

## **Democracy and Governance Advisor**

### **BASIC FUNCTION OF POSITION**

This position is a [new] Rule of Law and Human Rights position within USAID/Southern Africa. With the transition of USAID/SA's Democracy program, it is not yet certain to whom the incumbent will report; however, s/he will report to the Office Chief of the Office that assumes responsibility for the Democracy program (most likely a Supervisory General Development Officer or the Supervisory Program Officer.).

The incumbent is an expert in rule of law, justice sector and human rights program design, management, and evaluation as well as in the management of international development programs. The incumbent should also have expertise in the areas of Gender Based Violence, improving access to justice for vulnerable populations, and civil society program development, management, and evaluation. Superb written and spoken communication skills are required.

S/he serves as the Chief Advisor for Rule of Law and Human Rights (RoL/HR) in USAID/Southern Africa. S/he will represent USAID/South Africa on a regular basis with high-level Government Officials including the Director General of the Department of Justice & Constitutional Development (DOJ&CD) or his/her designee, the National Director of Public Prosecutions or his/her designee, the Head of the Sexual Offenses and Community Affairs unit or his/her designee, Officials from the Justice College and Honorable Members of the Judiciary. S/he will also liaise with other US Government agencies in South Africa. The incumbent's primary management responsibility is for achievement of results and all aspects of program implementation for: (1) the Women's Justice & Empowerment Initiative (WJEI), a \$12 million contract to assist the South African Government (SAGO) in upgrading and expanding its national network of rape-crisis centers known as Thuthuzela Care Centers; (2) the final phases of the Criminal Justice Strengthening Program (CSJP), a multi-million dollar Cooperative Agreement to assist the SAG in developing a more effective, efficient and accessible justice system; and, (3) a new contract for implementing priority activities in the areas of court administration, training, and monitoring and evaluation in partnership with the DOJ/CD.

The incumbent will also oversee the management, monitoring, and evaluation of USAID/South Africa's program for Trafficking in Persons (TIP), and its Human Rights Program comprising a number of small and medium grants to local and international NGOs.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- 1) The incumbent serves as the Activity Manager and Cognizant Technical Officer for the WJEI. S/he will manage USAID/Southern Africa's contract with its implementing partner for this program. This includes completing all

procurement actions required for the successful management of the implementing partner, and all aspects of successful program design, management, monitoring, and evaluation.

- 2) The incumbent supervises one Project Development Assistant who serves as CTO for the TIP program and USAID/South Africa's NGO grants for ROL/HR.
- 3) The incumbent takes the lead in preparing, updating, carrying out and participating in the process of completing USAID/Southern Africa's Rule of Law and Human Rights program-related Operational Plans (OP), Annual Reports, and any ad-hoc reports.
- 4) The incumbent will report on all major activity design, implementation, monitoring, evaluation, audit, close-out and funding tasks related to USAID/Southern Africa's Rule of Law and Human Rights programs, and will prepare all corresponding documentation.
- 5) The incumbent coordinates with the Program and Project Development Office staff and other relevant support offices members to ensure that the work and the budget plans are implemented in a timely fashion and in accordance with USAID policies and procedures.
- 6) The incumbent may lead the development of internal operating procedures for approval by the Office Chief and be responsible for the subsequent implementation of these procedures.
- 7) The incumbent will liaise and coordinate with other USG agencies and actors in South Africa to ensure the WJEI, CJSP, TIP and other programs are coordinated with other USAID and USG programs.

**Technical Abilities including Resource Management: (60%)**

- 8) Through participation in Office meetings, the incumbent develops and makes strategic and tactical recommendations to the Front Office, Program Officer, and his/her Office Chief in all areas of rule of law and human rights, and keeps them informed of implementation progress and issues.

**Analytic Abilities (15%)**

- 9) The incumbent involves partners and stakeholders as required, in testing the validity of casual relationships in the relevant results areas of the RoL/HR strategy, or designing activities including planning and carrying out of development interventions, and monitoring and evaluating activity impact. The incumbent will monitor performance, identify any obstacles or deficiencies in achieving results, and work with the implementing partner and government counterparts to ensure results are achieved. The incumbent also represents the USAID Mission in negotiations and dialogues with the National Treasury, relevant Ministries and Departments and NGO officials. The incumbent also liaises with AID/W officials on issues related to rule of law and human rights technical areas, and may work with experts in USAID/Washington, including in DCHA/DG and EGAT/WID for technical analysis and support.

**Communications Abilities (15%)**

**10)** The incumbent organizes, coordinates, coaches, mentors and inspires others in the Mission and his/her Office to achieve any corresponding results in the DG strategy. This includes directing the Project Assistant on the range of implementation and related responsibilities; conducting a skills audit to ensure that the Project Assistant has the capabilities to carry out his/her job; coordinating the provision of training required to fill skills gaps; delegating responsibilities in such a way that it is commensurate with his/her skill; supervising the Assistant; identifying and documenting appropriate, results-oriented annual work objectives and drafting annual employment evaluations. The incumbent liaises with high-level government officials, as well as with USG representatives in South Africa to ensure program results are achieved.  
**(10%)**

## **DESIRED QUALIFICATIONS**

### **Education:**

Masters degree in social sciences, public administration, business administration, economics, law, or its equivalent is required.

### **Prior Work Experience:**

At least five years of progressively responsible experience in the design, implementation and/or management of development, programs, including managing human and financial resources toward the achievement of specified program results. Experience in working in criminal justice and rule of law programs is required, with experience in promoting human rights, access to justice and gender rights highly desired. Experience in managing staff and a multi-disciplinary team is highly desired..

### **Post Entry Training:**

On the job training and available guidelines.

### **Language Proficiency:**

Level IV English (fluent) required..

### **Knowledge:**

Expert knowledge and understanding of professional principles, concepts, technology and current developments in the rule of law and human rights field is required. Experience in working to improve the quality of and access to justice, health care and treatment for women, children or other vulnerable populations in developing countries is required. Knowledge of gender based violence issues in SA, especially rape management is required. A thorough understanding of the principles and accepted procedures of international donor organization and acceptable knowledge of procedures in project management, evaluation, reporting and budgeting is required. Excellent knowledge of and expertise in AID program and project planning, design, negotiation, implementation, monitoring, evaluation and

reporting is desired. Ability to lead and manage USAID employees and financial resources toward the achievement of significant human rights and administration of justice development results is also required.

**Skills and Abilities:**

A very high level of sound judgment, professional expertise, human resource management tact and skills, writing ability, and analytical skill is required. The incumbent must be able to analyze completely and independently extremely complex proposals, social, political, and financial issues and formulate, present, and successfully defend complex activity design and implementation actions and documents in a clear, effective and professional manner. The incumbent will direct and coordinate all elements of USAID results management of the Rule of Law/Human Rights activities within his/her purview. The incumbent will maintain effective working relationships with colleagues from USAID/SA, AID/W, other USG agencies in South Africa, and with high level officials from the government of the RSA, NGOs, Judiciary, and rule of law and human rights think tanks. The incumbent must be a team player of the highest caliber. Willingness to travel regularly within South Africa and sometimes outside, is required.