

## JOB VACANCY ANNOUNCEMENT

**USAID/WEST AFRICA** is seeking applications from qualified Resident Hire U.S. Citizen, Cooperating Country National (Ghanaian), (CCN) or Local Hire Third Country National (TCN) personal services contractor for the position of Program Information and Communications Specialist (PICS). This is a two year, position based in Accra, Ghana for U.S. Citizens or Cooperating/Third Country Nationals residing in Ghana.

### **Duties and Responsibilities:**

Develop and implement Mission's Communication Strategy. The strategy will facilitate information access and sharing within the USAID West Africa Mission, communicate its programs to internal and external stakeholders in West Africa and the U.S., and strengthen the Mission's reporting function. The strategy will reflect the objectives of USAID assistance, integrate information availability into activity planning and execution, and explain how information will be used to show the impact of USAID assistance in West Africa. The Mission's Communication Strategy will actively seek new audiences for sharing and exchanging information.

### **Minimum Qualifications:**

#### **Education:**

Bachelors Degree, preferably in Journalism, Development Studies, Library Science, Social Sciences, Economics, International Relations, Public Administration or a related field, is required. Formal education beyond a BA or BS is highly desirable.

#### **Prior Work Experience:**

Two – five years work experience that demonstrated skills and hands-on experience in a combination of the following areas: public relations, public information, events planning; editing, publishing, layout, webpage design and maintenance. Experience in working in an interdisciplinary and/or multicultural team environment, both a team member and leader, providing leadership in the areas of his/her competencies.

#### **Language Proficiencies:**

Level V (fluent) in English is required and French strongly desired.

#### **Market Value: GS-11 (\$46,974 - \$61,068)**

Final compensation will be based on the candidate's past salary history, work history and educational background. Candidates who live outside Accra, Ghana will be considered for employment but no relocation expense will be reimbursed. Salaries over and above the top of the pay range will not be entertained or negotiated. If a Ghanaian is selected for this position the salary shall be in accordance with the FSN Local Compensation Plan.

#### **How to Apply**

In order to be considered for this position a candidate must meet the Minimum Qualifications listed above. Applicants are required to submit a resume and OF-612 and encourage to write a brief appendix to demonstrate how prior experience and/or training address these factors. Applicants are reminded and required to sign the certification at the end of the OF-612. Applicants selected will be required to obtain a security clearance (U.S.) or employment authorization (TCN) and Ghanaian Nationals as well as a medical clearance.

For a more detailed solicitation, send an e-mail to or contact David Wobil, Contract Specialist, USAID/WA, (Tel: 233-21- 741-200) # 24 Fourth Circular Road, Cantoments, P.O. Box 1630, Accra. E-mail to: [dwobil@usaid.gov](mailto:dwobil@usaid.gov)

**Closing date for submission of applications is 5:00 p.m. GMT, October 30, 2007.**

## JOB VACANCY ANNOUNCEMENT

### REGIONAL ALLIANCE SPECIALIST POSITION SOLICITATION NO. 669-07-015

**Deadline for Submissions: 5:00 pm GMT; Friday, November 9, 2007**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified United States Citizens and Third Country Nationals resident in Ghana, interested in providing Personal Services Contract (PSC) services as described in the attached solicitation. Submissions shall be in accordance with this solicitation and at the place and time specified.

#### **DUTIES AND RESPONSIBILITIES**

1. Helping USAID/WA develop and implement strategies and protocol for effective outreach to private corporations and other potential alliance partners which includes:

- Developing an annual Mission global alliance building action plan.
- Working closely with the program technical teams and Program Office to identify areas of program design and implementation with substantial potential to benefit from the inclusion of alliances.
- Identifying potential alliance partners and educating both potential partners and USAID technical staff on the others priorities and objectives, potential areas of collaboration, and partners' organizational structures and policies.

2. Assisting USAID/WA, especially program technical teams in developing a strategic plan that will clearly identify all of the steps, actions, and roles needed ranging from organizing initial meetings and discussions, providing USAID program team leaders with negotiations techniques and strategies, developing and signing an MOU, activity approval process for USAID and alliance partner, roles and responsibilities during the building and implementation stages, and monitoring and reporting procedures.

3. Working with other USAID Mission and Public-Private Alliance Specialists, the Global Development Alliance (GDA) Secretariat and USAID field offices to construct global deals which require multi-country networking and to identify opportunities to establish more alliances in West Africa.

4. Increasing the capacity of USAID staff and partners to build and promote alliances which includes:

- Assisting in training USAID staff and partners on best practices for building and managing alliances.
- Training USAID/West Africa staff and other USAID Missions on the growing significance of Corporate Social Responsibility (CSR) in alliance building.

5. Creating and managing tools that recognize excellent alliance-building efforts at the mission, region and bureau levels.

6. Identifying financial and other private sector resources and investments and how they can be leveraged to address USAID goals and objectives:

7. Accessing the International Financial Institutions (IFIs) and local (host-country national) governments when appropriate.

8. Facilitating the technical aspects of alliance building which includes:

- Developing and/or applying appropriate risk assessment instruments to ensure that risk is shared appropriately.
- Conducting due diligence research on proposed partners.
- Working with USAID contracting officers to facilitate the formal agreement process.

9. Assisting the Program Office and technical teams in monitoring established alliances, reporting and preparing success stories.

## JOB VACANCY ANNOUNCEMENT (CONT.)

### MINIMUM QUALIFICATIONS

**Education:** An advanced degree (MS/MA level or above) in a relevant field, including business, public administration or international development. Exceptionally strong experience may substitute for education qualifications.

**Experience:** 5-10 years of progressively more responsible experience in either the for-profit or not-for-profit sector, preferably with significant private business experience in developing countries. Prior experience in the West Africa region is a plus.

**Knowledge:** Demonstrated understanding of private sector operations and Corporate Social Responsibility (CSR) issues essential (required), experience with international development, some knowledge of donor operations is a plus.

**Abilities and Skills:** Must possess strong negotiation, written and oral communication, and interpersonal skills (required). The Contractor is required to be able to: 1) demonstrate strong analytical and writing skills; 2) present technical information in concise written and oral form; 3) coordinate programs and visits independently; 4) organized formal training for USAID staff and partners; 5) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.). The Contractor must also have the ability to maintain contacts at all levels with USAID, partners, and with stakeholders and report on their performance and concerns. The Contractor must also have excellent management, interpersonal and teamwork skills. The Contractor must be willing and able to travel throughout West Africa.

**Language Proficiency:** Fluency in French is strongly desired.

**Market Value: GS-12 (\$56,301.00 - \$73,194.00)**

Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. Candidates who live outside Accra will be considered for employment but no relocation expenses will be reimbursed.

### HOW TO APPLY

Qualified individuals are requested to submit:

For USPSCs a U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms](http://www.usaid.gov/procurement_bus_opp/procurement/forms) or internet <http://fillform.gsa.gov>, or at Federal offices); Also a detailed resume of work background should be part of the applications process.

Applications must be received by the closing date and time at the address specified.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

**For more detailed solicitation, send an e-mail to or contact Victor Doke, Contract Specialist, USAID/WA, (Tel:233-21-741-000) American Embassy, No. 24 Fourth Circular Road, Accra.**  
Email to: [vdoke@usaid.gov](mailto:vdoke@usaid.gov)