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ZAMBIA

DEMOCRACY HUMAN RIGHTS AND GOVERNANCE, DEPUTY DIRECTOR
Job Announcement No. AID-007-19

OPEN TO: All Interested Candidates

POSITION: Democracy, Human Rights, and Governance, Deputy Director

OPENING DATE: July 22, 2019

CLOSING DATE: August 8, 2019

WORK HOURS: Full-time; 40 hours/week

SALARY: Foreign Service National (FSN-12) (ZMK 636,409.26 p.a – 1,000,533.77 p.a.)

The United States Agency for International Development (USAID) mission in Zambia is seeking eligible and qualified applicants for the position of Democracy, Human Rights, and Governance (DRG), Deputy Director.

BASIC FUNCTION OF POSITION

The Senior Program Management Specialist shall serve as the highest-ranking FSN in the DRG Office, or as the Office's Deputy Director. Under the general supervision of the USDH DRG Office Director, the incumbent is responsible for overseeing and ensuring quality design, implementation and monitoring of programs/projects/activities related to the DRG sector, covering all programming in the areas of Rule of Law and Human Rights, Good Governance, Political Competition and Consensus Building, and Civil Society in Zambia.

Responsibilities include program/project/activity development, coordination, monitoring and evaluation, reporting, and close collaboration with Implementing Partners (IPs) and other stakeholders to ensure implementation is carried out in accordance with USAID strategic objectives, policies and regulations, and internationally recognized best evidence-based practices in DRG support. The Specialist leads and carries out strategic direction in the formulation and implementation of governance policies and programs that improve the governance environment in collaboration with the Government of the Republic of Zambia (GRZ), Ministry of Justice (Governance Department), Cabinet Office (Decentralization Secretariat), Ministry of Local Government, and host country institutions including the Electoral Commission of Zambia (ECZ), the Human Rights Commission, Office of the Auditor General, the legislature, and the Judiciary.

Within USAID, the Specialist ensures DRG practices and principles are integrated in other sectors: Health, Education, and Economic Growth to sustain development outcomes attained by the technical offices. The Specialist will serve as a USAID/Zambia DRG point of contact for various high-level internal and external audiences including: USAID/Zambia leadership; USAID/Washington; US Embassy Lusaka; other Agencies of the U.S. Government; Private Voluntary Organizations; international organizations; host nation governmental ministries and agencies; and others in the country.

The DRG Specialist must provide rapid expert advice in response to high-priority and sensitive requests from the USAID Director, State Department Political Economic section and the U.S. Ambassador to Zambia. S/he will participate with senior Government of the Republic of Zambia (GRZ), U.S. Government, United Nations, and other donor agency officials.

MAJOR DUTIES AND RESPONSIBILITIES

A. USAID and Interagency Program/Project/Activity Planning and Management

The Senior Program Management Specialist is responsible for all aspects of USAID/Zambia's DRG programs/projects/activities: planning, designing, organizing, monitoring implementation, coordinating, and monitoring for results. The Specialist serves as a consultant to the host- government and other in-country partners in the DRG sector.

The Specialist takes an active role in developing DRG programs goals, objectives and initiatives; preparing required design documents, directives, memoranda, statements, and proposals. S/he introduces new initiatives and recommends effective operations consistent with the USAID's DRG strategic framework and its development objectives, including promoting participatory, representative, and inclusive political processes and government institutions with a focus on fostering greater accountability of institutions and leaders, protecting and promoting universally recognized human rights, and integrating democracy, human rights and governance principles and practices across USAID's development portfolio.

The Specialist works closely with senior- and mid-level host-government ministry officials, institutions, and international and non-governmental organizations to coordinate DRG efforts, raise awareness among DRG citizenry and civil society organizations on DRG issues, and provide technical assistance. S/he coordinates activities through close working relationships with senior to mid-level officials in the Ministry of Justice, Ministry of Local Government, Ministry of Gender, the Cabinet Office, Electoral Commission of Zambia, civil society organizations, and other bilateral organizations to make sure that DRG programs/projects/activities are carried out correctly and in a timely manner; and, presents findings and recommendations for appropriate remedial action to correct identified program deficiencies. As the DRG team representative on USAID/Zambia's Monitoring, Evaluation, and Learning Community of Practice, s/he manages all aspects of quarterly field visits, including facilitating high level meetings with host country officials and implementing partners.

The Specialist is the Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) for the office's cooperative agreements, grants, and contracts under DRG programs/projects/activities, provides appropriate technical directions and guidance and work in close collaboration with the Contracting Officer/Agreement Officer (CO/AO), and Regional Legal Officer as needed. S/he participates with IPs in the development of work plans for implementation of activities, activity monitoring plan, branding strategy and marking plans.

The Senior Program Management Specialist is responsible for drafting procurement documents as required: scopes of work, scopes of objectives, action memoranda, justifications, program descriptions, waivers, independent government cost estimates, pre-obligation checklists, activity checklists, Initial Environmental Examination, Request For Assistance, Request For Procurement, activities extension, IP performance review for contract, etc.

