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# Vacancy Announcement

USAID | Burundi

Bujumbura, Burundi

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Vacancy Announcement No. 2017- 10

**September 18<sup>th</sup>, 2017**

**Open To:** Resident Hire US Personal Services Contractor (PSC). Details are given in the full solicitation

**Position:** Cross-cutting Democracy and Governance Advisor GS-13

**Opening Date:** **September 18<sup>th</sup>, 2017**

**Closing Date:** **October 2<sup>nd</sup> 2017 at 17:00 (Bujumbura Time)**

**Work Hours:** Full-time; 40 hours/week

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USAID/Burundi is recruiting one person for the position of **Cross-cutting Democracy and Governance Advisor** to work at the USAID office in Bujumbura.

## **BASIC FUNCTION OF POSITION:**

The Cross-Cutting Democracy and Governance (DG) Advisor provides technical expertise to the USAID/Burundi office across the full scope of its democracy and governance portfolio, as well as cross-cutting programming with other USAID/Burundi technical program areas including HIV/AIDS, malaria, food aid and nutrition, maternal and child health, and youth development. In line with USAID's global strategy in Democracy, Human Rights and Governance (DRG) which positions DRG as integral to USAID's overall development agenda, the Cross-Cutting Advisor will support all funding streams including PEPFAR, PMI, and DA and ESF funded programs to ensure the integration of DRG principles and practices across USAID's portfolio to improve development outcomes.

For the PEPFAR program, this focus will support the commitment to ensuring that the governance priorities and goals of the Global Fund and UNAIDS are also integrated into USAID programming. In partnership with other stakeholders and the USG team, the Cross-Cutting DG Advisor will support the PEPFAR team to empower local organizations including networks of people living with HIV/AIDS, faith-based organizations, community-based organizations as well as organizations formed by key populations, to enable them to carry out effective, strong and sustainable community mobilization actions to complement the national health systems and HIV/AIDS interventions. The Cross-Cutting DG Advisor will assist in the efforts to develop local capacity to engage sub-recipients as future prime partners of the USAID health program and focus on the political and economic aspects of sustainability of the response to the epidemic.

The Cross-Cutting DG Advisor reports on, analyzes, and offers conclusions, advice and recommendations on matters pertaining to 1) political developments, trends and climate, particularly as they relate to the establishment and practices of democracy and good governance; 2) issues that impact on other technical areas, including but not limited to health, economic growth, and agriculture; 3) institutional strengthening, capacity building and reform needs and strategies for government and civil society organizations; 4) government, political party, civil society and donor strategies and activities that support and promote democracy and governance; and 5) points of likely common ground between political actors that could

offer opportunities for constructive, informed and inclusive dialogue and consensus building. On this basis, s/he develops, monitors and evaluates the overall cross-cutting Democracy and Governance strategy for the Burundi office through timely advice on the above. The Cross-Cutting DG Advisor provides up-to-date information on political trends and developments and their implications for broader U.S. development interests in Burundi.

On request from the USAID Country Representative, s/he provides such information as it relates to U.S. diplomatic efforts to Embassy staff. S/he assesses and advises on matters relating to the Embassy Mission Performance Plan, USAID's Strategy, USAID sector strategies, and the strategies and plans of other major donors to Burundi, including multilateral institutions. S/he is responsible for making major contributions to the formulation of the USAID's cross-cutting Democracy and Governance support agenda and coordinating it with similar efforts proposed by other donors, the Government of Burundi, and civil society. S/he interacts primarily with technical counterparts in the Government of Burundi, as well as all multilateral and bilateral donors. The Cross-Cutting DG Advisor conducts analysis, strategy development, program design and management, monitoring, evaluation, and reporting on matters pertaining to increased capacity for good governance; good governance reforms, the rule of law, respect for human rights, and improved conflict management policies and practices. S/he serves as the Agreement/Contract Officer's Representative (AOR/COR) for projects as agreed with the USAID Country Representative and the Agreement/Contracting Officer.

The Cross-Cutting DG Advisor will advise the USAID and Embassy management, providing up to date information on political trends and developments and their implications for broader USAID and USG development interests and programming in Burundi. S/he is responsible for making major contributions to the formulation of the Mission's cross-cutting Democracy and Governance support agenda and coordinating it with similar efforts proposed by other donors, the Government of Burundi, as well as other multilateral agencies present in Burundi. The Cross-Cutting DG Advisor will manage and oversee implementation of activities within USAID/Burundi's Democracy and Governance portfolio, as an Agreement/Contract Officer's Representative (AOR/COR) and/or Activity Manager.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Democracy and Governance Analysis and Reporting**

The Cross-Cutting DG Advisor keeps abreast of issues, trends, developments, events, governmental policies, and strategies that impact on cross-cutting governance issues and provides relevant information and analysis to management and USAID and Embassy staff or others as appropriate. This can include sharing of articles, briefings, analytical reports, trip reports or updates, as well as meeting with contacts with civil society, donors, and others to remain up to date on other programming and trends in the field.

