



USAID | BENIN

FROM THE AMERICAN PEOPLE

TO: All qualified Applicants
FROM: Clemencia Acacha, Supervisory Executive Specialist
Subject: Job Opportunity Announcement
Date: August 7, 2008

USAID is accepting applications for the following local-hire position:

POSITION TITLE : Deputy Program Officer
NUMBER OF POSITIONS : One (1)
GRADE : Foreign Service National (FSN – 10)
GS: To be determined
OPENING DATE : August 7, 2008
CLOSING DATE : September 4, 2008
WORK HOURS : Full-time; 40 hours/week

POSITION READVERTISEMENT

USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Local Cooperating Country National (CCN) and US residents can also apply. Persons with disabilities will be assisted and receive reasonable accommodation.

I. BASIC FUNCTION OF POSITION

A. Purpose

The purpose of this solicitation is to procure the services of a qualified Personal Services Contractor to serve as the Deputy Program Officer for the United Agency for International Development Mission in Benin (USAID/Benin). This individual will serve as the USAID/Benin Evaluation Officer and as the principal specialist within the Mission in program design, planning, budgeting and evaluation.

B. Background.

Since abandoning a Marxist-Leninist military regime in the early 1990s, Benin has been building a pluralist democracy. Despite economic growth rates of about 5% over the past few years, Benin ranks among the poorest countries in the world. Per capita income is around \$380. The World Bank estimates that Benin's population was about 6.8 million in 2002.

Annual population growth is estimated at 2.9%. Benin ranks 159 of 175 countries on the UNDP development index. However, notable progress has been achieved in health and education over the last decade. Benin has experienced a reduction in infant mortality from 116 per 1,000 live births in 1996 to 89 in 2001. World Bank figures show that gross enrollment rates for primary school have been steadily rising over the past decade and in 2001 stood at over 98%, significantly higher than the 78% average for Sub-Saharan Africa. USAID/Benin's program encompasses two strategic objectives: 1) improving the quality of education with an emphasis on educating girls; and 2) improving family health by preventing the spread of HIV/AIDS and sexually transmitted infections, supporting interventions to reduce risks to mothers during pregnancy and childbirth, and promoting children's health. A Mission team is responsible for managing each of these objectives and developing and implementing activities that will have a positive impact on Benin's development.

USAID/Benin's Office of Program Coordination (OPC) is responsible for providing technical direction and coordinating the Mission's activities. This is done through analysis, activity design, budgeting, assessments, evaluations, and monitoring other donor development activities in Benin. OPC's duties include the following:

- (1) Guide and coordinate the preparation, monitoring and reporting of program budget and obligation of funds with strategic objective teams. Serve as a resource for the Mission on all questions related to US government and USAID policies and directives on program planning, management and evaluation.
- (2) Advise the Mission in overall program planning and cross-sectoral issues, including the development and modification of the country strategic statement, operational plans, and the review of activities
- (3) Advise the Mission in and coordinate the development and monitoring of strategic objective results. This includes conducting regular portfolio reviews and the preparation of performance monitoring plans, and the annual performance report. Identify ways to ensure consistency in approaches across the strategic objectives and recommend improvements. Serves as a resource for strategic objective teams and program partners on USAID requirements for program planning, activity design, and performance management.
- (4) Advise the Mission in and coordinate the development, execution and monitoring of strategic objective agreements and other program agreements. Advise staff on preparation of documentation to commit USAID funds.
- (5) Work with Mission staff to ensure compliance with USAID policies on participant training. Oversee the development and execution of participant training plans for Mission activities. Work with contractors, grantees and Mission staff to ensure that participant training reporting requirements are met.
- (6) Monitor the host country economic situation and the status of plans for development. Monitor bilateral and multilateral donor development initiatives. Provide information and analysis on issues which are relevant for the USAID/Benin program. Identify opportunities for development assistance. Coordinate with the donor community to develop integrated programs which do not duplicate programs implemented by other donors or US government funded programs. Attend meetings and conferences on subjects which are relevant to the USAID program in Benin.
- (7) Assist in ensuring quality control of USAID/Benin's internal management systems. Together with the Office of Financial Management, Executive Office, Office of Acquisitions and Assistance, and strategic objective teams, participate in assessment of internal

management controls and ensure that all deficiencies related to program management and adherence to USAID policies are adequately addressed.

8) Use input from strategic objective teams to produce and disseminate information about the Mission's activities for various audiences, including stakeholders in Benin, other donors, USAID staff in other Missions and in Washington, staff of other US government agencies, and the general public of the United States.

