MISSION NOTICE

USAID Nairobi Complex

NOTICE NO: **13 – 06** DATE: **February 7, 2013**

RE-ADVERTISEMENT

SUBJECT: **EMPLOYMENT OPPORTUNITY – VACANCY FOR PROGRAM MANAGER, LIMITED PRESENCE COUNTRIES (LPC) OFFICE, USAID/EAST AFRICA**

OPENING DATE: **Immediately**
CLOSING DATE: **February 21, 2013**

Office: **Limited Presence Countries**

Title: **LPC Program Manager**

Grade: **GS-13**

Who May Apply: **Qualified U.S. Citizens/U.S. Permanent Residents currently residing in Kenya only. This is a re-advertisement and previous applicants need not re-apply.**

BACKGROUND

The Limited Presence Countries (LPC) Program Manager will be based in the USAID/East Africa LPC Office, and will have program management responsibilities for the LPC portfolio (Burundi, Djibouti, and additional countries), as delegated by the LPC Office Director.

COUNTRY BACKGROUNDS

Burundi:

Burundi has been subject to waves of inter-ethnic violence and civil war since it gained independence in 1962. The most recent round of civil war, which began in 1993, left over 300,000 dead and over a million refugees and internally displaced persons (IDPs). In addition, the quality of life of the Burundian people deteriorated, as the conflict destroyed infrastructure, reduced agricultural output, and precluded any significant focus on socio-economic development. In 2005, parliamentary and presidential elections were held, and were deemed free and fair by the international community, bringing the former rebel group National Council for the Defense of Democracy-Forces for the Defense of Democracy (CNDD-FDD) to power with an overwhelming mandate to carry out an ambitious reform agenda.

The national elections of 2010, judged by domestic and international observers to have been conducted in a largely free and fair manner, marked a turning point in Burundi's tumultuous

history. While political tensions remain and democracy is still very much a work in progress, Burundi has come a long way toward peace, ethnic reconciliation, and stability.
The new Burundian Government is focused heavily on realizing the "peace dividend" that Burundians expect: rapid economic growth, creation of jobs and livelihoods, and access to basic educational and health services. At the same time, Burundi is committed to harmonizing its laws and practices to conform to the standards to which it agreed when it became a member of the East African Community's Customs Union, Common Market, Monetary Union, and, eventually, Political Confederation.

Burundi's unmet needs are enormous. Burundi ranked 166 out of 169 countries on the 2010 UN Human Development Index. With a population growth rate of 3.426% (2011, est.), and an economic Gross Domestic Product (GDP) growth rate of 3.9% (2010, est.), Burundi remains one of the poorest countries in the world, marked by chronic food shortages and abnormally high rates of chronic malnutrition among children under the age of five. Landlocked, resource-poor Burundi will remain heavily dependent, for the foreseeable future, on international donor assistance: pledged direct budget support from the World Bank, International Monetary Fund, European Union, and Norway accounts for over half of the USD 830 million FY 2011 national budget.

USAID works to support private sector-led economic growth, emphasize agricultural production and trade (particularly within the East Africa Community Common Market); improve healthcare delivery, combat HIV/AIDS, and reduce malnutrition in children under the age of two years; strengthen good governance and government effectiveness; support protection of human and civil rights; and build the capacity of Burundi to maintain peace and security both at home and elsewhere in Africa. Women and youth are prioritized in all development assistance programs.

Djibouti:
The U.S. Foreign Policy Objective for Djibouti is to preserve and advance three interrelated and mutually reinforcing priorities of: 1) peace and security; 2) development assistance and humanitarian response; and 3) democracy and governance.

Although a small country, Djibouti possesses lofty ambitions of social and economic achievement, and the Government has made great advances, including the development of the only deep sea water port in the region, increased private sector investment, and commendable gains in the health and education sectors.

Djibouti faces huge development challenges. It is a chronically food-insecure country, comprised of 99.5 percent desert wasteland. Life expectancy is barely over 50 years old, and its traditionally nomadic people have long had poor access to health and education services. The Djiboutian Government already invests more than 40 percent of the national budget in health and education. USAID programs support Djiboutian-led efforts to address key health risks, including HIV/AIDS and tuberculosis, and improve education quality, which will ultimately support Djibouti's goal of becoming a key service hub.

MAJOR DUTIES AND RESPONSIBILITIES:

Specific responsibilities for the LPC Program Manager shall include, but not be limited to:

A. Strategic and Program Planning:

Manage, in collaboration with appropriate country offices, USAID strategic planning system processes (Mission Resource Request, Congressional Budget Justification, Operational Plan, Performance Plan and Report) and design of development activities, intermediate results, and measures of achievement.

Propose modifications to activity design, work plans, or data quality assessments when necessary to better achieve results.

Undertake regular visits to country offices to perform required duties, and provide appropriate planning support. Prepare reports of field visits.

Serve as principle interface between LPC country offices and East Africa Mission technical and support offices to facilitate coordination of resources and support.

Prepare interim progress reports, inquiry responses, and input for annual reports to USAID/Washington.

Track and manage a range of complex tasks in various stages of completion: monitoring progress, obtaining clearances, and ensuring timely execution.

B. Program Management:

Undertake management actions to support the achievement of results as needed. Prepare USAID program documentation and reports, and maintain records ensuring systematic monitoring of performance. Ensure high-quality standards are maintained; draft and edit statements of work, activity approval documents, Congressional Notifications, correspondence, and other documentation.

