/She will serve as Agreement Officer's Representative (AOR), Contract Officer's Representative (COR), and/or Activity Manager for at least one award valued up to 10 million USD. The incumbent will be responsible for the close-out of completed activities, as appropriate. Illustrative responsibilities will include:

- Developing proposals, activity design documentation, and scopes of work or terms of reference, consistent with established USAID policies and regulations, for multi-year programs valued at approximately 10 million USD;
- Facilitating and supporting processes to seek input from a variety of internal and external stakeholders in multiple countries to inform program design and management;
- Providing inputs for the writing or amendment of Requests for Application (RFAs), Requests for Proposals (RFPs), Task Orders, Annual Program Statements, and other procurement mechanisms consistent with USAID goals;
- Facilitating and supporting the programmatic and financial review of project activities, as necessary. Reviews may include audits, assessments or evaluations;
- Conducting routine monitoring and evaluation of project progress by reviewing workplans and reports, conducting site visits, and maintaining ongoing contact with implementing partners. The incumbent will monitor program activities to ensure compliance with applicable environmental regulations;
- Serving as primary point of contact with the USAID/Southern Africa Program Office and leading development of the Operational Plan, Performance Report, and other annual reporting requirements. The incumbent will also collect, organize, and prepare data for use by the Mission and AID/Washington, Congress, and any other official requirements;
- Reviewing and determining appropriate implementing mechanisms and modifications and making recommendations to the RGDO Office Chief, Environment Team Leader, and ROAA;
- Undertaking regular analyses of the financial information of project activities, including pipeline analysis and expenditure review, and formulate updates for the RGDO Office Chief, Environment Team Leader, or Mission management.

B. Outreach Coordination (25%)

The incumbent will be the Environment Team liaison to the USAID Development Outreach Communication team and will take the lead on developing and updating outreach and communication strategies, success stories, press releases, fact sheets, multi-media presentations and other materials to highlight the environment portfolio.

C. Technical Assistance and Support to Other USAID Missions (15%)

The incumbent will assist the USAID/Southern Africa Environment Team to support other USAID client missions in the region. Illustrative responsibilities will include:

- Analyzing technical information and trends to provide succinct, technically sound advice to USAID senior staff and partners to deliver technical programs for NRM, biodiversity conservation, and related areas;
- Coordinating with appropriate USAID staff in other missions, Washington or other Embassy entities to develop program design documents, evaluation reports, scopes of work, and other materials;
- Prepare relevant technical reports and documents for the US government on trends, issues, challenges and progress on NRM, biodiversity conservation, and other related issues;

D. Other Duties (10%)

The incumbent will respond flexibly to other work-related requirements at the discretion of Mission management, the RGDO Office Chief or Environment Team Leader.

- Incumbent will respond to Washington enquiries and/or requests, including those for Congress.
- Support VIP visits.
- Represent the Mission and RGDO's Environment Team at technical and policy events with senior political and technical officials, as appropriate.

REQUIRED QUALIFICATIONS AT THE FULL PERFORMANCE LEVEL:

The incumbent will be expected to apply the full range of skills detailed below in guiding and supporting the bilateral South Africa program, the regional Southern Africa program, and, as A/COR for regional activities, in a variety of bilateral programs and Missions across the region.

Education:

- Possession of a bachelor's degree is required.
- A master's degree in environment, NRM, or other related technical environmental field is preferred.

Prior Work Experience:

Five years of progressively responsible prior experience in development with experience in NRM, biodiversity conservation, and related environment sectors. Experience should also include analysis and interpretation of data and presentation of findings in written and oral form. Prior work experience with host-government organizations, private sector institutions, or bilateral or multilateral development agencies is highly desirable.

Post Entry Training:

- COR/AOR training will be provided.

Language Proficiency:

English language fluency (Level IV English), both in oral and written communications, is a requirement for this position.

Excellent written and oral communication skills in English required. Must be able to obtain, analyze, and evaluate complex data and to prepare precise and accurate reports to various audiences. The incumbent must be able to communicate complex technical issues to diverse audiences.

