INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
Cote d'Ivoire	USAID	353072100005

3b. Is this position SUBJECT TO IDENTICAL POSITIONS? ☐ Yes ☒ No

If Yes, List the position numbers authorized and/or established.

4. REASON FOR SUBMISSION

☐ 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: _____

☒ b. New Position

☐ 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 (DRG), FSN-4005	FSN-11	Jane Huang	Digitally signed by Jane L. Huang Date: 2016.01.19 10:37:08 -05'00'
b. Other (EXO, USAID/W)				
c. Proposed by Initiating Office	USAID Project Management Specialist (DRG), FSN-4005	FSN-11		

6. POST FUNCTIONAL TITLE POSITION (if different from official title)	7. NAME OF INCUMBENT
Democracy and Governance Specialist	Office of the Development Counselor
8. OFFICE/SECTION	b. 2nd Subdivision:
a. 1st Subdivision: USAID/Cote d'Ivoire	c. 3rd 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. Leah Kaplan - Democracy and Governance Officer
EMPLOYEE Signature Date	**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. Janine Scott - Acting Senior EXO
SECTION CHIEF or AGENCY HEAD Signature Date	**HUMAN RESOURCES Signature** Date

13. BASIC FUNCTION OF POSITION

The Program Management Specialist (PMS) report directly to the USDH DRG officer in Cote d'Ivoire. S/He is responsible for the management of human rights and civil society activities in USAID Cote d'Ivoire. The PMS acts as advisor on project planning and implementation, administration, monitoring and evaluation, financial supervision, and other complex issues.
The Specialist serves as an expert and principal development advisor on human rights and civil society and is responsible for creating working relationships with relevant human rights advocates, civil society groups, government officials, donors working in related fields, and United States Government staff in Cote d'Ivoire. As a senior development specialist, the PMS plays a decisive role in the successful implementation and oversight of project activities in Cote d'Ivoire by providing ongoing guidance, advice, and support to project implementation and acting as AOR on at least one project and Alternate AOR on two other activities. As necessary, the PMS meets with senior GOCI officials to discuss on-going programs and potential collaboration in the future.

14. MAJOR DUTIES AND RESPONSIBILITIES % OF TIME

Program Management 50%

The PMS will be the AOR on a new human rights and civil society project that will be awarded in early 2016. S/He will ensure day to day communication and interaction with USAID project implementing partners. Provide technical oversight of implementing partners and ensure that implementing partners fulfill the requirements of their contract/grant in accordance with terms, conditions and specifications of such contract/grant. S/He will communicate regularly with the contract/grant managers for each project to harmonize USAID technical direction and project management.

S/He will conduct site visits and meets regularly with implementing partners to assess progress of activities. Organize and coordinate consultants and USAID staff field visits. Identify implementation problems, issues and constraints, and recommend remedial actions and other ways to improve performance.

S/He participates in activity design and related technical, policy, procurement, gender, and budgetary analyses required to implement agreed upon activities, including assessing both gaps and opportunities at the intervention level; identifying various organizations that could serve as change-agents; and, ensuring appropriate program/project documentation is professionally executed. Similarly, s/he supports the review of project designs, sub-grants and proposals for economic, financial, technical, social, and environmental soundness.

Communication, Administration, and Reporting 30%

The PMS will serves as technical advisor to USAID and other USG offices on civil society and human rights related issues. S/He will provide inputs and perspectives on technical aspects relevant to program development and implementation.

The PMS will take the lead on essential administrative duties by becoming an expert in USAID reporting and database systems. S/He will provide high level assistance on GLAAS actions, Action Memos, and other administration activities as needed. This position will work closely with the Development Outreach coordinator to ensure that DRG programs and activities are well represented to the public, the interagency, and Washington. S/He will plan and organize DRG partner meetings and will be the lead in the planning and logistics for evaluations, assessments, and TDY support.

