

MISSION NOTICE

USAID Nairobi Complex

NOTICE NO: 12 – 44

DATE: December 21, 2012

SUBJECT: **EMPLOYMENT OPPORTUNITY – VACANCY FOR SENIOR GENDER & DEMOCRACY, HUMAN RIGHTS & GOVERNANCE SPECIALIST, PROGRAM DEVELOPMENT & IMPLEMENTATION (PDI) OFFICE, USAID/EAST AFRICA**

OPENING DATE: Immediately

CLOSING DATE: January 11, 2013

Office: Program Development & Implementation

Title: Senior Gender and Democracy, Human Rights and Governance (DRG) Specialist

Grade: USPSC – GS-13/GS-14

Who May Apply: U.S. Citizens currently residing in Kenya only.

BASIC FUNCTION OF POSITION

The Program Development and Implementation (PDI) Office in USAID/East Africa (EA) is responsible for overall leadership, direction and management of USAID/EA's gender activities as described in USAID's Gender Equality and Female Empowerment Policy.

The USAID/East Africa Gender and Democracy, Human Rights and Governance (DRG) Specialist reports directly to the USAID/EA PDI Office Director and serves as Gender and DRG Specialist for the USAID/EA Mission and its supported Limited Presence Country (LPC) Offices in Burundi, Djibouti and Somalia (based in Nairobi). In this capacity, he/she will ensure that all Mission policies and guidance on strategic planning and management sufficiently address gender equality, female empowerment, youth issues and related human rights issues. He/she will pay special attention to mainstreaming gender equality, female empowerment, and associated youth and human rights concerns throughout the USAID/EA and LPC development portfolio.

As USAID/EA's advisor for Gender, the incumbent provides Mission-wide leadership on gender integration and gender rights, and the analysis and measurement of programmatic and policy impacts in this context. The incumbent normally works as a member of task-oriented teams and leads such teams in areas of substantive expertise. He/she works closely with senior staff of the Mission and other members of USAID/EA and LPCs to ensure integration of gender equality and female empowerment mandates into general policy, program, and budget guidance, as outlined in the Agency's 2012 Gender Equality and Female Empowerment Policy. The incumbent will also provide appropriate support to USAID/EA and LPCs in the articulation and promotion of

the broader context of human rights principles. The incumbent also maintains contact with the Africa Bureau Office of Development Planning (AFR/DP), the Africa Bureau Office of Sustainable Development (AFR/SD), Office of the Director of Foreign Assistance (F) and the Bureau for Program, Policy, and Learning (PPL) and other USAID/Washington contacts to ensure that USAID/EA and LPCs are well represented in all gender-related decision-making.

MAJOR DUTIES AND RESPONSIBILITIES AND % OF TIME SPENT

Technical & Advisory Services (40%):

- Participates as a technical advisor to ensure that analyses of social and gender differences and inequalities inform the development of programs to be funded through USAID.
- Integrates USAID/EA and LPCs' policies, programs, and impact analyses in gender equality and female empowerment and youth to embrace as appropriate the policy guidance of related Agency policies and strategies, including but not necessarily limited to: Countering Trafficking in Persons; Lesbian, Gay, Bisexual, and Transgender (LGBT) human rights; Gender Based Violence (GBV); and Democracy, Human Rights and Governance (DRG).
- Provide recommendations on how projects may be better designed to ensure that both women and men and members of sexual minorities all benefit equitably from USAID investments.
- Designs and conducts gender analyses of proposed strategies and programs; providing substantial input into social/gender assessment in policy analysis, research, program design implementation, monitoring, and evaluation.
- Develops, assesses or works with strategies, approaches, and tools for gender integration, including impact assessment in large-scale international development programs.

Program Analysis (30%)

- Has demonstrable expertise in relevant sector activities, e.g., youth, agriculture, water and sanitation, health, education, democracy, human rights, and governance.
- Conducts desk reviews of social/gender issues for specific countries and/or sectors; provides documentation on issues relevant to social/gender impact assessment.
- Develops indicators and provides expertise to staff regarding monitoring, assessing and evaluating social and gender performance, outcomes and impacts of USAID-funded projects.
- Designs and conducts gender assessments.
- Develops and reviews Scopes of Work and Terms of Reference for Social/Gender Analyses and country-level social and gender assessment specialists.

Program Support Services (30%)

- Designs and delivers gender equality and female empowerment training; including the development or sourcing of resource materials, as necessary, or required.

- Assists Mission staff in assessing the soundness of a country's proposed programs in the context of gender equality, female empowerment, youth and related human rights analyses.
- Designs and implements a strategy for raising awareness of gender issues within the Mission through activities including but not limited to; short and long-term training programs, brown bags discussions, International Women's Day events, etc.
- Spearheads the development of a gender information management hub.
- Monitor compliance with gender equality and female empowerment requirements.
- The Specialist will travel to Missions as needed, to provide field support.
- Performs other duties, as assigned.