(9) Work with Mission staff to ensure that procedures are adequately followed in order to comply with United States law and Agency policy regarding environmental sustainability of program activities.

(10) Provide other forms of program support including activity management. Coordinate training for Mission staff designed to reinforce program management skills. Maintain official program files for the Mission.

C. Scope of Work

This position is located in the Office of the Program Coordination (OPC), USAID/Benin, Cotonou. The USAID/Benin program portfolio includes programs to support primary education and family health, and has an annual program budget of approximately \$30 million.

The primary purpose of this position is to serve as the Deputy Program Officer and Deputy Team Leader within the Office of Program Coordination. The incumbent serves as the alter ego to the Program Officer. S/he is the Mission's Evaluation Officer and principal FSN specialist in program planning, design, budgeting and evaluation. With the Program Officer, s/he serves as a member of the Senior Management Team and as advisor and core member of the Mission's Strategic Objective (SO) Teams on all issues related to program planning, activity design, implementation, budgeting, and evaluation. The most important responsibilities include (1) managing the Mission's program reporting and evaluation system; (2) managing the program budget planning and obligations process; (3) managing the Mission's program planning and activity design process; and (4) regularly collecting and analyzing economic development data and preparing analytical reports. During the absence of the Program Officer, s/he will serve as Acting Program Officer and ensure that the Office of Program Coordination provides full service to the Mission's Senior Management Team, the Strategic Objective Teams and other management support units within the Mission.

Another important requirement of this position is to be in a continuous learning mode. The incumbent must regularly review and update his/her knowledge of the Agency policies and procedures related to program planning, implementation, evaluation, budgeting and obligations. In addition to programming, the incumbent must also be knowledgeable about policies and requirements related to other key business systems within USAID, in particular financial management and procurement. S/he must regularly review and update knowledge of USAID policies and guidance. S/he must be familiar with technical aspects of the portfolios managed by the SO teams. S/he must keep abreast of best practices in program or activity design, implementation, budgeting, and evaluation. S/he must monitor development activities in Benin along with major initiatives in the donor community to ensure that USAID activities are appropriate and well coordinated with those of other donors.

As a USAID employee, the incumbent is responsible for understanding and incorporating the Agency's five core values in all aspects of his/her work. These values are: 1. Managing for Results, 2. Customer focus, 3. Teamwork and participation, 4. Empowerment and accountability, and 5. Valuing Diversity.

II. Major Duties and Responsibilities

Serves as the Deputy to the Program Officer and is the principal FSN advisor on overall program matters within the Mission. In the absence of the Program Officer, assumes all duties and responsibilities of that position. However the incumbent will not be able to commit U.S. Government funds.

Major duties and responsibilities for this position will include but are not limited to the following:

A. Program Reporting and Evaluation	35%
B. Program Budget Planning and Obligation	30%
C. Program Planning and Design	20%
D. Socio-economic and Development Reporting and Analysis	10%
E. Other Duties and Responsibilities	5%

Program Reporting and Evaluation

Is responsible for managing the Mission's reporting and evaluation system. Serves as Mission Evaluation Officer. Keeps informed of best practices in program monitoring and evaluation. Ensures that program reporting and evaluation conforms to USAID requirements and is adequately documented. Serves as a resource person to SO teams and to program partners on USAID requirements for program reporting and evaluation. Specific tasks include the following:

1. Coordinates development of and modifications to the Mission Performance Management Plan with input from SO teams and partners. Coordinates an annual Mission review of performance data. Ensures compliance with USAID standards and guidance for the preparation and implementation of performance monitoring documentation and (activities)
2. In consultation with SO teams, develops an annual plan and schedule for Mission evaluations. Works with teams as needed on developing budgets. Ensures evaluations are carried out according to plan. Coordinates formal Mission reviews of the execution of the evaluation plan at least annually. Reviews status of execution informally with Mission staff at least quarterly. Advises and assists SO teams in developing or develops statements of work for assessments, evaluations, impact studies, and similar activities. This could include drafting terms of reference along with a budget, formulating selection criteria and participating in selection of consultants to conduct evaluations.
3. Prepares and updates internal Mission guidance on reporting and evaluation procedures.
4. Manages preparation of the annual operational plan and performance report. Is responsible for ensuring that the reports are complete, conform to Agency reporting and documentation requirements, and are submitted to USAID/Washington on time. Collaborates with the Senior Management Team and other staff in preparing written guidance for Mission staff which includes establishing timelines and determining roles and responsibilities for drafting narrative and obtaining other data for the reports. Follows up with staff to ensure that the process is completed according to plan.
5. Manages the portfolio review process. Collaborates with Mission staff to establish a timeline and roles and responsibilities. Prepares the issues paper which constitutes the

agenda for the review, prepares and distributes notes. Works under the direction of the Program Officer to ensure that critical issues identified for further attention are followed up.