Plan and track obligations and expenditures in the program, to ensure that the flow of program funds is not disrupted.

Co-manage, in collaboration with the appropriate Country Team, external and intra-governmental relations by responding, as appropriate, to inquiries regarding the LPC portfolio.

Foster donor coordination by participating in donor meetings relevant to the LPC portfolio countries, as the USAID/EA/LPC Program Manager.

Keep donor and implementing partners informed of USAID assistance plans, implementation progress, and relevant USAID processes through regular communications and meetings.

Oversee the development of annual work plans by implementing partners. Review annual work and activity plans for comprehensiveness, clarity and adherence to the strategies and Operational Plans of USAID/Burundi, and other LPC portfolio countries as directed.

Serve as the Agreement Officer's/Contracting Officer's Representative for specific USAID-funded development activities, as designated by the LPC Office Director.
Maintain regular contact with implementing partners to support activity implementation and assess its effectiveness, efficiency and impact, including reviewing and commenting on partners' periodic reports. Oversee monitoring and evaluation of implementation progress against planned results, as assigned;

Work in partnership with Burundi and Djibouti staff to develop clear plans for USAID tasks that include roles and responsibilities, adequate timelines, quality control, clearances, adherence to USAID instructions and guidance, and computer data input.

C. Program Monitoring and Reporting:

The Program Manager will provide oversight and management of program performance, to ensure program implementation achieves planned results. He/she will, in collaboration with implementing partners, develop performance monitoring systems and report on program performance, in accordance with USAID reporting requirements. The Program Manager will be required to perform the following performance monitoring and reporting tasks:

Develop a clear and concise performance monitoring plan.

Measure program implementation progress against benchmarks set forth in implementing partner work plans.

Track, revise, and report on indicators of results, and ensure that measurements of progress are accurate and clearly describe the objectives of the program and the results achieved.

Undertake regular site visits to project sites to perform required duties to maintain contact with beneficiaries, and to monitor activity implementation and progress. Prepare reports of field visits.

Prepare interim progress reports, as required, and prepare appropriate input for the annual report to USAID/Washington.

Manage data input of computer-based web applications, including GLobal Acquisition & Assistance System (GLAAS), Foreign Assistance Coordinating and Tracking System (FACTS) Info, and Phoenix.

D. Other:

Represent the LPC portfolio, as required, at official meetings and events and provide written reporting as appropriate.

Perform other duties in support of the USAID/EA/LPC Office, as required, including internal administrative and management tasks as assigned by his/her supervisor.

E. Logistical Arrangements:

The logistical support provided by USAID/EA includes office space, transportation in cooperating country for official field work as well as travel arrangements and tickets for work-related business, transportation to/from country, and secretarial support.

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.

1. **Education and Technical Knowledge:** A minimum of a master's degree in a development-related field.

2. **Prior Work Experience:** At least eight (8) years of professional work experience relating to international development required.

3. **Teamwork/Interpersonal Skills:** Excellent leadership, communications and interpersonal skills are critical to this position. The incumbent must be able to work effectively with a broad range of USG personnel and partners, and be able to understand and integrate multiple, competing needs in order to craft an accurate and unified perspective. Incumbent must have demonstrated ability to work in hierarchical organization. Ability to work both independently and in a team environment to achieve consensus on policy, program and administrative matters is a must. Demonstrated ability to track and manage a range of complex tasks in various stages of completion: monitoring progress, obtaining clearances, and ensuring timely execution.

4. Language and Communication Skills: Must be fluent in English and proficient in French. Demonstrated ability to make sensitive oral presentations logically and persuasively to senior USG and host-country government officials and other donors.

5. Excellent computer skills (MS Word, Excel, Power Point, and Outlook) are required for effectively operating in this position.

6. Willingness to travel frequently to Burundi, Djibouti or other LPC countries as requested.

POSITION ELEMENTS:

Organizational Location of Position: The position is based at the USAID/EA Office in Nairobi, Kenya with travel (20%) to Burundi and other LPC countries, as requested.

Reporting and Supervisory Controls: The LPC Program Manager will be supervised by and report to the Limited Country Presence (LPC) Office Director at USAID/East Africa as delegated by him/her.

Exercise of Judgment: The incumbent is expected to exercise a high degree of judgment.

Authority to Make Financial Commitments: GLAAS Program Manager.

Nature, Level and Purpose of Contacts: Maintains professional contacts with the Embassy, other organizations and partners, as may be required, from time to time as appropriate/required.

Time Required to Perform Full Range of Duties After Entry into the Position: One year.

HOW TO APPLY

Step 1: Fill out the job application questionnaire at **www.myjobsinkenya.com/usaid.** Complete the questionnaire to the end. Once this is done, go to Step 2.

Step 2: Send a letter explaining your qualifications for the position and your up-to-date resume to **nairobihr@usaid.gov**. **Scan and send all your attachments as one document. The Notice No. (on the top left-hand side of the vacancy announcement) and your name as it appears on your online application MUST be included in your e-mail subject line.**

USAID/HR will NOT accept any hard copy applications.

Incomplete application packages will not be considered.

The closing date for receipt of applications is COB February 21, 2013.

EXO: 07 FEB 2013