The Specialist works closely with other USAID technical offices to integrate participation, inclusion, and country ownership throughout USAID's portfolio, including working in education, health, and economic growth sectors for more responsive governance, local capacity building, and sustainable development. S/he mentors and support a junior program manager and a new COR/AOR by providing on-the-job-training to improve their skills.

B. Administrative Management

The Senior Program Management Specialist is responsible for providing oversight and monitoring of the program activities s/he is COR/AOR for, including reviewing IPs narrative and financial reports, monitoring use of funds for adherence to proposed activities, preparing quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, and preparing quarterly accruals.

The Specialist maintains files and records specific to the programs/projects/activities for which s/he is responsible, including reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, assessment, evaluation, whenever possible these records will be filed electronically.

The Specialist prepares and occasionally presents briefings for U.S. Government high-level visitors, and participates in making arrangements for visits and serves as a spokesperson as required. The Specialist serves as control officer for site visits for agency and inter-agency senior-level officials, as needed.

C. DRG Coordination

The Specialist represents USAID and the U.S. Government at technical, policy, and strategic planning meetings, including meetings with GRZ officials and Cooperating Partners, briefing senior Agency officials, U.S. Mission Country Team members, and interested officials of other U.S. Government agencies as appropriate.

The Specialist participates as USAID/DRG's representative at inter-agency administrative and strategic planning meetings and serves as USAID representative on inter-agency technical working groups (TWGs) for purposes of developing approaches to strengthening existing activities with minimal overlap and unnecessary duplication.

REQUIRED QUALIFICATIONS:

A. Education: Minimum of master's degree or local equivalent in International Relations, Public Administration, Political Science, Law, International Development, Development Sciences and Techniques, or in a closely related field involving DRG is required. Course work should have included strong DRG components.

B. Prior Work Experience: A minimum of five years of progressively responsible experience in the development, management, and evaluation of DRG programs, including at the grassroots community level. Experience presenting complex concepts to diverse audiences is required.

C. Post Entry Training: If selected on-the-job training (formal, informal, and self-taught) will be provided in all aspect of the Mission's DRG portfolio, and to develop a clear understanding of USAID DRG policies and procedures, along with familiarization training in USAID-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, etc.

Formal COR/AOR certification courses will be required for success in the position and will be provided. Other training to maintain professional capability in the field, and other courses offered for professional USAID staff, will be provided as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function, and needed to maintain and update professional qualifications, will be provided subject to course offerings and availability of funds.

D. Language Proficiency: Level IV (fluent) written and oral English proficiency is required.

E. Job Knowledge: The Senior Program Management Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the overarching problems of managing DRG –related activities in Zambia, and the problems and policies in Zambia from the business, political, civil society, and social perspectives.

The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of Zambia; development problems in the DRG sector in Zambia and the region; the resources, resource constraints, and overall development prospects and priorities of Zambia and the region; and, a good knowledge, or the potential to quickly acquire such knowledge, of U.S. Government legislation, policy, and practice relating to assistance in DRG sector, of USAID programming policies, regulations, procedures, and documentation, and of the objectives and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the GRZ in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation plans.

F. Skills and Abilities: The work requires excellent interpersonal skills, tact, and diplomacy in order to establish and maintain a wide range of senior-level and working-level contacts with DRG programs in government, non-governmental, and private-sector circles; the ability to work effectively within Team and inter-agency environments, and to guide and mentor others; strong management and analytical skills, in order to strategize, develop, and implement effective USAID-supported DRG programs/projects/activities; and, strong budget tracking ability and administrative skills in order to track the performance of IPs.

The Senior Program Management Specialist must have the ability to interpret regulatory directives and related guidance; organize and present information, and to draft clear, concise documents; and, possess good computer literacy and capability, including ease and skill in using word processing programs, E-mail, spreadsheet applications, presentation software, and familiarity with the World Wide Web.

The Specialist must have specialized knowledge and demonstrated expertise in the area of DRG, including Rule of Law and Human Rights, Good Governance, Political Competition and Consensus Building, and Civil Society. The Specialist must be able to provide technical leadership in programmatic scale-up for impact-oriented results, and apply knowledge of the ethical issues involved in DRG programming in Zambia.

POSITION ELEMENTS

A. Supervision Received: The USAID/DRG Senior Program Management Specialist works under the general supervision of the DRG Office Director. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the USG Mission portfolio.

Some technical direction may come from other professionals in the Mission; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

B. Supervision Exercised: The specialist will supervise one Civil Society Specialist, one USPSC Governance Advisor. In the absence of the DRG Director, the Specialist will be responsible for overall management of DRG office staff (five).

TERMS OF APPOINTMENT:

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

BENEFITS:

The position is classified at FSN-12 level. The final salary of the successful candidate will be negotiated within that range, depending on qualifications and previous earnings history.

APPLYING:

Qualified candidates should send:

1. A formal application letter or cover letter addressing the “required qualifications”, not to exceed 2 pages;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at https://zm.usembassy.gov/wp-content/uploads/sites/20/DS-0174_Fillable.pdf); and
5. Contact information for at least three professional references.

SUBMIT ALL APPLICATION MATERIALS TO:
EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading **must** read:

**Application: Democracy Human Rights and Governance (DRG), Deputy Chief,
AID-007-19**

Only applicants selected for an interview will be contacted.