



### 13. BASIC FUNCTION OF POSITION

Under the direct supervision of the Democracy, Rights & Governance (DRG) Officer, the incumbent is responsible for the direct management of peace, security and governance activities in Burkina Faso that contribute to two project appraisal documents: Bridge and Resilience in the Sahel Enhance (RISE) II. This includes activities for the Counter Violence and Extremism (CVE), Good Governance, Political Competition and Consensus Building, Civil Society, and Human Rights program elements and areas. As a subject matter expert on peace and DRG issues, the incumbent acts as an advisor on project planning and implementation, monitoring and evaluation, financial management, and other issues as needed. The incumbent should possess a thorough knowledge of the CVE and Democracy and Governance portfolios and keep abreast of technical developments in the country. The incumbent is familiar with project management and understands the various types of documentation -- task order, cooperative agreement, and grant documents, evaluations and field trip reports -- as well as work plans and monitoring and evaluation plans. S/He maintains close working relations with the implementing partners, USAID regional staff in Accra and Dakar, and manages the technical office in the absence of the Governance and Democracy Officer. This position requires exercising strong professional judgment, overseeing resource management and activity implementation, and managing relationships with high-level representatives inside and outside of the United States Government (USG). The political environment in Burkina Faso is highly complex and frequently unpredictable, and the incumbent must be flexible and able to provide advice on peace and governance approaches and activities amid rapidly changing circumstances.

### 14. MAJOR DUTIES AND RESPONSIBILITIES

#### % OF TIME

1. Activity management for Resilience and CVE activities (35%)
  - a. Serve as Contracting Officer's Representative (COR) or Agreement Officer's representative (AOR) for Burkina Faso contract and grant activities and Activity Manager for West Africa-financed CVE activities.
  - b. Communicate regularly with the contract/grant managers for each activity to ensure compliance with USAID regulations and to harmonize their respective interventions and ensure each is contributing to USAID's higher level objectives as described in project appraisal documents.
  - c. Recommend changes in strategic and/or implementation approaches as required based on activity performance.
2. Communication and Reporting (25%)
  - a. Contribute to strategic planning and lead development of performance information and reporting, including the Operational Plan, Performance Plan and Report, Congressional Budget Justification, and Mission Strategic Resource Plan. Write technical summaries and analytical reports as needed.
  - b. Serve as technical advisor to USAID on peace and security and DRG issues in Burkina Faso. Provide perspectives and advise U.S. government stakeholders on political matters regarding the Burkinabe administration and senior government leadership. Recommend suitable approaches for dealing with the Burkinabe government officials and counterparts.
  - c. Establish and maintain strong communication, information sharing, and collaboration with partners, customers, and stakeholders on peace and governance themes and issues.
3. Program/Project/Activity design and learning (25%)
  - a. Represent the DRG team and USAID/West Africa's Regional Peace and Governance Office (RPGO) and its technical approach in the adaptation and/or evolution of peace and DRG activities under the RISE II and Bridge projects.
  - b. Lead or support the design of new projects and activities, as needed.
  - c. Represent the DRG team in the re/design, management, and monitoring of other sectoral activities as they are modified and adapted over the life of the project/activities.
  - d. Maintain contacts with USAID/Washington to ensure visibility of new opportunities and relevant learning. Respond to USAID/Washington inquiries and facilitate the flow of information between mission and headquarters that is critical to giving the Agency a realistic view of the situation on the ground.
  - e. Work closely with SRO's Monitoring and Evaluation and Collaboration, Learning and Adapting specialists, RPGO, and implementing partners to monitor DRG and CVE activities contributing to RISE II or Bridge. Track and evaluate results continuously. Analyze data and results to confirm the continuing validity of activity theories of change, assess cost-effectiveness, and to inform future programming decisions.

4. Representation (15%)
  - a. Serve as USAID liaison with donor groups on good governance, decentralization and local governance, elections, human rights, and conflict resolution. Represent USAID at meetings when DRG Officer is unavailable or as requested by Supervisor or USAID West Africa, and brief USAID management and Embassy officials on area of expertise and latest developments. Promote donor coordination in alignment with host country government.
  - b. Represent USAID and/or the USG in its dialogue with host country officials and regional institutions' representatives in the Trans-Saharan Counterterrorism Partnership (TSCTP) region such as ECOWAS and the G5 Sahel.
  - c. Support visits and meetings of senior U.S. officials in Burkina Faso, including through preparation of briefing materials and, as needed, interpretation and translation.

