



# USAID | GUINEA

FROM THE AMERICAN PEOPLE

**USAID/GUINEA IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION :  
USAID PROGRAM DEVELOPMENT SPECIALIST (PUBLIC/PRIVATE PARTNESHIPS)**

**Position is open to all Sierra Leone nationals and those eligible for permanent residence and authorization to work in Sierra Leone**

**JOB ANNOUNCEMENT NUMBER: SOL-636-17-00001**

**BASIC FUNCTIONS OF THE POSITION:**

The Public-Private Partnerships (PPP) Specialist will assist USAID/Guinea and Sierra Leone to develop and manage partnerships and relationships with corporations and other potential alliance partners in support of the Mission Ebola response.

**NB:**

**Education:** A Master's degree (MS/MA) in Business Management, Public Policy, International Marketing, International Development, International Trade and Finance or related subject is required.

**Work experience:** The incumbent is required to have a minimum of 5-7 years of progressively responsible development and/or private sector experience in West Africa.

**Language Proficiency:** English Level 4 (ORAL & WRITTEN) is required.

**DEADLINE TO RECEIVE APPLICATIONS: September 06, 2017, midnight Local Time**

**HOW TO APPLY: Interested applicants with existing work and/or Residency Permits MUST submit a complete application package which includes:**

- A cover letter*
- An AID 302-3 form or DS-174*
- A detailed resume and*
- 3 to 5 References.*

To ensure consideration of applicants for the intended position, **please reference the solicitation number on your application**, and **as the subject line in any cover letter**, as well as using the address/delivery point specified in this solicitation

All the above mentioned documents are **REQUIRED**, must be **SIGNED**, prepared in **ENGLISH** and **should be addressed** as follows:

**Attention**

**Human Resources Office  
USAID/Guinea**

By Email address: [Conakrypsecjobs@usaid.gov](mailto:Conakrypsecjobs@usaid.gov) OR [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html)

○ *Copy of the complete position description listing all duties and responsibilities can be found at USAID website <http://guinea.usaid.gov>*

○ *Form AID 302-3 can be found at: <http://www.usaid.gov/sites/forms> or internet <http://www.qsa.gov/Portal/qsa/ep/formslibrary/formType=ALL>*

○ *Form DS-174 can be found at: [http://conakry.usembassy.gov/job\\_opportunities.html](http://conakry.usembassy.gov/job_opportunities.html)*

**Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID/Guinea**  
**Interested candidates can pick up the complete solicitation at the Embassy reception**

UNITED STATES ADDRESS :  
USAID/GUINEA, Department of State  
2110 Conakry Place, Washington DC 20521-2110  
United States

INTERNATIONAL ADDRESS:  
USAID/GUINEA, B.P. 603, c/o American Embassy  
Transversale no. 2, Centre Administratif de Koloma  
Commune de Ratoma, Conakry, GUINEE

Tel: (224) 655 10 40 00  
Fax : (224) 65 10 40 51  
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[www.usaid.gov](http://www.usaid.gov)



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1. **SOLICITATION NUMBER:** SOL-636-17-00001
2. **ISSUANCE DATE:** September 06, 2017
3. **CLOSING DATE AND TIME:** October 06, 2017. midnight Local Time,
4. **POSITION TITLE:** Program Development Specialist  
(Public/Private Partnerships)
5. **OPEN TO:** All Qualified Candidates
6. **WORK HOURS:** FULL TIME; 40 HOURS/WEEK
7. **MARKET VALUE OF POSITION:** FSN-11 (LE87,565,247-LE131,347,869 per annum).  
*(with the possibility of hiring the employee at the trainee level,)*  
Final compensation will be based on the individual's salary and work history, experience and educational background.
8. **EVALUATION FACTORS:** Evaluation of qualifications and experience required of candidates will be conducted on a 100-point scale and weighted as follows: Education (15%); Work Experience (30%); Knowledge (25), Skills & Abilities (20%); Language (10%).
9. **PERIOD OF PERFORMANCE:** One year renewably annually for up to a total of five years, subject to availability of funds, satisfactory job performance and subsequent hiring freeze guidance.
10. **PLACE OF PERFORMANCE:** Freetown, Sierra Leone.
11. **SECURITY ACCESS:** Background Check
12. **AREA OF CONSIDERATION:** Foreign Service Nationals

**NOTE :** Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

***ALL ORDINARY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION***

### **13. SCOPE OF WORK**

#### **A. BASIC FUNCTION OF POSITION:**

The Public-Private Partnerships (PPP) Specialist will assist USAID/Guinea and Sierra Leone to develop and manage partnerships and relationships with corporations and other potential alliance partners in support of the Mission Ebola response.

