

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Preparation must be according to instructions given in FSN Handbook, Chapter 4 (3 FAH-2)

1. POST Cote d'Ivoire	2. AGENCY USAID	3a. POSITION NO. 353072100004
3b. Is this position SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes, List the position numbers authorized and/or established.		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: If the reclassification involves the consolidation of all or part of two or more jobs into one, those positions must also be listed. Position No.: _____ Title: _____ Series: _____ Grade: _____ Position No.: _____ Title: _____ Series: _____ Grade: _____
<input checked="" type="checkbox"/> b. New Position
<input type="checkbox"/> c. Other (explain): _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	USAID Project Management Specialist (Private Sector & Trade), FSN-4005	FSN-11		
b. Other (EXO, USAID/W)				
c. Proposed by Initiating Office	USAID Project Management Specialist (Private Sector & Trade), FSN-4005			

6. POST FUNCTIONAL TITLE POSITION (if different from official title) PRIVATE SECTOR AND TRADE SPECIALIST	7. NAME OF INCUMBENT Vacant
8. OFFICE/SECTION	b. 2 nd Subdivision: Office of the Development Counselor
a. 1 st Subdivision: USAID/Cote d'Ivoire	c. 3 rd Subdivision:

APPROVALS AND SIGNATURES SECTION	
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position. Rebecca Levy – General Development Officer
EMPLOYEE Signature _____ Date (mm-dd-yy) _____ <u>TYPE NAME, TITLE</u>	SUPERVISOR Signature _____ Date _____
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Jeff Bryan – USAID Representative	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Don Brady – Supervisory REXO
SECTION CHIEF or AGENCY HEAD Signature _____ Date _____	HUMAN RESOURCES Signature _____ Date _____

13. BASIC FUNCTION OF POSITION

The Private Sector and Trade Specialist (“Specialist”) will be a member of the Economic Growth Team and work under the supervision of the Economic Growth Office Director. The Specialist will take primary day-to-day responsibility for the implementation of Cote d’Ivoire’s Trade Africa program. The Specialist will serve as the Activity Manager for the expanded activities of the West Africa Trade Hub (“Trade Hub”) in Cote d’Ivoire, as well as the coordinator for all elements of the Trade Africa initiative in Cote d’Ivoire, working with USAID/Washington and other agencies, such as USDA, to ensure on-the-ground coherence and coordination of the Trade Africa initiative.

The Specialist will also play a key role managing USAID’s Development Grants Program (DGP). The DGP was designed to strengthen the capacity of local organizations to better meet the needs of their clients and constituents, and to expand the number of direct partnerships USAID has with organizations that have limited or no experience working directly with USAID. In Cote d’Ivoire, the DGP will be used to support small business development and entrepreneurship.

Finally, the Specialist will support the development of the new EG office across the full range of activities, as needed, bringing in-depth knowledge of Cote d’Ivoire’s private sector, regional trade sectors and economic growth issues to help USAID achieve high-impact programs.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME****a. Trade Sector Engagement and Technical Advice – 40%**

The Specialist serves as a recognized trade expert, with a strong knowledge of trade policy, trade promotion strategies, and development of export-related value-chains. The Specialist will advise Mission management on specialized and complex issues relating to trade and competitiveness in Cote d’Ivoire and the region, track trade-related interventions (of the USG and others), and provide substantive technical support to the development and implementation of the Trade Africa initiative in Cote d’Ivoire. The Specialist will develop contacts with major trade stakeholders, including APEX-CI, the Ministry of Commerce, private sector alliances and advocacy groups, customs authorities and relevant regional actors in ECOWAS and UEMOA, and represent the Mission in discussions with these partners.

b. Program Management and Monitoring – 40%

The Specialist will be responsible for leading the implementation of the Trade Africa initiative and ensuring programmatic coherence between the various implementing partners and mechanisms that contribute to Trade Africa’s goals and objectives. In particular, the Specialist will serve as the Activity Manager for the West Africa Trade Hub’s Cote d’Ivoire activities focused on value-chain competitiveness and access to finance, as well as trade facilitation assistance. The Specialist will work in close coordination with the AOR/COR in Accra to direct, coordinate, and monitor activities to ensure objectives are achieved. The Specialist will also maintain regular contact with the relevant USAID/Washington offices and other agencies participating in Trade Africa in order to provide information and coordinate activities.