### **USAID Programming**

The Cross Cutting DG Advisor coordinates and manages or contributes to the design, implementation, modification, monitoring and evaluation of USAID democracy and governance activities. S/he serves as AOR/COR or Activity Manager for USAID-funded grants, cooperative agreements, and contracts, requiring oversight and approval of work plans, M&E frameworks, and field visits to verify implementation. The Cross-Cutting DG Advisor supports other technical teams in assessing their portfolios in light of the Burundi Office's democracy and governance objectives and recommends alterations accordingly. He/she writes sections of USAID's annual Operational Plan and Performance Plan and Report related to Democracy and Governance, as well as provides DRG-related inputs to other USAID and Embassy strategic documents. The Cross-Cutting DG Advisor contributes to briefing books and oral briefings for official visitors as required, and coordinates site visits as needed. S/he represents USAID, in coordination with senior Mission

management, at official meetings, workshops, and seminars organized by government, donors, and nongovernmental organizations and reports back on the discussions.

#### Technical Coordination

Represents USAID, in coordination with Senior management and the Embassy, at official meetings, workshops, and seminars organized by Government, donors, and civil society and reports back. Actively engages in donor coordination forums on USAID DRG programming. Supports other USAID/Burundi technical teams in technical coordination on cross-cutting DRG issues related to their portfolio, such as the annual Sustainability Dashboard for PEPFAR activities, and other similar efforts.

### QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

The Application criteria will be evaluated and scored by the technical evaluation committee. Additional guidance regarding the technical evaluation criteria are set forth below.

**a. Education:** Bachelor's Degree.

**b. Work Experience:** At least five years of progressively responsible experience in the management of development or humanitarian programs. Experience in democracy and governance is highly desirable.

**c. Language Proficiency:** English language proficiency (Level IV), French (Level III) and Kirundi is desirable.

**d. Technical Knowledge:** A thorough knowledge of the theory and practice of democracy and governance and democratic principles and practices, including capacity building for government and civil society organizations. Understanding of the history, nature, and dynamics of politics and governance in Burundi and the level of development, interests and perspectives of government, political party and civil society stakeholders. Understanding of cross-sector approach to development and understanding of USAID are desirable.

**e. Skills and Abilities:** Ability to inter-relate democracy and governance issues, trends and developments to the broader political forces and factors at work in the host country. Ability to write factual and interpretive reports covering complex subject matter is required. Proven ability to prepare precise and accurate factual and analytical reports. Demonstrated ability to effectively present in writing conclusions/analysis for field trip reports, special reports, studies and memoranda of records to document meetings with Government of Burundi officials.

#### **f. Past performance / Professional reference checks**

Applicants must list at least three references and provide current contact information, including both an e-mail address and telephone number. The applicant's past performance in positions that require similar skills to that required by this solicitation will be evaluated.

### POSITION ELEMENTS

- 1. Supervision Received:** Contractor will report to the USAID/Burundi Country Representative.
- 2. Available Guidelines:** applicable policy directives and regulations pertaining to PSCs can be found in the full solicitation posted on the embassy website.

3. **Time Required to Perform Full Range of Duties after Entry into the Position:** The Personal Services Contract will be for (24) months subject to availability of funds.
4. **Supervision exercised:** Contractor will supervise the Democracy and Governance Specialist

#### TO APPLY

Submissions shall be in accordance with the instructions provided in the full solicitation, at the place and time specified.

**Interested applicants must submit all the materials required by the solicitation such as (but not limited to):**

- (i) A signed U.S. government form **AID 302-3** which is available at the Bujumbura US Embassy website <https://bi.usembassy.gov/embassy/jobs/>
- (ii) The applicant's detailed CV and a cover letter; and
- (iii) Three (3) references, who are not family members or relatives, with telephone and email contacts.

**A full solicitation can be found at <https://bi.usembassy.gov/embassy/jobs/>**

Electronic submission is authorized and preferred. Electronic application packages should be submitted by email to: [bujumburahr@state.gov](mailto:bujumburahr@state.gov). Please quote the solicitation number and position title of this solicitation on the subject line of your email application. Be sure to include the solicitation number at the top of each of the additional page.

#### SUBMIT APPLICATION TO

Human Resources Office  
Attention: The Human Resources Officer  
Embassy of the United States  
Avenue des Etats Unis  
B.P 1720 Bujumbura

*(Please indicate your Name, your Telephone number and the Position Title on the envelope and sign in the logbook upon drop-off of your application)*

or

Email: [BujumburaHR@state.gov](mailto:BujumburaHR@state.gov)

#### POINT OF CONTACT

Telephone: +257. 22.20.70.24/22 20 72 04

**CLOSING DATE FOR THIS POSITION: October 2<sup>nd</sup> 2017 at 17:00 (Bujumbura Time)**

The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

***The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.***