#### **B. MAJOR DUTIES AND RESPONSIBILITIES:**

##### **PROGRAM MANAGEMENT**

**60%**

- a. Coordinate closely with USAID/Guinea & Sierra Leone sector specialists to identify project specific needs and/or opportunities where public-private alliances could be leveraged to address the development response to Ebola in the country. This effort will require the specialist to become familiar with projects that are being implemented and designed across multiple sectors and funded by Ebola Pillar II.
- b. Identify potential alliance partners and develop relationships with private businesses, corporations, foundations, NGOs, and other non-traditional development organizations through formal and informal outreach, personal contacts, and networking.
- c. Identify primary entities interested in partnering with USAID/Guinea and Sierra Leone and facilitate information sharing and partnership development between potential partners and USAID/Guinea and Sierra Leone sector teams with an emphasis on health.
- d. Ensure that activities are appropriately documented and required reports and regular updates are given to USAID stakeholders and external development partners, including for the preparation of the annual Operational Plan (OP), portfolio reviews, annual budget, briefings, and talking points.
- e. Develop and sustain close, collaborative, professional relationships with senior officials, including USAID leadership, Ministers, senior representatives of other USG agencies and other donors, private sector CEOs, heads of regional and international NGOs, and leaders in civil society.
- f. Develop and/or apply appropriate risk assessment instruments to ensure that risk is shared appropriately among alliance partners; conduct due diligence research on proposed partners; and work with USAID contracting officers to facilitate formal agreement and activity management processes.

##### **ADMINISTRATIVE**

**40%**

- g. Serve as conduit for information requests and expressions of interest of potential alliance partners that initiate contact with USAID/Guinea and Sierra Leone.
- h. Conduct all necessary project management and oversight activities, including coordination with USAID implementing partners and/or private sector resources partner on partnership decision-making, monitoring of key project activities, review and/or

approval of project deliverables, and ensure implementing partner compliance with provisions of grants, cooperative agreements, and/or contracts.

- i. Work with other private sector partnership specialists in West Africa and the Center for Transformational Partnerships in USAID/Washington to construct alliances that require multi-country networking.

**C. QUALIFICATIONS/SELECTION CRITERIA:**

**Education: (10 POINTS)**

- a. A Master's degree (MS/MA) in Business Management, Public Policy, International Marketing, International Development, International Trade and Finance or related subject is required.

**Prior Work Experience: (30 POINTS)**

- b. The incumbent is required to have a minimum of 5-7 years of progressively responsible development and/or private sector experience in West Africa.
- c. Post Entry Training: The candidate will be required to review USAID guidance on project design and procurement, specifically as it relates to the award and management of public-private partnership activities

**Language Proficiency (10 POINTS):**

- d. English Level IV (oral & written) is required.

**Job Knowledge (30 POINTS):**

- e. It is preferable that the candidate has knowledge of the dynamics of economic and social development including the legal regulatory framework for USG assistance programs; USG policies and procedures governing program selections and project design, review, approval and implementation; the potential impact of project and non-project assistance on development; USG contracting mechanisms and regulations.

**Skills and Abilities (20 POINTS):**

- a. Strong analytical and writing skills are required as is experience in designing and implementing projects. The candidate must be able to draft concise, informative reports and briefing materials, talking points on complex subjects with short lead-times. Demonstrated proficiency in Microsoft Word, Excel and PowerPoint is required.

Demonstrated ability to work within a team framework and positive interpersonal skills are required, including demonstrated ability to communicate and negotiate with tact and diplomacy with a variety of individuals in a complicated political context. Previous management skills are desirable.

**D. POSITIONS ELEMENTS:**

- a. **Supervision Received:** The incumbent selected for this position will report to the Supervisory Program Officer. As a recognized authority in promoting, building and

managing alliances, the Public-Private Partnerships Specialist is subject to administrative and policy direction concerning overall program priorities and objectives. Incumbent is responsible to work with his/her supervisor to identify work objectives, priorities, and constraints to reach satisfactory work outcomes. The supervisor reviews work for adherence to broad Mission operational objectives of development results and customer service.

**Supervision Exercised:** NONE.

**Available Guidelines:** USAID ADS, USAID project design training, USAID private sector engagement training, USAID internal private sector engagement guides/resources available via MyUSAID.gov. .

b. **Exercise of Judgment:** A high level of independent judgment and professional discretion is required.

**Authority to make Commitment:** NONE

c. **Nature, Level, Purpose of contacts:** Direct contact with mid to high level officials of the host government, private sector partners, other donors, Chiefs of Parties under USAID awards, and USAID and US Mission staff in the Guinea and Sierra Leone Offices.

**Time Expected to Reach Full Performance Level:** 6 months.

#### **E. INSTRUCTIONS TO APPLICANTS:**

- A) **Applying:** For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.
- i). **Marking Applications:** To ensure consideration of applicants for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter, as well as using the address/delivery point specified in this solicitation. **Also, all documentation MUST be in ENGLISH.**
- ii). **CV:** An up-to-date curriculum vitae (CV) or resume. Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.
- iii). **Form AID-302-3 OR DS-174:** The submitted form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the AID-302-3. Form AID-302-3 is available on USAID Website <http://www.usaid.gov/forms>

**Form DS-174 is available on State website at:**

[http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html)

iv). **References:** Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.

v). **Posting address:** Completed package Applications should be sent to [Conakrypscjobs@usaid.gov](mailto:Conakrypscjobs@usaid.gov). OR [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html)

#### **F. SECURITY AND MEDICAL CLEARANCES**

- i). **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance or waiver for the country of performance specified. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.
- ii). **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Background Check. This temporary security clearance will be requested while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.

**EQUAL EMPLOYMENT OPPORTUNITY:** *The US Mission in Guinea 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. USAID/Guinea 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.*