Additionally, the Specialist will use his/her knowledge of the Ivoirian private sector, including business service providers, businesses associations, and enterprises, to help ensure that the local capacity of these actors is prioritized. The Specialist may also take on direct program management responsibilities for the Development Grants Program.

c. Other Duties as Assigned – 20%

Trade and private sector development is a cross-cutting sector and as a result the Specialist may be asked to advise on how private sector engagement can help achieve the goals of USAID programming in other sectors. USAID/Cote d'Ivoire's Economic Growth Office also serves as the point of contact in Cote d'Ivoire for regional programs in economic growth, agriculture and environment. The Specialist will maintain general knowledge of these programs and liaise with program managers in Accra as necessary. The Specialist will also help identify potential partnership opportunities with the private sector. Additionally, the Economic Growth office is small, which means that all staff will from time to time perform other duties as decided by the office director, including work in an "acting" capacity for a colleague who is out of the office, or assisting with especially urgent tasks in other areas.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**a. Education:**

University degree (Bachelors) in relevant field such as economics, trade, business, agriculture or closely related field.

b. Prior Work Experience:

Prior Work Experience: Minimum 5 years of progressively responsible, professional-level experience in trade, business, agribusiness or other private sector development areas. At least two years of this experience should include trade related work such as customs, transport/logistics, trade promotion or trade policy. Prior experience in project design, implementation, and monitoring and evaluation is strongly desired.

c. Post Entry Training:

COTR, Financial Management Overview as well as any relevant training available in-house or elsewhere.

d. Language Proficiency:

Professional-level fluency (level IV) in both English and French (speaking, writing and reading) is required

e. Job Knowledge:

Job Knowledge: Thorough knowledge of issues relating to economic and trade development in Cote d'Ivoire and the region, as well as expert knowledge on competitiveness and private sector development. Strong knowledge of the GoCI's policies and priorities for trade and export promotion, and of the GoCI institutions responsible for implementing these policies. Knowledge of the strategies, programs and approach of other donor agencies in the trade and private sector development sector in Cote d'Ivoire is required.

f. Skills and Abilities:

Skills and Abilities: A high level of technical expertise in trade and private sector development is required. The Specialist should possess the ability to advise senior Mission management on Ivoirian trade and private sector development topics, and their implications on USAID programs. Ability to effectively communicate complicated policy, strategy and program issues orally and in writing is required. The Specialist must be able to handle sensitive issues diplomatically, represent USAID authoritatively and use good judgment speaking on behalf of USAID in high-level meetings. Program design, budgeting, monitoring and evaluation skills are also very important.

16. POSITION ELEMENTS**a. Supervision Received:**

Supervisor: USAID Cote d'Ivoire General Development Officer. Assignment are made via annual work objectives, daily exchanges and weekly coordination meetings

b. Supervision Exercised:

The Private Sector and Trade Specialist does not have direct supervisory responsibilities.

c. Available Guidelines:

The Automated Directive Systems and other USAID regulations, the relevant Strategic Operational Plan, the Controller's Manual and Mission Orders, the Mission Strategic Plan, strategy and project documents for assistance and acquisition activities and the mission intranet website (<http://www.usaid.gov/index.html>).

d. Exercise of Judgment:

A high degree of independent judgment will be required in analyzing and evaluating trade and private sector activities. He is expected to prepare documentation and consult independently trade and private sector stakeholders. H/She advises USAID personnel on program design, implementation and evaluation procedures in order to fulfill the above duties. Regular contact with senior host country government officials will take place.

e. Authority to Make Commitments:

The Private Sector and Trade Specialist has no authority to make financial commitment

f. Nature, Level, and Purpose of Contacts:

The incumbent serves as Activity Manager and/or COTR/AOTR for Trade and Private Sector. H/She also serves as the point person for trade and private sector reporting. As a result H/She will establish consultations with government officials, key Embassy officials, as well as Cote d'Ivoire civil society, international NGOs and private sector partners.

g. Time Expected to Reach Full Performance Level: one year

Please refer to 3 FAH-2 H-400 APPENDIX B, “INSTRUCTIONS FOR PREPARING INTERAGENCY FSN POSITION DESCRIPTION” and/or USAID’s “Writing FSN Position Description Guidelines” for more information on completing the DS-298.