REQUIRED QUALIFICATIONS

- a. Education:** A Master's degree in social science, development studies, or political science, with a strong academic background in gender studies, democracy and human rights issues preferred.
- b. Prior Work Experience (40%):**
- A minimum of seven years of demonstrated successful experience in international development, international relations, or a related field is preferred.
 - Understanding of the dynamics and demands of political and institutional changes in developing countries that are essential to the generation of sustainable positive impacts in human and gender rights and associated public attitudes towards gender equality and female empowerment.
- c. Post Entry Training:**
- Rapid familiarization with a wide range of Agency policies, procedures and regulations.
 - Training in USAID Gender Policy Implementation, DRG Strategy, Human Rights, Development Studies, Program and Activity Design and Implementation, and Activity Management courses will be arranged if possible.
- d. Language Proficiency:**
- The applicant must read, write and speak fluent English.
 - Knowledge of French is highly desirable.
- e. Knowledge (30%):**
- Experience in gender aspects of international development, coupled with the ability to train others in areas of gender integration and program monitoring.
 - Knowledge of international affairs and U.S. foreign policy, specifically as relates to foreign assistance to developing countries.
 - Knowledge of development conditions in Africa, including host country policies and priorities, and of African communities and societies as evidenced by at least five years of relevant experience concerning development program implementation in sub-Saharan Africa.

f. Skills and Abilities (30%):

- Professional expertise in development fields including; human rights, youth, economic growth, agriculture and trade, environment, education and training, global health, democracy, conflict prevention and humanitarian assistance and/or conflict.
- Ability to analyze and evaluate complex development issues, including gender-related aspects of development across sectors. Highly developed analytical skills required.
- Ability and openness to work with a wide range of beneficiary groups, including members of the LGBT community.
- Ability to analyze and synthesize information to present complex issues clearly and forcefully both orally and in writing.
- Ability to assess staff training needs and develop appropriate training programs that provide the skills needed for effective performance management.
- Ability to work independently in handling routine, complex and/or controversial issues that arise in completing assignments, as well as the ability to manage multiple tasks at once.
- Demonstrated interpersonal skills including ability to exhibit tact, diplomacy and resourcefulness while working in a variety of settings and with various contacts including high-level officials in the U.S. Government, foreign governments and international organizations, as well as with other foreign and domestic development partners, colleagues and office associates.
- Expertise in Microsoft software applications needed to maintain and present the data (i.e., Excel, Access and PowerPoint) is required; experience with more advanced research, database and graphic applications is highly desired.
- Willingness to travel extensively is a must.

POSITION ELEMENTS

- **Supervision Received:** The incumbent will be supervised by the Supervisory Program Officer or designee who provides overall objectives, suggests approaches to consider, and review completed reports and other assignments. Within that framework, incumbent functions with a large degree of latitude and independence.
- **Available Guidelines:** The USAID Automated Directives System (ADS), the Federal Acquisitions Regulations Handbook, Mission Orders, established Agency administrative procedures and regulations, and Foreign Assistance Framework and associated guidelines (definitions, indicators).
- **Authority to Make Commitments:** The incumbent is not authorized to make financial commitments on behalf of the USG.
- **Nature, Level and Purpose of Contacts:** Frequent contacts within the mission addressing needs for technical assistance, training and program support. Contacts include the Director, Deputy Director, USAID/EA Office Chiefs and Technical Offices within USAID/EA and LPCs; AFR/DP staff and Embassy staff; and possibly mid-level to senior level officials from the donor community and associated regional intergovernmental institutions. Serves as a key liaison between PDI and USAID/EA and LPCs Technical Offices on gender and DRG integration and policy implementation. Provide TDY support to LPCs.

- **Supervision Exercised:** No supervision responsibilities are associated with this position. Offers guidance and recommendations to technical offices and support offices on matter of gender and DRG integration and policy implementation.
- **Time Required to Perform Full Range of Duties After Entry into the Position:** One year.

HOW TO APPLY

- Step 1:** Fill out the job application questionnaire at www.myjobsinkenya.com/usaaid. Complete the questionnaire to the end. Once this is done, go to Step 2.
- Step 2:** Send a letter explaining your qualifications for the position and your up-to-date resume to nairobihr@usaaid.gov. **Scan and send all your attachments as one document. The Notice No. (on the top left-hand side of the vacancy announcement) and your name as it appears on your online application MUST be included in your e-mail subject line.**

USAID/HR will NOT accept any hard copy applications.

Incomplete application packages will not be considered.

The closing date for receipt of applications is COB January 11, 2013.

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