



USAID Project Management Specialist (Energy)

13. BASIC FUNCTION OF POSITION

The Project Management Specialist for Energy (PMS) will support USAID Mission efforts to assist Jamaica to increase the country’s resilience to disasters by enhancing the resilience of the national power sector and buttressing Jamaica’s ability to technically and financially withstand and rebound quickly after a weather related shock. The PMS is responsible for project management of the USAID/Jamaica Disaster Risk Reduction (DRR) portfolio of programs within the Office of Environment and Health, which includes, resources designed to build a legacy platform that supports Jamaica’s disaster resilience goals. The Specialist will implement, monitor, and evaluate all DRR related activities. S/he utilizes an in-depth knowledge of the Jamaican power sector and disaster risk reduction planning, and contributes to the Mission strategy and annual reporting documents; cultivates and maintains senior-level relationships with the Government of Jamaica (GoJ), disaster reduction and energy-related private sector entities (with special attention to those in the power sector), the donor community, civil society organizations, implementing partners (IPs), and with other stakeholders; and reports on the energy sector to USAID/Washington, as required. S/he maintains active engagement on energy sector and related disaster risk reduction activity in the Region and USG and is expected to engage with State Department counterparts in Political/Economic section at the Mission regarding these topics and issues.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Project Management and Monitoring

(60%)

- a) Guides the USAID/Jamaica Environment team with planning, designing and implementing mechanisms as an Activity Manager and designated Agreement/Contracting Officer’s Representative (A/COR).
- b) Manages daily DRR and Energy activities with IPs, the GoJ and other key Energy stakeholders in the community including conducting site visits and preparing trip reports. As potential issues arise, the incumbent should inform Mission management.
- c) Prepares sector-level communications and finalizes program documentation and reports, as required in accordance with standard Mission procedures.
- d) Works with senior IP management and project officials to receive needed information in conjunction with USAID regulations and policies, including audit regulations, assistance with country level issues, etc.
- e) Provides leadership in establishing performance monitoring systems for results frameworks in coordination with Mission management and IPs.

- f) Ensures appropriate accounting of resources by tracking quarterly accruals, approving vouchers, maintaining project pipeline information, preparing annual incremental funding documentation, and providing leadership in meeting audit.

External Relations (30%)

- a) Serves as the principal USAID DRR and Energy point of contact responsible for interpreting, explaining, and clarifying U.S. Government and USAID Mission policies, programs, and strategies for disaster risk reduction, including in the energy sector, through regular contact with the GoJ, NGOs, IPs, and other donors.
- b) Establishes and maintains senior-level contacts with GoJ counterparts, donor agencies, the private sector, and a wide range of NGOs, research institutions, universities, etc.
- c) Ensures coordination with other USG and GoJ agencies with expertise in the DRR and energy sector, to the extent that these are complementary to or integrated with the USAID-funded energy/DRR programs.
- d) Participates in conferences, workshops, trainings, etc. in order to stay current with energy related issues and new discoveries related to DRR with attention to power sector resilience.

Overall Project Support (10%)

- a) Assists the USAID/Jamaica OEH team with office taskers, requests, demands, processes, etc.
- b) Responds to other OEH related duties as assigned by Mission management and/or the Director of the Office of Environment and Health, including supporting the Mission Environmental Officer and/or assuming such MEO activities as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** A Master' s degree in a disaster risk reduction, infrastructure, engineering discipline, the physical sciences, economics, or other discipline relevant to the energy field is required.
- b. **Prior Work Experience:** The incumbent should have at least five years of progressive and responsible experience working in the energy sector in Jamaica and/or the Caribbean. Broad experience in the entire energy value chain spanning regulation, generation, transmission, distribution; as well as renewable energy efficiency and familiarity with disaster risk reduction is required. Experience in leading teams, strategic planning, project design, project implementation, project monitoring, project evaluation, and sustainability planning from a private sector entity and donor perspective also required.

- c. **Post Entry Training:** Post-entry training will include COR/AOR training and familiarization training in USAID procedures and regulations; formal courses offered for professional staff, as appropriate; and seminars, courses, and trainings required for professional performance in the field related to the function as agreed upon with his/her supervisor. All post entry training is subject to courses being offered and the availability of funds.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- d. **Language Proficiency:** Level IV. Fluency in speaking, reading and writing English is required. Incumbent must be able to prepare well-written briefing documents, presentations, project reports and correspondence in a professional manner.
- e. **Job Knowledge:**
- Strong knowledge of Jamaica's disaster risk reduction, energy sector and renewable energy development is required.
 - Knowledge of strategies, programs, and the working methodologies of other donor agencies (bi- and multi-lateral) in the energy sector is desirable.
- f. **Skills and Abilities:**
- Ability to lead program design, budgeting, implementation, monitoring and evaluation skills is essential.
 - Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with implementing partners and both national and international working partners to prepare required reports.
 - Strong computer literacy with using word and excel software for the ability to create and edit charts, tables, graphs and presentations, in addition to the effective use of email and the Internet are required.
 - Ability to facilitate training workshops and present technical data in a clear and concise manner to audiences with varying degrees of knowledge/experience in the energy sector.
 - Ability to operate successfully in a team environment and to work independently.
 - Excellent interpersonal skills.

16. POSITION ELEMENTS

- a. **Supervision Received:** The incumbent reports directly to the Office of Environment and Health Office Director. The Supervisor will establish work objectives, prepare the annual performance evaluation report and establish priorities with input from the incumbent and other USAID staff. The incumbent must be able to perform both routine and more substantive duties with minimum guidance. Specific instructions will be given for new or unusual assignments. The incumbent will work closely with the Global Climate Change staff and use his/her own initiative to prioritize routine requirements and follow through on assignments, as agreed with the Supervisor.

- b. **Supervision Exercised:** None. This is a non-supervisory position.
- c. **Available Guidelines:** The incumbent will work within USAID policies, procedures, regulations, and guidelines.
- d. **Exercise of Judgment:** The incumbent is required to exercise judgment in setting work priorities. The use of initiative and discretion is expected from the incumbent in dealing with inter-agency and agency energy sector personnel and other development partners to resolve problems that arise during the course of work. In case of uncertainty, the incumbent must know when to ask questions and when to seek further guidance and/or explanation from his/her Supervisor and other co-workers.
- e. **Authority to Make Commitments:** The Specialist retains the authority given to USAID activity managers and COR/AORs and makes administrative arrangements consistent with Automated Directive System (ADS), Federal Acquisition Regulations, other USG policies and procedures, and Mission Policy. Makes decisions, takes action, and establishes priorities, based on available guidelines and professional judgment. Guidance should be sought when needed, and the supervisor informed of activity and project status.

The incumbent has no authority to make commitments or commit U.S. Government funds on behalf of the U.S. Government, USAID/Jamaica.

- f. **Nature, Level, and Purpose of Contacts:** The incumbent must communicate well verbally and in writing with all U.S. Government agency employees, GOJ representatives, USAID/Jamaica personnel, staff on short-term Temporary Duty (TDY), VIP visitors, and counterpart personnel at all levels (including development partners, implementing partners, and the private sector). Many contacts with GOJ officials, other U.S. Embassy personnel and/or implementing partners are substantive in nature, therefore, the incumbent must be sensitive to the necessity for discretion and confidentiality and to not commit the USG to a particular course of action.
- g. **Time Expected to Reach Full Performance Level:** One (1) year.

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