English language written skills will be evaluated in the initial review of an applicant's submission by a review of the Cover Letter and of the CV itself as well as in the testing phase. Oral English skills will be evaluated in the interview phase.

Knowledge:

A thorough understanding of the technical and administrative elements of the program design, implementation, and monitoring processes is required. Broad knowledge of computer applications. Broad knowledge of financial management and internal control processes is desirable. Knowledge or experience in environment issues in South and Southern Africa is required.

Skills and Abilities:

If selected for possible interview, an applicant will be required to take an English writing test, a computer test to document mastery of those programs required for successful performance in the position (such as Microsoft Office Suite including PowerPoint and Excel), and any test to confirm technical skills, as deemed appropriate.

Evaluation Criteria and Weights:

1. Education/Weighted 5%:
 - As a University Degree is the baseline for this position, points will only be given for advanced university degrees.
2. English Language Skills/Weighted 20%:
 - Written Fluency/Weighted 10%: Points will be given based upon the results of the English written test.
 - Oral Fluency/Weighted 10%: Points will be given based upon the interview.
3. Prior Work Experience/Weighted 25%:
 - Since 5 years of experience is a baseline: Points will only be given for more than 5 years of general environment experience/Weighted 15%
 - Specific experience working in environment field/Weighted 10 %, points will be given based upon interview.
4. Knowledge/Weighted 25%:
 - Significant knowledge of professional principles, concepts, technology and current developments around natural resources management and/or biodiversity conservation/Weighted 10%. Points will be given based upon interview.
 - Demonstrated understanding of environmental governance structures and processes in Southern Africa/Weighted 10%. Points will be given based upon interview.
 - Broad understanding of Southern African regional environmental issues/Weighted 5%. Points will be given based upon interview.
5. Skills and Abilities/Weighted 25%:
 - Environmental program design and management skills/Weighted 10%: Points assigned based upon interview.
 - Interpersonal skills/Weighted 10%: Points assigned based upon tests and/or interview.
 - Problem Solving Skills/Weighted 5%: Points assigned based upon tests and/or interview.

How the Selection will be made:

The successful candidate will be selected based upon the following:

1. A preliminary review of the applicant's submitted package (which includes the Cover Letter and CV) to establish that minimum educational and English writing fluency requirements are met; and
 2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate;
 3. A personal or telephone/DVC interview; and
 4. Reference checks.
- USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.
 - The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

- Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.** References will only be solicited for those interviewed applicants who are being considered for ranking.
- Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

USAID/SA reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Applicability:

This position is open to all South African citizens and permanent residents with valid work permits at the time of application.

Compensation:

The Project Development Specialist will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP).

To Apply:

ONLY applicants who meet the minimum educational and English language fluency requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

For an application package to be considered complete, please follow the following instructions and submit your application through one of the channels mentioned below:

1. Ensure that your application is accompanied by a Cover Letter,
2. Include a CV of no more than 3 pages, and
3. Ensure that all communications (including your Cover Letter) includes the Announcement Reference # and the Title of the Position(s) for which you are applying.

Failure to comply with these instructions will result in your application being considered "non-responsive" and eliminated from further consideration.

1. P-Net Website:

www.pnet.co.za

Please note that you will be required to register on the site first before you can upload your application material and/or CV to be considered.

2. E-mail:

jobapplications@usaid.gov

3. Hand-Deliver:

USAID/Southern Africa
REXO/HRO
100 Totius Street
Groenkloof
Pretoria

4. Courier/Mail Service (to reach USAID before closing date for submissions):
USAID Southern Africa
REXO/HRO
100 Totius Street
PO Box 43
Groenkloof
0027
Pretoria

Point of Contact:

Athea Mestre, Telephone: (012) 452-2158

Penny Mamabolo, Telephone: (012) 452-2058

Only short-listed candidates will be acknowledged.

Closing date for this position: October 03, 2013 (Close of Business).

The U.S. Mission in South Africa provides 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. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations.

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.