



Vacancy Announcement

West Africa Food Security Coordinator

OPENING DATE: October 20, 2011

CLOSING DATE: October 26, 2011

LOCATION: Cotonou, Benin

WORK HOURS: Full-time

SUPERVISION: Country Director

LOCAL HIRE: Personal Services Contract (annual contract, renewable for 4 years contingent on funding and performance)

CONTEXT: The West Africa Regional Food Security Partnership is a regional partnership between USAID and Peace Corps to support synergistic food security programming opportunities between four West African Feed the Future (FTF) Focus Countries: Mali, Senegal, Ghana, and Liberia; and non-presence countries in West Africa with Peace Corps programs: Benin, Gambia, Cape Verde, Sierra Leone, Togo, Guinea, and Burkina Faso. The Food Security Coordinator will work under the overall programmatic guidance, reporting and oversight of the Sahel and CWACA Regional Advisors. Daily supervision will be provided by the Country Director of Benin.

This program will build community capacity at the grass-roots level to strategically respond to food insecurity vulnerabilities such as food shortages and price increases. Working together, USAID/West Africa (USAID/WA) and Peace Corps will leverage investments in training and capacity building in multiple West African countries to extend benefits across the region. This project will further standardize training and programmatic foci for volunteers in multiple countries and enable Peace Corps staff and volunteers to train and support community partners and service providers in the improvement of food production cultural and management methods, utilization to improve nutrition, and development of food security-related agricultural businesses. FTF activities will target crops and commodities traditionally controlled and produced primarily by women.

DUTIES:

- a. **Networking:** Brings together people and resources to support on-going training and projects in Food Security in participating countries in West Africa. Identify area experts and resources, opportunities for technical exchanges and trainings.
- b. **Planning:** Organizes and coordinates training events and exchanges. The coordinator gathers and circulates information needed by participants, arrange locations and facilitates the participation of topic area experts. During the events, he or she manages the logistical and administrative issues. The coordinator would also oversee the content and facilitation of events.
- c. **Reinforcing the technical expertise of Peace Corps staff working in Food Security:** In collaboration with in-country supervisory staff, identifies staff strengths and needs for technical training, and identifies opportunities for meeting these needs or sharing their strengths.
- d. **Knowledge Management:** Gathers resources, both electronic and hard copy. The coordinator will create and maintain a website to collect resources, links and

information useful to Peace Corps staff, PCVs and counterparts working in Food Security. He or she may create a reference library based on materials gathered and re-circulate resources as needed in the region. The coordinator will collect training kits and resources for reproduction at other posts. He or she will maintain an electronic newsletter for all staff and PCVs in West Africa working in Food Security to share information about what is happening in different countries. The coordinator will also gather case studies and success stories to be used by Peace Corps and USAID/WA to illustrate the impacts of the collaboration.

- e. **Communicating with and Reporting to USAID:** The coordinator will be the primary day-to-day liaison with USAID/West Africa about the project. The coordinator will receive programmatic reports from each of the participating countries, compile and synthesize the data, draft, and submit reports to USAID/West Africa as stipulated in the Project Agreement.

SECURITY REQUIREMENTS: A background security investigation will be required for all hires. Final appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.

KNOWLEDGE, SKILLS AND ABILITIES: Applicants meeting the basic eligibility requirements for the position will be rated and ranked on the knowledge, skills and/or abilities (KSAs) listed under the Required Qualifications and Desired Qualifications sections below. **IN ORDER TO BE CONSIDERED, APPLICANTS MUST SUBMIT A NARRATIVE STATEMENT ON A SEPARATE PAGE(S) WITH SPECIFIC RESPONSES TO EACH OF THE REQUIRED AND DESIRED QUALIFICATIONS IN THIS ANNOUNCEMENT.**

MANAGEMENT/ADMINISTRATION

40%

The Food Security Coordinator will have primary responsibility for the overall management of the West Africa Regional Food Security Partnership. This will entail development of annual project work plans based on activities proposed and planned by participating countries. The Coordinator will guide each participating country through the process of developing their proposals, and will collaborate with the Sahel and CWACA Regional Advisors to create a feasible strategy for the year. The successful candidate will demonstrate their ability to: Develop and implement work plans coordinating the activities of multiple players in multiple countries. Track progress of the work plan and provide updates to all partners. Track resources required, consumed and distributed. Track and report on progress of the project against the budget. Understand and complete paperwork to properly navigate administrative procedures of two U.S. Government agencies and multiple countries. Arrange travel to international destinations for oneself and project participants. Oversee process of developing contracts for temporary trainers and provide oversight for trainer performance. Prepare and submit reports. Track distribution and reporting of small project grant funds. Provide guidance to in-country food security coordinators on issues related to the project. Organize regional meetings for coordination of the project. Manage logistics for regional training events.