6. With input from other Mission staff, prepares responses to routine requests for information on program progress from USAID/Washington and others.
7. Participates in internal Program Office and Mission program management audits. This includes participation in the Internal Control Assessment of Mission operations, the Federal Managers Integrity Act (FMFIA) review which is chaired by the Mission Office of Financial Management. Is responsible for analysis and follow up of actions for which OPC is responsible, including preparing documents to close items on the corrective action plan. Monitors compliance with USAID/W directives and guidelines regarding audits and assessment of internal controls.

Program Budget Planning and Obligation

Is responsible for managing the Mission's budget planning and obligations process in close coordination with the Office of Financial Management. Ensures compliance with USAID requirements and adequate documentation. Serves as a resource person to SO teams and to program partners on USAID requirements for program budget planning and obligation. Specific tasks include the following:

1. Works with SO teams to develop an annual Mission program budget plan. This includes determining funding level for activities as well as coding planned and actual expenditures. Establishes a timeline and consults with Mission staff on roles and responsibilities.
2. With input from other Mission staff, prepares and updates internal Mission guidance on budget planning and obligation procedures.
3. In coordination with the Financial Analyst, conducts regular program budget analysis with SO teams and participates in quarterly 1311 pipeline reviews. Ensures that roles and responsibilities for conducting reviews are defined and that a schedule, issues paper, and notes are prepared for reviews. Stays informed about program budget issues and keeps current of SO team budget assumptions concerning rate of implementation and expenditures.
4. Ensures that monthly operating year budget (OYB) reports are sent to USAID/W. Responds to requests from USAID Washington offices for budget information.
5. Coordinates with other Mission staff in responding to routine requests for information on program budget from USAID/Washington and others.
6. Leads the preparation of the budget for the Congressional Budget Justification. Coordinates with SO teams to ensure the accurate preparation of budget tables. Ensures that the information is cleared through Mission and Embassy channels, is submitted to Washington on time and conforms to Agency guidance. Works with staff in AID/Washington to incorporate edits into the final version before submission to Congress.
7. In coordination with SO teams and other OPC staff, manages the preparation of budget related obligation documentation, including strategic objective agreements, procurement

documents, and implementation letters (ILs) to ensure documents are consistent with USAID policies and the Mission's approved operational plan. Ensures that necessary clearances from USAID staff within and outside the Mission are obtained.

Program Planning, Activity Design, and Support

Is responsible for managing the Mission's strategic planning and activity design process. Ensures compliance with USAID requirements and adequate documentation. Specific tasks include the following:

1. In consultation with Mission staff, manages the design and approval process for new programs, activities or modifications. Maintains an annual calendar for review of new programs and/or activities. For formal reviews, prepares the issues paper which constitutes the agenda for the review, prepares and distributes notes. Ensures that Mission procedures are followed. Works with the Program Officer to ensure that new programs or activities meet Agency standards. May be assigned tasks such as drafting terms of reference along with a budget, formulating selection criteria and/or participating in selection of consultants or firms to implement activities. Works with SO teams to adhere to timelines.
2. With input from other Mission staff, prepares and updates internal Mission guidance on program planning and activity design
3. Coordinates with the Mission's Environment Officer and members of SO teams to ensure that US government requirements for environmental review and monitoring on all activities are met and adequately documented.
4. Coordinates with the Mission's Participant Training Specialist and members of SO teams to ensure that US government requirements and Mission policies regarding participant training for all activities are met and adequately documented.
5. Participates in procurements for new activities or other program support. Advises and assists SO teams in developing or develops statements of work for program or activity design. Manages procurement actions as needed. Manages grants and contracts for cross-cutting program activities as assigned.

Socio-economic and Development Reporting and Analysis

Serves as adviser to the Program Officer and Mission Director on the socio-economic factors which affect the development of Benin as they relate to the formulation, development and implementation of the Mission's program. Prepares analysis on pertinent planning and informational documents. Specific tasks include the following:

1. Assesses the economic environment of the country, analyzing current and potential trends and impacts for the USAID/Benin program. Maintains a focus on sectors of strategic interest for the program.
2. Stays abreast of key socio-economic data and analyses prepared by the World Bank, International Monetary Fund, United Nations Development Program and others.

