



POSITION DESCRIPTION FOR OFF-SHORE USPSC SENIOR DEVELOPMENT PROGRAM SPECIALIST

I. GENERAL INFORMATION

- 1. Position Title:** USPSC Senior Development Program Specialist, GS-15 equivalent
- 2. Organizational Unit:** USAID/Libya
- 3. Location:** Libya External Office, Tunis, Tunisia
- 4. Position Title and Grade of Supervisor:** USAID/Libya Country Representative, FE-00
- 5. Period of Performance:** The performance period will be for three months with an option to extend an additional 3 months (6 months total) starting o/a May 15, 2023.
- 6. Security Level Required:** Secret clearance
- 7. Physical Demands/ Work Environment:** The work is performed virtually or in an office setting with no special demands required to perform the work. If the employee travels, the work may additionally involve safety and/or security precautions.
- 8. Travel Requirements:** The position requires limited in-country travel. Travel is expected to be up to 5% of the period of performance.
- 9. Sunday Pay:** Sunday pay is not authorized.
- 10. Support Items:** The employee will be provided with the support services, equipment, and supplies necessary to perform the work. This will include shared office equipment (such as printer, scanner, and shredder), and a workstation that includes a desk, computer, file cabinets, and network access, with the possibility for mobile computing devices based on need and OU management approval.
- 11. Background**

The Senior Development Program Specialist (the “incumbent”) will be located in Tunis, Tunisia, and reports directly to the USAID Libya Country Representative or his/her designate. The incumbent will oversee all Program Office support for the USAID/Libya Operating Unit (OU).

Responsibilities include, but are not limited to, leading all programming efforts, including strategic and activity planning; budget management; monitoring, evaluation, and learning; communications; and overall foreign assistance coordination and reporting. The incumbent will work closely with the Middle East Regional Platform (MERP) Program Office in Frankfurt, Germany, which provides Program Budget Specialist, MEL Specialist, and surge support for USAID/Libya.

USAID/Libya is a non-presence OU based at the Libya External Office (LEO) in Tunis. USAID/Libya staff manage a multi-year portfolio valued at \$190 million. USAID has four U.S. Direct Hire Foreign Service Officers (FSOs) and two USPSCs at the LEO. USAID/Libya's 26 other staff are spread across six countries, with operational and Program Office support provided from MERP. USAID/Libya's bilateral portfolio includes programming in the areas of democracy and governance and economic growth. In addition, Office of Transition Initiatives (OTI) and Bureau for Humanitarian Assistance (BHA) programs are part of the OU's portfolio.

The incumbent will have demonstrated experience in complex inter-agency settings and expertise in innovative program management, particularly in limited or non-permissive environments; program and budget processes; as well as strong interpersonal, leadership, staff development and communication skills. This position provides direct oversight of one USAID/Libya institutional contractor for outreach and communications. For other program office support, the position coordinates closely with the MERP Program Office. The USAID/Libya Program Officer position has been classified at FS-01, so this PSC position is also classified as the equivalent of GS-15.

12. STATEMENT OF DUTIES

Basic Function

Works in a staff capacity, assists in all aspects of the "Program Cycle" from strategic planning to implementation and achieving to monitoring and evaluation to policy formulation. Implements, with regular guidance and supervision, policies, practices, and procedures based on a demonstrated understanding of development theory, USG development and foreign policy priorities, USAID policies and guidance and the legislative framework governing foreign assistance and USAID. Engenders critical thinking within the OU and the interagency that examines assumptions and fully explores alternatives in plans, operations, and resources.

Major Duties and Responsibilities

1. Overall Program Coordination and Reporting (30%)

The incumbent oversees OU adherence to Foreign Assistance (F), Agency, Bureau for the Middle East, and OU policies and directives. The incumbent serves as the OU's point of contact with USAID/Washington Desk Officers and the Bureau's Office of Strategic Planning Operations; s/he is responsible for ensuring communication flows between the field and Washington. The incumbent will establish working relationships with USAID technical teams, activity managers, other Embassy Offices, donors, representatives of the Government of Libya (GOL), and implementing organizations. The incumbent manages USAID/Libya's programmatic reporting, including OU-wide development and submission of programmatic reports (e.g., Performance Plan and Report, etc.) with other U.S. Mission Libya entities, and s/he coordinates USAID/Libya's response to taskers. S/he mentors and trains USAID staff on Agency programming and processes. The incumbent coordinates USAID/Libya efforts related to cross-cutting and cross-sectoral issues.

2. Budget Management (20%)

The incumbent is responsible for managing the successful completion of budget implementation tasks including, but not limited to: Mission Resource Request, Congressional Budget Justifications, Operational Plan, F Reprogramming Memos and Change Notices, pre-obligation requirements, and budget taskers. The incumbent advises staff and OU Management on budget allocations and priority setting.

3. Strategic and Activity Planning Support (20%)

The incumbent leads strategic and program planning, including the design, development, documentation, and amending of USAID strategy documents, Performance Management Plan, and coordinates activity design and approval processes. The incumbent advises on and oversees the training of USAID staff on the development of new designs to ensure that concepts, designs, and desired results are clear and in line with USAID policies and procedures; are aligned with the USAID's Mission Strategic Framework; and adequately justify the use of budgetary resources. The incumbent advises on matters related to procurement planning for new and ongoing activities. Consistent with USAID/Libya policies and procedures, s/he advises technical staff on the preparation of Activity Approval Documents, pre-obligation checklists, and other requirements.

4. Monitoring, Evaluation, and Learning (20%)

The incumbent oversees USAID/Libya monitoring, evaluation, and learning (MEL) efforts. S/he coordinates closely with the MERP MEL Specialist who manages the Libya MEL Activity (LMELA) S/he oversees the implementation of the Performance Management Plan and leads the annual Portfolio Reviews and mid-course strategy stocktaking. S/he will also oversee OU efforts as they relate to development and implementation of the Libya Global Fragility Act MEL Plan.

