

# MISSION NOTICE

## USAID Nairobi Complex

**NOTICE NO:** 09 – 25

**DATE:** September 9, 2009

**SUBJECT:** EMPLOYMENT OPPORTUNITY – VACANCY FOR PROGRAM SPECIALIST, HOST COUNTRY LIAISON, PROGRAM DEVELOPMENT & ANALYSIS (PDA) OFFICE, USAID/KENYA

**OPENING DATE:** Immediately

**CLOSING DATE:** September 22, 2009

**Office:** Program Development & Analysis (PDA), USAID/Kenya

**Title:** Program Specialist, Host Country Liaison

**Grade:** FSN - (PSC) – 4005-10

**Who May Apply:** All qualified Kenyan citizens.  
Employees currently on probation are ineligible to apply.

**BASIC FUNCTION OF POSITION:**

The Program Development & Analysis (PDA) Office (“Program Office”) is responsible for broad program support, coordination, and specific project management functions. The Program Office serves as the principal advisor of the Office of the Director on: (a) social, economic, and developmental issues; (b) strategic planning, programming, and budgeting; (c) program and project development; (d) monitoring and evaluation of the Mission portfolio; and (e) program implementation of activities that fall within the Mission’s ongoing Strategic Objectives. The Program Office provides leadership and support on strategic planning, program design and development, monitoring and evaluation, and participant training advisory services to the Office of the Director, all USAID/Kenya technical offices, Embassy and other U.S. Government (USG) agencies.

The Program Specialist, Host Country Liaison reports directly to the Development Program Specialist, with ultimate responsibility to the Supervisory Program Officer, and works collaboratively with USAID/Kenya (the “Mission”) program staff, and implementing partners in all aspects of host country tax, levies, and import/export requirements including host government immigration procedures and policies. The incumbent will also serve as the liaison person with the Kenya Revenue Authority (KRA), the Kenya Ports Authority (KPA), Kenya Airports Authority (KAA), the Ministry of Transport and Communication, the Ministry of Immigration and Registrar of Persons, the Registrar of Motor Vehicles, and the Economic Department in the Ministry of Finance charged with tax and exemptions.

The Program Specialist, Host Country Liaison advises the Mission team on all aspects of tax exemptions, immigration matters, and on Government of Kenya (GoK) tax blueprints such as old and new laws governing tax and immigration, the East African Community tax laws that affect the Mission

Program, including other regional tax authorities such as COMESA that might affect the program portfolio.

## **MAJOR DUTIES AND RESPONSIBILITIES AND % OF TIME:**

### **Tax and Levies Exemptions: 60%**

The Program Specialist, Host Country Liaison works closely with all the relevant technical offices, implementing partners, grantees and contractors, other USG agencies at Post that implement program activities to ensure all the USAID/Kenya and other USG activities are exempted from all taxes and levies. More specifically, the incumbent will:

- Develop an overall USAID/Kenya Mission training and briefing manual on tax and other levies exemptions procedures that will be shared with all USAID/Kenya partners, USAID/Kenya technical offices, the Contracting Officer's Technical Representative (COTR), other USG agencies, and the Mission Management. In addition to developing tax and levies manuals and updating these materials on an annual basis, the incumbent will be responsible for conducting tax exemption training and extensive briefings on a quarterly basis for the relevant Mission staff, new staff charged with program implementation, implementing partners, grantees and contractors, and other stakeholders implementing USAID/Kenya programs and activities.
- Attend all Post-Award Conferences to ensure the new implementing partners, other grantees and contractors are fully briefed on tax exemptions procedures before the implementation of new activities.
- Be responsible for regularly updating the Mission and other stakeholders and partners on any changes in host government tax/levies procedures or requirements on a regular basis. The incumbent will monitor on a regular basis any host government tax announcements that might have impact on the implementation of USAID and other USG programs through the Kenya Gazettes, the Budget Speech, the Government official circulars, regional organizations tax announcements, tax amortizations schedules, keep close contact with officials of KRA, and advise the Mission and the relevant stakeholders on a regular basis on any tax exemption changes that may impact on the Mission's activities.
- Work closely and keep close contacts with senior officials at KRA (such Customs, VAT, Income Tax Departments), the KPA, KAA, and key GoK officials at both the Ministry of Transport and Communication, and the Ministry of Finance Tax Department to ensure a smooth flow of tax exemptions and claims documents, tax reimbursement, tax waivers, and efficient clearing of program-funded goods through the ports of entry. The incumbent will make regular visits basis to the ports of entry to monitor clearing of project commodities and to familiarize with the operations of these ports.
- Advise and recommend to the Mission and implementing partners and stakeholders about reputable clearing and forwarding agents. The incumbent will, therefore, at all times keep an updated list of such agents and advise both implementing partners and Mission staff on the appropriate agent to use.
- Ensure all DA1 forms are correctly filled and duly completed with the relevant documents attached before forwarding them for Mission approval or sending them to the GoK. The incumbent will also ensure that there is sufficient supply of DA1 forms at the Mission at all times. The incumbent will also keep an up-to-date DA1 forms electronic tracking log at all times, showing the movement of these exemptions within GoK entities that approve them.
- Prepare tax exemptions waivers, demurrage charges waivers, and tax claims reimbursements. The incumbent will draft all official communication to the GoK on tax exemptions and keep up-to-date incoming and out going communications.
- Monitor all taxes paid to the host government and assist the relevant Mission offices in preparing the annual report to Congress.

