**Administrative Notice**

**Sana’a, Yemen**

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| **November 11, 2008[Change the date and the Number before printing]** | **Number: 60/08** |

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|  **Subject:**  | **Job Vacancy (USAID-** Democracy and Governance Specialist) |
| **Distribution:**  | **All FSNs /All Agencies** |

**OPEN TO:** All FSNs

**POSITION:** Democracy and Governance Specialist

**OPENING DATE:** November 11, 2008

**CLOSING DATE:** November 25, 2008

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinarily Resident (OR). FSN-11 US$ 18,850 (Full Performance Level) per annum plus $2,500 in kind of allowances

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy, Sana’a is seeking individual for the position of Democracy and Governance Specialist, USAID.

**BASIC FUNCTION OF POSITION**

The incumbent serves as a Democracy and Governance Specialist under the supervision of the USAID Democracy and Governance Team Leader and the general supervision of the USAID Senior General Development Officer. Incumbent serves as the democracy and governance specialist under USAID Program Area Governing Justly and Democratically. The incumbent as USAID Yemen’s local democracy and governance specialist serves as an advisor and analyst on areas such as supporting the development of transparent and accountable governance and anticorruption; supporting decentralization and responsive local governments; promoting the development of a civil society and independent media; fostering civic engagement; fostering free, open, and democratic elections and political competition; strengthening Parliament and oversight institutions; strengthening the rule of law, and strengthening legal systems and processes in support of democratic and economic reforms.

S/he provides input and technical direction into the design, implementation, management, and monitoring and evaluation of assigned activities and projects. S/he also conducts related discussions and negotiations with officials from the Yemen Government, private sector, non-governmental organizations, and donors. The incumbent will also work with other donors in the democracy sphere coordinating USAID assistance to complement other donor activities. The incumbent will also required to work with other US Government Agencies, particular the Department of State, to advise them and the US Embassy regarding the programming of their assistance.

USAID’s overall goal in Yemen is to support USG foreign policy objectives to support stability in Yemen by building and sustaining a democratic, well-governed state that is responsive to the needs of the people. A USAID Democracy and Governance assessment, with State/NEA/PI participation, was conducted in September-October 2003 in order to analyze, inform and prioritize areas for effective USAID and broader USG DG assistance in Yemen. Additional assessments were performed on Corruption in 2006 and on Civil Society in 2007. These assessments will inform the development of new activities that build directly on past and ongoing smaller-scale activities.

**MAJOR DUTIES AND RESPONSIBILITIES**

**PROGRAM ANALYSIS AND POLICY DEVELOPMENT**

Ensures that the indicators for measuring the impact of activities under Program Area Governing Justly and Democratically are tracked, accurate, and used to revise strategy as necessary. Coordinates with the Democracy and Governance Team Leader and Deputy USAID Representative to ensure thoroughness and consistency of data submitted by implementing partners and for USAID reporting purposes.

Conducts analysis of the factors and constraints affecting the strengthening of Yemeni institutions and the increasing of opportunities for democracy and governance and prepares independent reports and analysis on methods and projects to overcome these constraints. Working with USAID-funded implementing partners, the incumbent will raise these issues and constraints and recommend courses of actions and appropriate policies with Yemen Government officials, donors, and the non-governmental organizations.

Tracks policy development, legislative and legal changes, and technical developments in the democracy and governance arenas that affect USAID’s activities and/or objectives and advises the Democracy and Governance Team Leader, USAID Representative and other team members on these developments and possible programmatic changes.

Briefs USAID and US Embassy staff as required, on the implementation of assigned activities in relation to host-country programs and priorities.

**PROGRAM DESIGN AND PLANNING**

Describes project ideas and initiatives in accordance with the USAID democracy and governance sector strategy, the current environment in Yemen, and the institutional capabilities and purposes of potential USAID recipients and partners. Assists in the drafting of concept papers, design documents, project papers, terms of reference, and other relevant documents for proposed/new activities. Conducts research, as necessary, on social and economic factors pertaining to education in Yemen for input into these documents.

In collaboration with the Democracy and Governance Team Leader, provides input and analysis towards the development of the USAID Yemen overall democracy and governance sectoral strategy. Strategy and program development will focus in the following areas:

1. Support decentralization and responsive local governance

2. Enhance government transparency, accountability and responsiveness

3. Support efforts to promote anticorruption and the rule of law

4. Foster civic engagement and empowerment of civil society, youth, women and other marginalized groups

5. Support transparent elections and representative political parties

6. Support opportunities for increased democracy and governance

Contributes technical expertise and creative ideas to other technical teams in the USAID Yemen Office developing new interventions. As all sectoral programs will have components aimed at decentralization/strengthening of local institutions, transparency and accountability, and empowerment of youth, women and marginalized groups, the incumbent must coordinate closely with all sectoral programs and provide guidance on democracy and governance issues in order for an effective integrated approach to be applied.

