



1. **SOLICITATION NUMBER:** **SOL-636-16-000001**
2. **ISSUANCE DATE:** December 22, 2015
3. **CLOSING DATE AND TIME:** January 22, 2016, 16:30 Local Time,
4. **POSITION TITLE:** PROJECT MANAGEMENT SPECIALIST  
(Agriculture & Environment)
5. **OPEN TO:** ALL QUALIFIED CANDIDATES
6. **WORK HOURS:** FULL TIME: 40 HOURS/WEEK
7. **MARKET VALUE OF POSITION:** FSN-11 (Le70,929,695 – Le106,394,540) per annum). (*with the possibility of hiring the employee at a lower grade if successful candidate not fully qualified,*)  
Final compensation will be based on the individual's salary and work history, experience and educational background.
8. **EVALUATION FACTORS:** Evaluation of qualifications and experience required of candidates will be conducted on a 100-point scale and weighted as follows: **Education** (20%); **Work Experience** (40%); **Knowledge, Skills & Abilities** (30%); **Language** (10%).
9. **PERIOD OF PERFORMANCE:** One year renewably annually for up to a total of five years, subject to availability of funds and satisfactory job performance.
10. **PLACE OF PERFORMANCE:** Freetown, Sierra Leone.
11. **SECURITY ACCESS:** Background Check
12. **AREA OF CONSIDERATION:** Foreign Service Nationals
13. **NOTE:** *Due to the number of applications we Receive, only applicants who have been Short listed will be contacted by USAID.*

***ALL ORDINARY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION***

## **STATEMENT OF WORK/POSITION DESCRIPTION:**

### **A. BASIC FUNCTION OF POSITION:**

The Project Management Specialist (Agriculture) works within General Development Office (GDO). He/she provides expertise in program design, implementation and management to the Mission's Agriculture, Environment and other Economic Growth activities and will serve as a Deputy Mission Environment Officer (MEO), to ensure compliance under 22 CFR 216 (Code of Federal Regulation).

### **B. MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME):**

#### **Project Design and Management – 40%**

The incumbent will be responsible for the full range of design, implementation and monitoring actions of major new activities related to agriculture and food security. Management of new United States Agency for International Development (USAID) investments under Feed the Future Initiative will be the primary focus of the incumbent's effort. This also includes Global Climate Change Adaptation (GCC-Ad) and improved nutritional status of beneficiaries. The incumbent will be engaged in all aspects of project design and management as well as serve as Contracting/Agreement Officer Representative (COR/AOR) for approximately a \$30 million budget and performing key technical officer tasks including procurement document preparation, Global Acquisition & Assistance System (GLAAS) requesting, review and evaluating activity-generated documents (annual and quarterly progress reports and consultant reports documents), oversight of technical assistance, review and approval of work plans, and activity monitoring and results reporting.

#### **Technical Guidance – 30%**

Serves as a key Mission liaison linking agricultural and food security activities with other Mission efforts in health and democracy. The incumbent is the key expert in agriculture and should have knowledge of the intersection of food security and nutrition in a changing climate. H/she provides oversight as Deputy Mission Environmental Officer to ensure compliance with 22 CFR 216. H/she reads, evaluates and summarizes incoming proposals as well as field and consultancy reports. He/she participates in technical evaluation committees, writes and/or contributes to Mission cables on emerging issues in agriculture, food security and environment, and coordinates with other teams on cross-cutting issues, including gender issues in the agriculture sector, the role of farmer's associations in increasing civil society participation and non-traditional educational opportunities offered by agricultural organizations (e.g. adult literacy training).

#### **Relationship Management – 30%**

Develops a wide variety of contacts with Government (including senior staff), Non-Governmental Organizations (NGOs), civil society, and the private sector that inform the development of innovative activities that promote increases in sustainable agricultural productivity, nutrition, and functioning input and output markets. Engages

in policy dialogue and briefs senior government officials, visitors to the mission, other donors and TDYers (temporary duties).

**C. QUALIFICATIONS/ SELECTION CRITERIA:**

**Education: (20 POINTS)**

A Master's degree in a related field is required, at minimum, in agriculture, natural resource management (NRM), agribusiness, agricultural economics, or a relevant technical field

**Work Experience: (40 POINTS)**

At least seven years of experience in managing and/or implementing projects or programs related to agribusiness, agricultural and rural development, natural resource management, nutrition, small and microenterprise development, or microfinance is required.