3. Regularly monitors and prepares updates on development activities in Benin along with major initiatives in the donor community to ensure that USAID activities are appropriate and well coordinated with those of other donors.
4. Stays abreast of and compiles information about activities and programs in Benin which are funded by other USAID units such as the West Africa Regional Mission or by USAID Bureaus based in Washington. Compiles information other programs in Benin which are funded by the U.S. government such as the African Development Foundation, Department of Labor, and the Millennium Challenge Corporation.
5. Participates, as assigned, in meetings with the Government of Benin, other donors, other US government agencies, and private organizations.

Other Duties and Responsibilities

1. Establishes and maintains effective working relationships with virtual partners in USAID/Washington Africa Bureau and the technical bureaus which play a role in advising the USAID/Benin program.
2. Prepares briefing documents, speeches, and articles for the USAID/Benin and other outreach materials. Prepares oral briefings on program activities, USAID policies and procedures for development partners including the Government of Benin.
3. Completes other tasks assigned by the Program Officer.

III. Position Elements

a. Supervision Received:

Incumbent works with minimum direction and supervision from the Program Officer who provides overall objectives, suggests approaches to consider and reviews completed reports and other assignments. Incumbent will be required at times to seek input and guidance from other USAID officials such as the Regional Legal Advisor, Regional or Bureau Environment Officer and staff within the Africa Bureau Office of Development Programs. The need for quick response in complex situations where priorities may have to be adjusted quickly requires the incumbent to exercise discretion and good judgment and to operate with high levels of autonomy, responsibility and authority. Work is evaluated for effectiveness of results, quality of insights and analysis, professionalism, and compliance with prevailing policies, regulations, directives and objectives.

b. Available Guidelines:

USAID Policy contained in Automated Directives System (ADS). USAID and development literature on best practices in program/activity design and evaluation. USAID TIPS series on monitoring and evaluation. Federal Acquisitions Regulations Handbook. USAID Guidebook for Program Managers and Cognizant Technical Officers on Acquisition and Assistance. USAID Program Officer Toolkit. Mission orders. Host government policies. Established administrative procedures and regulations.

c. Exercise of Judgment:

Incumbent exercises a high degree of independent judgment and is given considerable latitude in planning, organizing, monitoring and evaluating design and program activities, and in economic analysis and reporting.

d. Authority to Make Commitments:

Exercises considerable authority over the planning, monitoring, and design of program development activities. Although the incumbent does not have commitment authority, analyses and recommendations are given considerable weight when Mission policy decisions are made.

e. Nature, Level and Purpose of Contacts:

Engages in frequent contact within and outside the Mission about matters related to program planning, performance management, policies, coordination and consultation. Contacts include advisors within the Bureau for Africa Office of West African Affairs (AFR/WA); Bureau for Africa Office of Sustainable Development (AFR/SD); Bureau for Africa Office of Development Planning (AFR/DP); USAID technical bureaus responsible for providing technical leadership to field Missions in the areas of education, health, economic growth and trade, democracy and governance, and food aid; the Regional Legal Advisor and/or General Counsel in AID/W for technical, programmatic, and legal support; the Bureau Environmental Office of Regional Environmental Office for issues related to compliance with environmental regulations; PVOs/NGOs, bi-lateral and multi-lateral donors to keep abreast of on-going development programs; and Government of Benin mid- to senior-level officials concerning execution of bilateral agreements.

f. Supervision Exercised:

Exercises no administrative supervision, but in carrying out responsibilities to complete complex tasks, the incumbent is expected to coordinate closely with SO team members and other Mission staff who are participating in the design, development, implementation and evaluation of program activities. Incumbent will at times be expected to provide technical guidance to other Mission staff.

g. Post Entry Training

CTO certification series (two 5-day courses with one on-line pre-requisite course). Certification in Program/Project Management and Evaluation (10-day course with two on-line pre-requisite courses). Financial Management Course. Orientation to USAID for new employees (on-line course).

IV. Performance Period

Time Required to Perform Full Range of Duties: One to two years depending on initial qualifications and how quickly the incumbent is able to complete formal training courses.

V. Qualification.

Professional Experience

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirement.

Minimum of two (2) years of professional experience and project/contract management, working with a government or donor agency or a large international organization engaged in international development. Work experience must show ability to assume increasing responsibility and successfully complete complex assignments which require analytical skills, ability to set priorities and to interpret information and guidance from multiple sources. Preference will be given to individuals with experience in program management, strategic planning, activity design, monitoring and evaluation.