TRAINING DESIGN AND RESOURCE DEVELOPMENT

30%

This position will focus on organizing and managing technical exchanges for staff, PCVs and counterparts, planning and organizing regional training events, and supporting the development, reproduction, and dissemination of training materials based on existing training resources. The successful candidate will demonstrate their ability to: Organize best practices exchanges in promoting food security. Organize training events focusing on specific commodities, such as shea products, moringa, aquaculture and vegetables. Organize regional events focused on the improvement of commodity value chains. Recruit individuals with specific food-security and nutrition focused training expertise for short-term contracts to conduct training-of-trainers workshops. Research existing technical training modules and adapt them for use by volunteers in their communities on topics such as improved agricultural production techniques, postharvest conservation and

transformation, soil conservation, conservation agriculture, permagardening, use of improved porridge and other food stuffs, assisted natural regeneration, and other core topics to promote sustainable agriculture, and improved nutrition.

PROGRAM SUPPORT AND DONOR RELATIONS

30%

The West Africa Food Security Coordinator will maintain regular contact with USAID/WA in Accra in order to ensure that reporting requirements are satisfied and serve as a liaison with PC/W when necessary. Reporting requirements will follow the General Provisions set forth in the USAID/Peace Corps Global Food Security-FTF Agreement. The successful candidate will demonstrate their ability to: Maintain regular communications with multiple partners and participants. Produce professional reports in English, with a high degree of accuracy and on-time for external clients. Solicit partner/donor needs and requirements and take appropriate actions to respond quickly. Use diplomatic and appropriate language and courtesies at all times in conduct with participants and partners. Anticipate future needs of partners and participants and respond proactively. Maintain awareness of recent developments in the field and update or revise the program accordingly. Solicit feedback on project activities and respond positively and proactively to incorporate needed improvements.

The West Africa Food Security Coordinator is required to travel approximately 50% of his/her time, of which 95% is international via air or ground transportation. Occasionally s/he travels domestically to attend training events and to meet with partners.

REQUIRED QUALIFICATIONS:

Applicants must be Beninese, American or third country nationals who have:

- a. Education:** A university degree in education, international development, community/international development, social work, health, small business development, agriculture, natural resources is preferred.
- b. Prior Work Experience:** Two years of progressively responsible experience, in the employee's field of specialty, including experience in the development of plans and the analysis and evaluation of data and in the presentation of findings in written or oral form is required. Experience managing large program budgets also preferred.
- c. Language Proficiency:** Level 4 (fluent, speaking/reading/writing) French and Level 4 (fluent – speaking/reading/writing) English is required.
- e. Job Knowledge:** Must have knowledge of the current actors, theories, and overall technical context of food security programming in West Africa. Prior knowledge and understanding of the Peace Corps philosophy and goals as well as procedures (recruitment, training, financing, budgeting, assignment, separation) and USG laws, regulations, and policies relevant to those procedures is preferred. Knowledge of USAID project monitoring, evaluation and reporting is also preferred.
- f. Skills and Abilities:** Ability to develop and maintain an extensive range of high level contacts with partner organizations in order to facilitate collaboration with Peace Corps. Ability to use computer programs such as Word, Excel, Powerpoint, and internet with a high degree of expertise. Ability to be self-directed and an independent manager. Ability to arrange international travel and maintain travel documents and visas. Skill in communication and managing long-distance collaborative relationships. High degree of organizational skills and attention to detail.

TO APPLY: Submit a narrative document with specific responses to each of the required and desired qualifications, accompanied by your CV **listing three traceable references**. Applications will only be accepted in English and via electronic mail at personnel@bj.peacecorps.gov - **be sure to indicate position in subject title.**

All applications must be received via email at personnel@bj.peacecorps.gov 5pm **October 26, 2011**. Only short listed candidates will be contacted. Writing, language and computer skills will be tested as part of the interview process.

All education and experience must be met by the closing date of this vacancy announcement. Security Certification requirements must be met before engagement. Certified copies of degrees earned, certificates, essays and awards that address the qualification requirements of the position as listed above may be required upon selection.

The United States Peace Corps is an Equal Opportunity Employer.