5. Communications and Outreach Oversight (10%)

The incumbent provides oversight of the Development Communications & Outreach (DOC) function. DOC duties include written communication products and management/coordination of outreach activities, which includes creating and updating social media (e.g., Mission Libya website, Facebook page); overseeing regular updates for the Embassy and USAID/Washington on the results of USAID programming (e.g., newsletters, weekly round-ups, etc); liaising with implementing partner communications staff to convey Agency guidance on communications as well as capacity building; preparation of remarks for events and interviews; dissemination of public information such as press releases, social media posts, talking points, briefers, and scene setters; management and coordination of official site visits and information reporting to the LEO and USAID/Washington. These efforts are coordinated with input of OU technical teams. The incumbent will work with the LEO Public Affairs Section to ensure messaging is well coordinated.

Other Significant Facts

Degree of responsibility for decision-making assigned to the position: The incumbent is required to supervise and manage a complex program portfolio with unprecedented initiatives/activities that will require independent and innovative decision making which has significant impact on the development priorities of the OU. Decisions will consider complex and competing factors where there is no clear solution.

Knowledge level required: The incumbent is expected to have extensive experience and knowledge, as well as serve as an expert, in all areas of the “program cycle” that is at the core of the work of USAID. This includes strategic planning to implementation, monitoring and evaluation, and policy formulation. Implements, with regular guidance and supervision, policies, practices, and procedures based on a demonstrated understanding of development theory, USG development and foreign policy priorities, USAID policies and guidance and the legislative framework governing foreign assistance and USAID. Engenders critical thinking within the Mission and the interagency that examines assumptions and fully explores alternatives in plans, operations, and resources.

Level of Complexity for Work Assignments: The incumbent’s work is performed in a stressful environment where staff work in office spaces that are very close together. Duties are varied and require application of methods to a broad range of program challenges or situations with substantial depth of analysis required utilizing experience easily working with the myriad program development processes. The incumbent will draw upon his/her in depth understanding in resolving complex situations that arise. These areas of responsibility are complex and require significant analysis and coordination at high level. Day-to-day activities will include a combination of strategic level management and policy guidance as well as operation responsibility at activity level.

Scope and effect of the work performed: The purpose of the work is to provide clarity, accountability, and assessment of the programs and projects implemented by the OU and to project the results to the public at large in a manner that clearly shows the results and impact of the development work being performed.

Supervisory Controls: The incumbent is expected to plan and to develop policies, guidelines, and practices to achieve results within the Program Office and will have significant leeway in managing work. The incumbent will meet on a regular basis with the Country Representative for the purpose of informing OU leadership on accomplishments as well as impending deadlines impacting the OU as a whole. The incumbent will act and make decisions with minimal direct supervisory input.

Guidelines for the required work, including reporting requirements: The incumbent will draw upon relevant policies, directives and handbooks related to the program cycle. The incumbent will draw upon his/her expert knowledge and experience in arriving at decisions affecting the Program Office.

Level and purpose of contacts: The incumbent will have contacts at the highest level of the Embassy and will meet national and local government officials, as the direction of the Country Representative and/or designee for the purpose of reporting on program and project accomplishments as well as receiving feedback on the impact of USAID programs and projects.

Supervision or oversight the position has over others: This position provides direct oversight of one USAID/Libya institutional contractor for outreach and communications. The position coordinates closely with the MERP Program Office that supports USAID/Libya.

Physical Demands: Work is primarily of a sedentary nature but may require some occasional lifting and short travel. Applicants must be physically and mentally capable of performing these functions efficiently and safely.

12. MINIMUM QUALIFICATIONS

Education: A Master's level graduate degree in a relevant major, such as international development, international relations, sociology, anthropology, management, public administration, policy development, or other related social sciences, or a related discipline.

Experience: Minimum of 10 years of extensive and demonstrated experience directly related to programming, planning, and management for international development organizations.

Language: Fluent English writing and speaking abilities are required.

13. EVALUATION CRITERIA

Job Knowledge: A demonstrated expert knowledge of strategic analysis and results frameworks; design and development of foreign assistance projects, including supporting analysis; budgeting of foreign assistance resources; donor coordination and strategic engagement with external partners; monitoring and evaluation, including application of learning; public communications; and gathering and analyzing information and data for performance reporting, programming, and performance-based budgeting.

Technical Skills and Abilities: Must have solid program development skills. Must have the analytical ability to conceptualize program designs, plan how activities would unfold, and develop innovative strategies for implementation. The incumbent must also be able to integrate short and long-range objectives of the OU with the practical realities on the ground in a politically sensitive situation. Demonstrated exceptional interpersonal skills in working with diverse cultures. Strong customer service orientation, excellent communications, analytical and diplomatic skills are a must. Demonstrated ability to plan, organize and manage operations in complex environments and in high pressure situations in an overseas diverse setting. Must have demonstrated professional development ability in working with a diverse workforce.

Management Skills and Aptitude: The incumbent must possess a high level of expert management skills and the ability to multitask to maintain control of workflow in an environment that often changes day-to-day. Must have strong mentoring and coaching skills and a demonstrated experience in professional development of staff.

Communication Skills: Demonstrated excellence in oral and written communication, including the ability to obtain, evaluate, and interpret reports, and to effectively communicate with USAID and Embassy personnel, national and local government officials, implementing partners and the public. The incumbent must have the ability to make oral presentations logically and persuasively. The incumbent must have the ability to communicate oral presentations logically and persuasively. The incumbent must have the ability to communicate orally and in writing quickly, clearly, and concisely.

Language: Fluent English is required.