Minimum of two (2) years experience with one, preferably more than one, of the following development sectors:

- Economic development
- Public health
- Governance
- Gender and development
- Agriculture
- Basic education
- Food security

Language and Communication Skills

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirement.

- A minimum professional fluency in French is **required**.

This includes the ability to read technical and performance reports with complete understanding; ability to participate effectively in most formal and informal conversations on practical, social, and professional topics, ability to discuss particular interests and special fields of competence with relative ease; ability to participate effectively in meetings with complete comprehension for a normal rate of speech; ability to read at a normal speed and with almost complete comprehension a variety of prose on unfamiliar subjects; and ability to write documents; strong writing skills in French are **preferred**.

- A minimum of full professional fluency in English (Level IV) is **required**.

This includes the ability to use the language fluently and accurately on all professional levels needed with a high degree of effectiveness, reliability, and precision in vocabulary. This means that s/he can understand and participate in conversations within the range of his/her personal or professional experience, can respond appropriately even in unfamiliar situations; can read and fully understand regulations and policy; can write with sufficient skill for professional purposes to produce documents which do not require extensive editing and generally are free from errors in usage and sentence structure. English skills at the ability of a bilingual proficiency are **preferred**.

Other Skills and Abilities

Candidates should have an aptitude for program and activity planning and evaluation, a strong interest in international development, and the ability to use sound judgment in carrying out a position with a high degree of responsibility. Applicants must have demonstrated strong analytical skills. Ideal candidates have a fundamental understanding of principles and

methods underlying sound quantitative and qualitative research. The work within OPC calls for a high degree of flexibility and adaptability. Priorities frequently change, as do USAID policies and procedures. The successful candidate will be someone who is able to learn new methods and innovations independently, is highly curious and energetic, has a strong work ethic, and is able to work under conditions of ongoing change.

Teamwork/Interpersonal Skills

In order to gather information and coordinate complex tasks involving contributions from multiple individuals, successful candidates must be able to collaborate effectively with staff at every level within USAID from junior support staff to senior managers and senior technical advisors. Must demonstrate ability to interact with senior representatives of other US Government agencies, donor partners and representatives of the Government of Benin.

Education

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirement.

A Master's degree or equivalent to a U.S. master's degree, preferably in an academic discipline relevant to development along with a minimum of two years of professional experience as described is strongly preferred. A bachelor's degree with five years of progressively responsible, relevant professional experience may be substituted for a Master's degree. The ideal academic background includes coursework in social sciences and accounting, economics or statistics.

Computer Skills

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirement.

At a minimum, candidates must have basic skills in using spreadsheets and word processing software and be able to conduct research on the internet. Strong candidates will be highly proficient in using Microsoft Word, Excel, Outlook and PowerPoint is **required**.

INSTRUCTIONS TO APPLICANTS

Applicants must submit curriculum vitae (CV) which contains information about education, professional experience, language and skills and salary history. If desired, Candidate may complete the Optional Form 612 which can be obtained from the USAID website <http://www.usaid.gov/forms/of-612.doc> (for FSN) and Standard form 171 can from http://www.jobs.bpa.gov/How_To_Apply/forms/sf171.pdf (for US Citizens).

CVs must include a discussion of each of the qualification requirement. Applicants must prepare a cover letter which provides a brief summary describing how other skills for this position were demonstrated in previous professional experience. Applicants are also required to submit copies of the application in both French and English.

Applications must include the names and contacts information for at least three references. At least one should be the current immediate supervisor OR have been an immediate supervisor. USAID will contact current employers for references. Candidates who do not wish to have current employers contacted must state this in the application.

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. After candidate applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, professional experience and relevant skills will receive further consideration. The

recruitment committee will identify a short list of candidates who will be invited to complete a written exam and interview. After reviewing all results, the recruitment committee will make a determination of candidates which have the requisite qualifications and experience to successfully fulfill the position. The references for these candidates will be contacted. The results of the testing and interview, along with the reference check results, will be considered in the selection process.

If a US citizen, the contractor's salary will be subject to employee's FICA and Medicare contribution.

US Citizens need to obtain a Security Clearance from SEC/STATE and a medical clearance from State M/MED.

Applicants should retain for their record copies of all enclosures that accompany their submission. Please reference the subject position title when sending your application.

HOW TO APPLY?

Applications must be submitted in a sealed envelop to the attention of Executive Office/Personnel and marked "Application for the position of Deputy Program Officer". The closing date and time for receipt of applications is September 4, 2008 at 12:00 am, local Benin Time.