**Knowledge, Skills and Abilities: (30 POINTS)**

The job holder must have in-depth professional-level knowledge of agricultural development and natural resource management principles, concepts and practices, especially as they relate to managing agricultural and economic growth projects/programs in Sierra Leone. The job holder must have knowledge and understanding of the agricultural, economic, environmental, political, civil and social characteristics of Sierra Leone, specifically with respect to agricultural development constraints in Sierra Leone and West Africa. S/he must have knowledge of the resources, and resource constraints, and the related overall development prospects and priorities, for Sierra Leone and West Africa. S/he should also have knowledge of, or the ability to quickly acquire knowledge of, United States Government (USG) legislation, policy, and practice relating to the agricultural production and agribusiness sectors, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.

The ability to plan, organize, manage, and evaluate assigned programs/projects/activities is required. The job holder must have excellent verbal communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior- and mid-level Government of Sierra Leone officials, and with public and private organizations, such as primary USAID technical contacts in the development area. Verbal communication skills are used to explain and interpret Government attitudes, priorities, and concerns to USAID officials, and to negotiate program/project/activity plans and resolve program/project/activity implementation issues with appropriate Government of Sierra Leone ministries, technical advisors, implementing partners, counterparts, and peers. Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers. Good analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans. Skills in developing project programming, policies, and plans, and in developing strategies for implementation is desired. The ability to work effectively in a Team environment, and to achieve consensus on policy, program/project/activity, and administrative matters is necessary. He/she must have strong interpersonal and communications skills, and ability to carry out his/her responsibilities with little supervision. The work requires good computer skills in order to manage the achievement of goals and objectives, technical, financial, and social.

**Language: (10 POINTS)**

Speaking, writing and reading fluency at the Level IV English is required. Good working knowledge of at least one local language is preferred.

**TOTAL: 100 POINTS**

***D. POSITIONS ELEMENTS:***

**a). Supervision Received:**

The Project Management Specialist (Agriculture & Environment) will report to the Deputy Food For Peace Officer for the USAID/Guinea and Sierra Leone Mission as a full member of the General Development Office. Assignments are made orally and in writing. Annual evaluations of his/her work performance will be prepared by the Food for Peace Officer his/her designee based on 360-degree input from Mission, partners and customers.

**b). Supervision Exercised: NONE**

c). Exercise of Judgment: The incumbent will handle all work independently, according to policies, previous training, accepted practices, programmatic guidance. He/She must be able to set priorities and initiate and complete tasks in a timely manner and with minimal supervision.

**d). Authority to Make Commitment: NONE**

e). Available Guidelines: The incumbent will be expected to be an expert in his/her field, and be able to independently obtain USAID policy guidance. USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); and, USAID Mandatory and Standard Provisions, the Federal Acquisition Regulation (FAR) and Agency for International Development Acquisition Regulation (AIDAR), and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation on the part of the Job Holder. He/she must demonstrate sound judgment in determining the application of current legislative provisions and policy determinations to assigned responsibilities.

f). Nature, Level, and Purpose of Contacts: The incumbent will work with all levels of USAID officers, including team leaders and members of USAID/Guinea and Sierra Leone teams and supporting units. The incumbent will develop working contacts with team partners, government of Sierra Leone counterparts, and pertinent staff of international organizations to fulfill the duties and responsibilities of this contract.

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

## **E. INSTRUCTIONS TO APPLICANTS:**

**Applying:** For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

- i). **Marking Applications:** To ensure consideration of applicants for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter, as well as using the address/delivery point specified in this solicitation.
- ii). **CV:** An up-to-date curriculum vitae (CV) or resume. Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.
- iii). **Form AID 302-3:** The submitted form *must* be signed and completed as much as possible. Form AID302-3 is available on USAID Website <http://www.usaid.gov/forms> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL>

Form DS-174 is available on State website at:

[http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html)

## **INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.**

- iv). **References:** Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.
- v). **Posting address:** Completed package Applications should be sent to [Conakrypscjobs@usaid.gov](mailto:Conakrypscjobs@usaid.gov) or [FreetownHR@state.gov](mailto:FreetownHR@state.gov).

Before close of business, 16:30 pm, on the closing date of this announcement.

**HAND-DELIVRED APPLICATIONS WILL NOT BE ACCEPTED.**

## **F. SECURITY AND MEDICAL CLEARANCES**

- i). **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.

ii). **Security Clearance**: Prior to signing a contract, the selected individual will be required to obtain a Security Background Check. This temporary security clearance will be requested while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.