### **Immigration and Work Permits: 30%**

The Program Specialist, Host Country Liaison advises the Mission team on all aspects of immigration, such as immigration and naturalization laws of the host country. The incumbent keeps abreast of and monitors on a regular basis GoK immigration blueprints such as legal gazettes and notices, old and new laws governing immigration laws and work permits, and regional laws and regulations that might affect the host government immigration laws such as the East African Community, COMESA, etc. and that might have an impact on the program portfolio. More specifically, the incumbent will:

- Develop an overall USAID/Kenya Mission training and briefing manual on work permits, re-entry visas, dependent passes, certificates of exemptions, and other immigration procedures that will be shared with all USAID/Kenya partners, USAID/Kenya technical offices, COTRs, other USG agencies, and the Mission Management. The incumbent will be responsible for conducting work permits and immigration requirements briefings on a quarterly basis for the relevant Mission staff, new staff charged with program implementation, implementing partners, grantees and contractors, and other stakeholders implementing USAID/Kenya programs.
- In collaboration with the contracts office, ensure all new implementing are fully briefed on the requirements of work permits, procedures on re-entry visas, dependent's resident visas and certificate of exemption.
- Ensure all work permits, re-entry visa, dependent's resident permits, and certificate of exemption forms are correctly filled and duly completed with the relevant documents attached before forwarding them for Mission approval or sending them to the Government. The incumbent will also ensure that there is sufficient supply of the relevant immigration forms at the Mission at all times. The incumbent will also keep an up-to-date electronic tracking log on all outstanding work permits requests at all times and their status and advise technical teams accordingly.
- Draft all official communication to the government on immigration matters exemptions and keep up-to-date incoming and outgoing communications.
- Establish and maintain contacts with representatives of Ministry of Immigration, Ministry of Foreign Affairs, where applicable, and the relevant officials at the Ministry of Finance in charge of program-funded expatriates work permits and certificates of exemption and other relevant immigration documents.
- Exercise broad discretion and operate without supervision when away from the office. An important requirement for the incumbent is to maintain high level of integrity and caution given the importance and sensitivity of these duties.

### **Other Duties: 10%**

The incumbent will perform other duties as assigned by the Development Program Specialist and the Supervisory Program Officer.

### **REQUIRED QUALIFICATIONS:**

*Any application that does not meet the minimum requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.*

**a. Education:** A Bachelor's degree in business administration, economics, telecommunications, or logistics and a post graduate diploma in information systems, customs, or shipping are required. A Masters degree is strongly preferred.

**b. Prior Work Experience: (40%)** A minimum of five years of demonstrated work experience in the field of clearing, forwarding, shipping or customs related fields is required. Must have knowledge on

both air and ocean import and export operations. Must also have experience in warehouse distribution and management. Previous work experience with reputable clearing and forwarding firms and an international work experience is desirable.

**c. Post Entry Training (i.e. Training Required After the Incumbent is Hired):** Rapid familiarization with a wide range of Agency policies, procedures and regulations. Training in AID Development Studies, Activity Design and Implementation, and Activity Management courses will be arranged if possible.