The PMS will contribute to strategic planning exercises and ensures all periodic reporting requirements to Washington and the Regional USAID/West Africa offices related to his/her programs are met. The PGS will

prepare information for mission reports to meet USAID and broader USG reporting requirements, including reporting on Operational Plans, Performance Reports, Congressional Budget justifications, Mission Strategic Resources Plans, human rights reports, trafficking reports, reports on gender and people with disabilities, etc. S/He will research assigned subjects and prepare technical summaries and analytical reports as needed.

Program Design **10%**

The PMS researches potential new areas of program intervention and drafts concept papers, results packages, and activity plans. S/He participates in program designs, evaluation, technical review and monitoring, and submits analysis and recommendations for program development purposes.

Representation **10%**

The PMS will represent USAID and/or the USG in its dialogue with civil society organizations, host country officials and will represent USAID in various donors, government and development partners' forums related to programs under his/her purview.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A minimum of a Bachelor's degree in Political Science, International Relations, International Development, Law, Business, Public Administration/Public Affairs, Economics or other social science discipline, Statistics or Journalism is required.

b. Prior Work Experience:

Six years of substantive professional work experience on civil society/human rights or democracy and governance issues is required. At least four years of international work experience is required with an international organization such as bi-lateral or multilateral donors or international non-governmental organizations.

c. Post Entry Training:

Programming Foreign Assistance (PFA), AOR/COR, GLAAS

d. **Language Proficiency:** (*List both English and host country language(s) proficiency requirements by level and specialization*)

Level VI (fluent) in both English and French (speaking, writing and reading) is required.

e. Job Knowledge:

Position requires in-depth knowledge and understanding of global democracy and good governance issues. Knowledge of human rights issues and civil society is particularly important. The positions also requires knowledge in procedures, regulations, and policies typical to a large government agency such as USAID; detailed and broad knowledge of development and political issues in Cote d'Ivoire, especially as they pertain civil society and human rights; strong knowledge of monitoring and evaluation practices; clear understanding of reporting procedures such as the Operational Plan, MSRP, and PPR. Must be able to obtain, analyze, and evaluate complex material; prepare accurate, factual and analytical reports; and provide objective advice.

f. Skills and Abilities:

Strong interpersonal skills, including the ability to work effectively as part of a team, and with superiors, subordinates, colleagues and partners, both inside and outside the Embassy, are required. Maturity, stability, objectivity, resourcefulness, adaptability, and sound professional judgment are also necessary for a successful PMS. Strong computer skills are essential in order to prepare effective, comprehensive reports and for daily work. Excellent knowledge of and experience with Microsoft Office Suite and Google Applications, as well as the ability to conduct Internet research and management of other Internet resources, is required. Openness to take on additional responsibilities as needed. Operational, managerial, and strong analytical and writing skills are necessary, specifically experience in the independent analysis, interpretation, and presentation of complex data in both oral and written form and in precise, accurate, clear and complete formats.

16. POSITION ELEMENTS

a. Supervision Received:

Supervisor: USAID/Cote d'Ivoire Democracy and Governance Officer. Assignments are made via annual work objectives, daily email exchanges, and weekly coordination meetings.

b. Supervision Exercised:

The PMS does not have direct supervisory responsibilities. The individual is regarded as a professional member of the USAID/ Cote d'Ivoire office team and might be asked to serve as virtual member of many DRG related activities within the US Embassy or USAID/West African region.

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 and Website.

d. Exercise of Judgment:

A high degree of independent judgment will be required to prepare documentation and to consult with other donors and within the interagency on civil society and human rights work including identifying opportunities for collaboration and coordination of interventions.

e. Authority to Make Commitments:

The incumbent has no authority to make financial commitments.

f. Nature, Level, and Purpose of Contacts:

The PMS serves as AOR for human rights and civil society programs at USAID/Cote d'Ivoire office portfolio. As a result, the PMS will establish consultations with government officials, key Embassy officials, as well as with the Cote d'Ivoire civil society, and international NGOs. The purpose of these contacts is to inform or elicit information about USAID activities in these sectors and support better informed U.S. Government policy.

g. **Time Expected to Reach Full Performance Level:** One year