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** A minimum of a Bachelor's degree in law, political science, international relations, public administration/public policy, political economy, international development, international relations, or other related social science field is required.
- b. **Prior Work Experience:** A minimum of five to seven years of professional work experience is required, with a minimum of five (5) years of progressively responsible work experience in democracy, governance, decentralization and local government, political processes, CVE, and/or peace building, or other closely related development programs is required.
- c. **Post Entry Training:** Contracting/Agreements Officer's Representative certification as well as the prerequisites: Phoenix accruals, Introduction to Program Cycle (IPC), Project and Activity Design and Implementation (PADI), within one year of being hired.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

- d. **Language Proficiency** (*List both English and host country language(s) proficiency requirements by level (II, III, IV) sp/rd/wr:* Level IV (fluent) in spoken and written French and English is required. Will be tested.
- e. **Job Knowledge:** Solid understanding of government institutions and civil society groups. Proven institutional capacity assessment and capacity building experience. Thorough knowledge of DRG development theory in general, with specialty in increased transparency and accountability, peace-building, CVE, and/or decentralization in particular. Knowledge of politics, corruption, decentralization law and policies in Burkina Faso. Professional experience working with complex programming integrating governance with other sectoral interventions such as those in food security, agricultural value chain strengthening, water security, conflict mitigation and management, countering violent extremism, and shock responsive programming. Position requires knowledge and understanding of USAID procedures, regulations, and policies or a demonstrated ability to quickly learn organizational procedures, regulations and policies. The Specialist must be knowledgeable and confident enough in his/her sector and USAID objectives to represent it with external partners.
- f. **Skills and Abilities:** The incumbent must be able to work independently in a highly demanding environment with little supervision and/or direction and to professionally and efficiently manage multiple competing tasks at one time is required. The ability to problem-solve and proactively seek solutions to problems in areas of responsibility before they arise is desirable. Must have good teamwork skills and strong interpersonal skills; must be able to communicate complex and difficult policy and programmatic issues in a manner that is clear to knowledgeable laypersons without oversimplifying; and must be able to maintain and adhere to high standards of professional conduct. Superior writing and organizational skills are required to effectively: write scopes of work for technical studies; prepare field reports for site visits; prepare written and oral briefs and presentations for Mission management; complete program status reports, analyses and presentations; produce documents and briefings quickly and to prepare program design documents. Demonstrated ability to work well with a team with a wide range of individuals and organizations, including technical experts and contractors, host country partners (public and private sectors) and international organizations. Skills in the operation of personal computers is required, including demonstrated ability to use word processing, spreadsheets, and calendar software applications, especially the Google Drive suite.

## 16. POSITION ELEMENTS

- a. **Supervision Received:** The incumbent will work under the direction and supervision of the Burkina Faso DRG Officer. The supervisor assigns work objectives in relation to program objectives and Mission priorities but the employee is expected to independently plan and carry out activities, selecting the approaches and methods to be used in solving problems, with minimal supervision. The incumbent will also receive guidance from RPGO related to CVE activities that they finance.
- b. **Supervision Exercised:** This position is designated non-supervisory.
- c. **Available Guidelines:** The incumbent will implement activities in accordance with applicable Automated Directives System (ADS) regulations and Mission guidelines. S/he will develop working knowledge of Africa Bureau directives and Democracy/Governance/Resilience/CVE policy statements.
- d. **Exercise of Judgment:** Working within the parameters established by ADS regulations and Mission guidelines, the incumbent will make program implementation decisions and undertake policy discussions. S/he will exercise delegations of authorities granted in USAID/Senegal Mission Orders and those for COR and AOR officers. The incumbent will clear key written communications with the DRG Officer or Burkina Faso Country Representative. S/he must demonstrate a keen sense of timeliness in exercising judgment and completing an array of simultaneous actions. Considerable trust will be placed on the incumbent's sound judgment and ability to respond to partners' varying agendas, and to know when to defer decision-making.
- e. **Authority to Make Commitments:** The incumbent will exercise a broad scope of independent judgment, and refer matters pertaining to policy or resolution of problems for which there is no clear precedent, to his/her immediate supervisor. S/he will have no authority to make financial commitments on behalf of the US Government, USAID Senegal, USAID Burkina Faso, or the Sahel Regional Office (SRO).
- f. **Nature, Level, and Purpose of Contacts:** Contacts will largely consist of the following: at USAID: Country Representative, SRO Deputy Mission Director, Office Directors and all Mission professional and support staff as well as relevant technical staff in various USAID/Washington Bureaus; within the Government of Burkina Faso: senior government officials, including officials below the level of Minister at supported Ministries, the Independent National Electoral Commission, the National Human Rights Commission, and regional and local government officials. The incumbent will also maintain contacts with leaders of domestic civil society, the private sector, and other non-state actors.
- g. **Time Expected to Reach Full Performance Level:** One (1) year