Meets regularly with representatives of contractors, grantees, and non-government and government entities as necessary to obtain information related to similar democracy and governance activities. Participates in meetings with other donors and seeks to identify areas for cooperation among various projects.

**PROGRAM IMPLEMENTATION, MONITORING, AND REPORTING**

Serves as the manager and CTO for specific democracy and governance-related activities/projects under the USAID Governing Justly and Democratically Program Area. Performs the full range of CTO functions including participating on committees responsible for ranking and selecting proposals, ensuring grantee/contractors meet the full objectives of their scopes of work, advising on and initiating evaluations, directing close-out of grants and contracts, and ensuring compliance with USAID objectives and regulations. S/he also provides guidance on USAID policies and the content and objectives of the democracy and governance strategy to ensure outcomes are consistent with the USAID Yemen Strategy and US Embassy Mission Performance Plan.

Drafts reports, correspondence, and scopes of work, implementation letters, and any other necessary documents for the implementation of assigned activities and receives necessary clearance and approval of such documents, both outside and within USAID. Tracks progress against implementation plans and project objectives; s/he reviews project progress reports and provides partners with recommendations.

Coordinates various actions related to assigned activities with Yemen government officials, as well as explains USAID procedures, responsibilities, objectives, and restrictions to them. These include Governors in the targeted governorates, Local Councils and General Directors of line ministries at the governorate and district levels, and other relevant officials. Ensures that concerned officials are apprised of progress and that program elements support the appropriate social, political, and development objectives agreed upon between USAID and the Government. Conducts liaison with representatives of community-based organizations, NGOs, and others to cultivate and maintain support for USAID programs.

Analyzes pipelines and mortgages and assures timely obligation of funds.  Initiates and prepares project documentation such as MAARDS and government estimates of budgets. Reviews and analyses financial reports and vouchers to monitor expenditures and provides administrative approval for vouchers.

Conducts site visits to monitor implementation and progress to identify delays or difficulties requiring resolution. Recommends solutions for the resolution of such problems.

Serves as control officer during USAID Representative’s, Ambassador’s, or other US Government official’s field trips and prepare such trips by organizing events and writing background materials.

Represents the technical team in conferences, workshops, donor subgroup meetings and other relevant meetings related to democracy and governance. Develops necessary documentation for presentations. Coordinates with bilateral and multilateral donor agencies regarding on-going development activities. Provides the Government of Yemen input and technical advice on its policies through dialogue and participation in working groups.

**QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

QUALIFICATION REQUIRED:

A. Education:

A university degree is required, preferably in areas related to social or political sciences.  An advanced degree in these areas is desirable.

B. Prior Work Experience:

Two – three years minimum of progressively responsible experience in managing or implementing development projects, with at least one of those years being related to democracy and governance issues is required.  Previous work experience with donor organizations is highly desirable.

C. Post Entry Training:

Mission will make every effort to provide in-service USAID orientation; USAID Activity Manager and CTO Training; PAL (planning, achieving, and learning); and continuing technical education in democracy development topics.

D. Language Proficiency:

Level IV (fluent) in English is required.

E. Knowledge:

A sound knowledge of Yemen’s political, economic, social and cultural environment and a good knowledge of Yemen democratization and governance issues are desirable, preferably related to the areas mentioned above.

F. Skills and Abilities:

Demonstrated ability to analyze complex political, social and economic issues particularly as related to program design and management is required. Must be able to provide such analyses effectively and professionally both orally (for example in meetings with other colleagues and senior Mission staff) as well as in written format - several paragraphs to a few pages.

Strong interpersonal skills are required.  More specifically, an ability to establish and maintain good working relationships with relevant Yemen actors such as NGO leaders, media representatives and mid-level government officials.  Must be able to work well within teams which involve staff from the USAID Mission and the Embassy.

Demonstrated ability to handle sensitive issues with professionalism, tact and diplomatic required, including matters that require resolving disagreements or potentially divisive issues.

The DPMA should be a “self starter,” someone who can work and resolve problems independently.  S/he should be pro-active, work well under pressure, make sound judgments, organized, able to prioritize assignments, manage time well and meet deadlines.

Ability to work with computer programs, including word processing and spreadsheets, is required.

**SELECTION CRITERIA**

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

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

5. The candidate must be able to obtain a normal security clearance.

**TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. A current resume or curriculum vitae that provides the same information as an OF-612; plus

2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Office (or Admin Office)

P.O.Box 22347

Sanaa – Yemen

E-mail address: hrosanaa@state.gov

\*Ordinarily Resident (OR) – A Foreign National or US citizen who:

* Is locally resident; and,
* Has legal, permanent resident status within the host country; and,
* Is subject to host country employment and tax laws.

**CLOSING DATE FOR THIS POSITION: November 25, 2008**

**An Equal Opportunity Employer**

#### The US Mission in Republic of Yemen provides equal 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 Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

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.

Drafted: HR: SIstrola

Cleared: AID: MSarhan

Approved: MO: PBlankenship