



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 **Land Governance Reform Specialist** for its Mission in Liberia.

VACANCY #: VA-669-15-000008-RE

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

POSITION: Land Governance Specialist, Democracy & Governance Office

OPENING DATE: January 27, 2016

CLOSING DATE: February 10, 2016

WORK HOURS: Full-time: 40 hours/week

SALARY: (FSN 11) 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 applicant will serve as a technical land sector program analyst and program manager to the Mission, providing expertise and analysis on land governance, concessions management, and related governance and economic issues in Liberia. S/He will also be a key liaison between USAID and the Liberian government, including but not limited to the Land Commission, any newly established permanent land agency, and government entities involved in natural resource management. S/he will also be a key liaison between USAID and private sector and civil society organizations involved in the land sector. The selected candidate will play a key role within the Democracy, Rights and Governance (DRG) Office, helping to manage and administer a multi-million land governance program and other activities as assigned. The position will be under the supervision of the (DRG) Office Director.

The successful applicant:

- Identifies and analyzes land governance developments of strategic importance and implications for US Government interests in Liberia;
- Prepares written reports emphasizing the policy implications for USAID program implementation.
- Tracks developments in key Government of Liberia ministries, agencies, commissions, public corporations, local government, civil society/media, and regional organizations
- Provides analysis and recommendations for DRG actions and technical assistance.
- Conducts research and analysis as required. Prepares relevant informational materials for use by the DRG team, the Mission, and the Embassy.

- Serves as a resource person to Mission personnel by answering technical questions and providing guidance related to DRG programs and activities.
- Provides guidance to all Mission technical teams on the DRG sector, and land governance in particular, and in the achievement of program results as needed.
- Serves as the Contract/Agreement Officer's Representative (C/AOR) for DRG programs as assigned by the DRG Office Director. Responsible for all technical and administrative aspects of all programs managed, including program design, monitoring, implementation, evaluation, and reporting. Oversees implementation of assigned activities through periodic field visits and reports to DRG Office Director, advising on progress and challenges.
- Keeps abreast of problems that affect activity progress and assists partners in revising activities and plans, as necessary, in light of changing circumstances. Responsible for all "trouble-shooting" with assigned grantees and implementing partners; answers a broad range of implementation questions; prepares and receives official communications with assigned partners.
- Provides technical guidance to Mission officers, host-country officials and contractors and grantees on program management, performance, and monitoring requirements;
- Works with host-country and implementing partners to analyze and interpret data.
- Provides advice and guidance to contractors and grantees on USAID regulations regarding overall program management, procurement, financial monitoring, etc. Prepares all required documentation related to assigned projects and activities.
- Monitors and manages implementation activities of selected sub-contractors and short-term experts and makes recommendations for subsequent DRG or Mission action.
- Carries out other duties as required.

REQUIRED QUALIFICATIONS, EDUCATION AND PRIOR EXPERIENCE

The incumbent should meet the following requirements in education, work experience, knowledge, and skills to be able to carry out the aforementioned duties and responsibilities.

A. Education:

An undergraduate degree in International Development, Economics, Political Science, Public Administration, Law, or other relevant field is required. Past education or training related to land governance, property rights, or land administration is preferred.

B. Prior Work experience:

At least five (5) years of progressively responsible relevant experience in a field related to democracy, rights and governance or economic growth is required. At least two (2) years of experience in design, management and evaluation of development projects in Liberia is also required. Past work experience related to land governance, property rights, concessions management, or land administration is preferred.

C. 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 they are in support of USAID/Liberia activities.

D. Language Proficiency

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.

E. Job Knowledge:

Specific professional knowledge of democracy, rights and governance sector approaches, and general knowledge of development assistance issues and approaches in, is required. Knowledge related to land governance and administration is a preferred.

F. Skills and Abilities:

Applicant must demonstrate program and financial management skills, including technical oversight of projects, and must have experience in contract and /or grant administration. A strong ability to work as a member of teams and to foster teamwork is required, as is the ability to develop and maintain productive working relationships at all levels, including with staff and colleagues with varying degrees of experience, within the USG country team, ministerial-level officials in the Government of Liberia, representatives of other donor agencies, as well as civil society and private sector actors. Knowledge of conflict and gender-sensitive approaches and ability to exhibit conflict and gender sensitivity and respect for diversity is critical.

POSITION ELEMENTS

- a. Supervision Received: Position supervised by the DRG Team Leader 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, including 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.
- 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. World Bank, African Development Bank, EU, IMF, GIZ, SIDA, UNDP, World Bank), private sector actors, key stakeholders, USAID contractors, the media, and other interested and relevant organizations. Ensures effective partnership between USAID, implementing partners and Liberian government and non-governmental counterparts on shared sector objectives. Represents USAID in donor coordination fora.
- f. Supervision Exercised: C/AOR or Alternate C/AOR for DRG development activities.
- g. Time Required to Perform Full Range of Duties after entry into the Position: One (1) year.

SELECTION CRITERIA

- Education Background: (20 points)
- Relevant Development Experience: (25 points)
- Management Experience: (25 points)
- Communications: (30 points for two components)
 - A. Verbal: (15 points)
 - B. Written: (15 points)

ADDITIONAL SELECTION CRITERIA

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
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: Land Governance 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 Email to: amangou-koon@usaid.gov or Sbrowne@usaid.gov