**d. Language Proficiency:** Level IV (fluent) ability is required in written and spoken English. Fluency in Swahili is also required

**e. Knowledge: (30%)** The incumbent must have a thorough knowledge of taxation laws, customs law, port procedures and an understanding of the tax regulations of the host government. Must also have a clear understanding of the Kenya export and import regulations, Kenya Bureau of Standards regulations, and also have knowledge of port and airport regulations pertaining to motor vehicles shipments, household effect shipments, and clearance of unaccompanied baggage and personal effects. Good coordination and organizational skills within a multi-cultural work environment is essential.

**f. Skills and Abilities: (30%)** Ability to communicate effectively with top level officials in host government ministries and at ports of entry, competent use of software programs, especially Excel, in order to generate required spreadsheets for tracking movements of important tax and immigration document through host government relevant departments. Must have excellent interpersonal skills and be able to negotiate effectively with host government officials, and in dealings with Mission staff, implementing partners and other relevant stakeholders. Ability to communicate effectively and interact comfortably with senior USG officials, and senior implementing agencies officials, given the nature of the position. Excellent written/oral English communication skills and interpersonal skills are required. Significant knowledge of and dexterity with word processing is essential. Familiarity with databases, electronic mail, and other relevant software packages is required. In addition, the incumbent will be expected to participate actively in meetings as appropriate with the Embassy, AID/Washington representatives, the GoK, and other recipient entities.

### **POSITION ELEMENTS:**

**a. Supervision Received:** The incumbent reports directly to the Development Program Specialist, with ultimate responsibility to the Supervisory Program Officer. He/she is expected to take significant initiative in planning and carrying out his/her assignment. The evaluation of performance will also be conducted by the Development Program Specialist.

**b. Available Guidelines:** Guidelines include Agency regulations, ADS Series, Africa Bureau procedural guidance, Mission Orders, the Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAR) and professional development literature. All of these are general, presenting options and approaches rather than blueprints. Therefore, the incumbent must be able to assess alternatives and interpret the guidelines accordingly. Excellent judgment and the ability to deal with ambiguity are essential.

**c. Exercise of Judgment:** In many ways, the incumbent serves as the face of USAID/Kenya when dealing with taxation, importation and export, and immigration matters. The exercise of high level caution and judgment when discharging these duties is a must for this position. Duties assigned to incumbent include a variety of duties and processes requiring extensive exercise of judgment.

**d. Authority to Make Commitments:** None. Incumbent's recommendations, however, will lay basis for making commitments.

**e. Nature, Level and Purpose of Contacts:** Mid to senior level contacts with host government officials, senior implementing partners officials and other senior USAID/USG stakeholders, senior private sector officials such clearing and forwarding agents, shipping agents, courier services firms and other firms relating to customs, shipping, tax exemptions and insurance.

**e. Supervision Exercised:** Exercises no administrative supervision, but provides technical guidance and mentoring to the other Program Assistants from technical offices. Offers guidance and recommendations to technical and support offices, particularly on matters related to tax waivers and exemptions and immigration issues.

**f. Time Required to Perform Full Range of Duties after Entry into the Position:** The incumbent is expected to work a full 40-hour week and to be available on an as-needed basis to deal with emergency situations and during times of heavy workload. It is expected that six months will be required for the incumbent to become familiar with the tasks outlined in this position and 12 months to undertake the full range of duties.

**NOTE:**

**Current USG employees must meet the "time-in-grade" requirement of 52 weeks in the previous lower grade to qualify for the position at the level in this vacancy announcement or be at the same grade for which the position is being recruited. Applicants who meet the job qualification requirements but not the "time-in-grade" requirement may be considered for the position but will have to abide by the in-grade requirement prior to being considered for the next higher grade. In addition the employee must have received a Personnel Evaluation Report (PER) during the most recent rating period which clearly indicated the employee is ready and capable of assuming a more responsible position.**

**HOW TO APPLY**

Current USG employees should submit a memo explaining their qualifications against our requirements, updated resume/curriculum vitae, copies of all relevant academic certificates, and the most recent Performance Evaluation Report (PER) to the Human Resources Office stating their interest.

External applicants must submit an application letter explaining their qualifications against our requirements, updated resume/curriculum vitae, and copies of all relevant academic certificates to the Human Resources Office. Please note that this position has been advertised in the *Daily Nation* and *Standard* newspapers.

All applications must reach the USAID Human Resources Office, Ground Floor, by COB September 22, 2009.

USAID Human Resources Office  
Ground Floor, P. O. Box 629, Village Market 00621, Nairobi  
Re: Program Specialist, Host Country Liaison, PDA/USAID/Kenya