



VACANCY ANNOUNCEMENT

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified individuals for the position of **Public Sector Specialist** for its Mission in Liberia.

VACANCY: VA-669-15-000007-RE

OPEN TO: ALL INTERESTED CANDIDATES
Current employees serving a probationary period with the Mission are not eligible to apply. Previous applicants are encouraged to reapply.

POSITION: **Public Sector Specialist in Democracy & Governance Office**

OPENING DATE: January 27, 2016

CLOSING DATE: February 10, 2016

WORK HOURS: Full-time: 40 hours/week

SALARY: FSN-11 (Salary level ranging from USD 27,875.00 to USD 41,811.00 p.a. depending on full performance standards).

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENT PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

SUMMARY OF POSITION:

The successful candidate will serve as a technical program analyst and program manager to the Mission, providing expertise and analysis on a range of democracy and governance (DG) themes, including public sector and civil service administration, deconcentration, fiscal and administrative decentralization, and public/local fiscal and financial management issues in Liberia. He/she will also be a key liaison between USAID and the Government of Liberia (GOL), including but not limited to the Civil Service Agency, the Ministry of Finance & Development Planning, the Liberia Institute of Public Administration, the Governance Commission, selected county administrations, civil society organizations (CSOs) and other organizations involved in public sector administration, deconcentration/decentralization, government-citizen engagement, oversight/accountability systems, taxation, revenue generation, and capacity building and reform. H/she will play a key role in helping to manage and administer capacity building, decentralization and/or reform programs and other activities as assigned. The position will be under the supervision of the Democracy & Governance Office Director or his/her designate.

MAJOR DUTIES AND RESPONSIBILITIES

A. Reporting and Analysis

- Identifies, monitors, and conducts research and analyzes on democratic and economic governance developments of strategic importance and with implications for US Government (USG) interests in Liberia, including developments in key GoL agencies;
- Prepares written reports on such, emphasizing the policy implications for DG program implementation and provides analysis and recommendations for DG actions and technical assistance;
- Prepares relevant informational materials as required for use by the DG team, the Mission, and the wider Embassy; and
- Serves as a resource person to Mission on DG programs and activities and provides guidance to Mission technical teams on the DG sector and in the achievement of program results as needed.

B. Program Management, Technical Oversight

- Serves as the Contract/Agreement Officer's Representative (C/AOR) for DG programs as assigned by the DG Office Director. Responsible for all technical and administrative aspects of all programs managed, including:
 - Program design, implementation, monitoring, evaluation, and reporting;
 - Oversight to field activities through field monitoring periodic field visits, providing progress reports to DG Office Director.
 - Tracking and addressing/mitigating implementation problems that affect activity progress.
 - Assisting implementing partners in revising plans and activities, as necessary, in light of changing circumstances; and
 - Monitoring and managing activities of selected sub-contractors and short-term experts and making recommendations for subsequent DG or Mission action.
- Provides advice and guidance to contractors and grantees on USAID regulations regarding overall program management, procurement, financial monitoring, etc. and prepares all required documentation related to assigned projects and activities.
- Provides technical guidance to Mission officers, GoL country officials, contractors and grantees on program management, performance, and monitoring requirements; works with host-country and implementing partners to analyze and interpret data.
- Carries out other duties as required.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: A Bachelor's degree or Master's degree in Public Administration, Development Studies, Economics, Political Science, Social Science, Law, or other related subjects.

Prior Relevant Work Experience: At least five (5) years of relevant experience in public administration, organizational development or capacity development in the public sector, public administration, public financial management, local finance, fiscal and political deconcentration/decentralization governance/land governance or administration, concessions management, or reforms in the public sector or civil service. At least four (4) years of experience in public sector reform-related project design, management, and/or implementation in Liberia.

Post Entry Training: The incumbent will be expected to possess the necessary technical training and skills required to perform the duties and responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations that govern: (1) specific Contracting/Agreement Officer's Representative (COR) responsibilities/duties and (2) USAID-specific activity management and procurement systems, including trainings in program design and management (PDM) and programming foreign assistance (PFA). Other forms of formal training (both internal & external) may be provided from time to time depending on the availability of program funds and if it is determined that these are in support of USAID/Liberia activities.

Knowledge, Skills and Abilities: Applicant must demonstrate program and financial management skills, including technical oversight of projects, professional knowledge of issues related to public administration and public sector governance specifically, and development assistance issues and approaches in general. A strong ability to work as a member of teams and foster teamwork, and the ability to develop and maintain productive working relationships at all levels, including with staff and colleagues with varying degrees of experience, the USG country team, GOL ministerial-level officials, members of the donor community, CSOs, NGOs and corporate community are required. Gender sensitive engagement with all team members is critical.

Language: Level IV (fluent) spoken and written English proficiency is required. Excellent English language communication skills, both written and oral, including public speaking skills are essential, as is demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools.

POSITION ELEMENTS

- a. Supervision Received: Position supervised by the DG Office Director and/or her/his designee.
- b. Available Guidelines: USAID mission orders, FAR, AIDAR, ADS.
- c. Exercise of Judgment: Must exercise independent judgment in a wide variety of complex and sensitive matters, acting proactively and professionally to resolve technical, policy, and cost problems with a minimum of supervision, and representing USAID to a variety of different organizations effectively, professionally, and accurately.
- d. Authority to Make Commitments: Subject to clearance of DG Office Director.
- e. Nature, Level, and Purpose of Contacts: Represents USAID to local and national government officials up to and including the ministerial level, regulatory agencies, civil society organizations, donor organizations (e.g. African Development Bank, EU, IMF, GTZ, SIDA, UNDP, World Bank), key stakeholders, USAID contractors, the media, and other interested and relevant organizations.
- f. Supervision Exercised: C/AOR or Alternate C/AOR for DG development activities.
- g. Time Expected to Reach Full Performance Level: One (1) year.

SELECTION CRITERIA

Education Background:	(20 points)
Relevant Work Experience:	(25 points)
Project and Financial Management Experience:	(25points)
Communications:	(30 points for two components)
A. Verbal:	(15 points)
B. Written:	(15 points)

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

SELECTION PROCESS

After initial screening of applications, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted.

HOW TO APPLY

Interested candidates for this position should submit the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for this position.
2. Resume of no more than 3 pages
3. The names and contact details of three references that can attest for your professional qualifications and/or work experience.
4. Documentation (e.g. copied of certificates, awards, degrees) that address the minimum requirements of the position.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: **Public Sector Specialist**
USAID/Liberia
American Embassy
P.O. Box 98
1000 Monrovia 10 Liberia

Drop in application box at service entrance, old CID road Gibson Street

Or E-mail to: Amangou@usaid.gov or Sbrowne@usaid.gov