

**POSITION:** Project Management Specialist (Private Sector Development Specialist)

## **BASIC FUNCTION OF POSITION**

The Employee is the Mission's senior local professional expert on Burma's private sector, the country's investment climate and opportunities and constraints to rapid and sustained private sector-led development. The Employee is the Mission's primary professional responsible for programming, negotiating, and managing economic development programs and is the key advisor to the EG Office in the field of economic governance and private sector development. The incumbent is the Mission's expert on laws, policies, and regulations that affect private sector competitiveness, including trade and investment policy, price setting, income and employment generation, small-to-medium enterprise (SME) development and integration into multilateral organizations/initiatives such as the Association of South-East Asian Nations (ASEAN), the Lower Mekong Initiative (LMI), and the World Trade Organization (WTO).

The incumbent may also serve as the Contracting Officer's Representative (COR)/Agreement Officer Representative (AOR) for economic growth programs managed by the USAID/Burma EG Office. This role includes, but is not limited to, advising, designing, managing, and evaluating assistance which supports the Mission's economic transition and development objectives.

The incumbent will maintain close contact with senior and mid-level government and non-government officials and institutions, private sector leaders, leading investors, other international and donor organizations, grantees, and contractors. The incumbent will liaise directly with USG colleagues from other USG agencies involved in supporting economic reform and regional integration, including representatives of the Department of the Treasury, the Department of Commerce, Ex-Im Bank, OPIC, and US Embassy offices and sections. The incumbent will be responsible for highly complex and high political visibility activities, which therefore requires outstanding project and program management abilities, proven communication skills, and well-developed political awareness and sensitivity.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Activity Management: 60%**

The incumbent develops, coordinates, administers, and oversees activities in the realm of economic growth/trade and investment policy. This includes activity monitoring and evaluation of projects designed to improve Burma's private sector investment climate, laws, policies, and regulations that affect private sector competitiveness, trade and investment policy, price setting, income and employment generation, and integration into regional organizations/initiatives such as ASEAN, LMI, and the WTO.

He/she acts as Mission Contracting Officer's Representative (COR)/Agreement Officer's Representative (AOR)/Activity Manager/Coordinator for an array of activities designed to facilitate private sector investment and to accelerate private sector-led development of the Burma economy.

The incumbent participates in the process through which development assistance projects are designed and technical assistance mechanisms are developed and procured, monitors and oversees the activity implementation process, reviews and approves implementing partners' M&E plans and annual work plans, reviews progress reports and evaluation reports and make recommendations for improvement. Maintains close contact with implementing partners to ensure the timely execution of planned activities and the achievement of results. Prepares Modified Acquisition and Assistance Request Document (MAARD) or Global Acquisition and Assistance System (GLAAS) requests for obligating funds for the activity. Performs financial pipeline analyses and recommends appropriate annual obligation level for the activity. Informs Mission management and Contracting/Agreement Officer of the findings and conclusions related to implementers' performances, makes recommendations, and initiates remedial actions as needed. He/She provides advice, counsel and technical directions in implementing the activity. Maintains contacts with senior GOB officials up to the Ministerial level concerning activity management, represents USAID at events and meetings convened by heads/senior officials of other Ministries, Directorates and Divisions, research centers, and heads of NGOs and private sector institutions/associations. Communicates and coordinates on a regular basis with working level partners and heads of research organizations. Monitors and advises the GOB and others on compliance with USAID regulations and applicable U.S. Government laws.

The incumbent directs the planning and design of prospective private sector competitiveness policy activities funded by USAID. He/She prepares scopes of work and program descriptions, actively participates in design efforts including the elaboration of technical, financial, economic, social and administrative analyses, provides professional direction to design team members, and synthesizes results both orally and in writing for USAID management. Coordinates with and engages USAID Regional Legal Advisor on the drafting of required documentation for activities. Coordinates with USAID's Regional Office of Procurement to determine the form of activity award and the payment method. He/She advises the multi-donors, GOB and other organizations in their development of documentation and acts as catalyst in building consensus among the various parties involved. In coordination with the Mission's Program Office, drafts procurement documents for the Mission Director's approval. Prepares documents for obligating funds for the activity. Coordinates with and engages the Regional and the Mission Environmental Officers and Gender Advisor to carry out Initial Environmental Examination (IEE) and gender analysis for new activities. Conducts frequent field visits and participates in the project review workshops and seminars. Facilitates and oversees the implementation and management of activities. Reviews and comments on program annual work plans, budgets and deliverables. Performs other duties as required.

**Private Sector Competitiveness Advisor:****40%**

The incumbent serves as the private sector competitiveness advisor to the Mission for the conceptualization, planning, implementation management, monitoring and evaluation of USAID private sector development activities. The incumbent advises the EG Office as it formulates, reviews and revises its private sector competitiveness activities into the strategic framework and the concomitant Intermediate Results. The specialist identifies opportunities for partnership between USAID and other donors, universities, research organizations, NGOs, and private sector organizations to enable achievement of the Mission's broad economic development strategy, including support to its food security objectives.

The incumbent provides the Mission with timely assessments of Burma's overall competitiveness situation and provides macro-economic and sectorial policy reform status updates to the EG Office, Program Office and the Mission Director and recommends appropriate actions. Provides advice to senior level officials on the new programs on private sector competitiveness, trade and investment policy, and laws/regulations needed to stimulate private sector investment. Regularly assists the EG Director in the review of unsolicited proposals. In consultation and collaboration with the EG Office, the Program Office, and relevant Washington D.C. offices, identifies areas of programmatic overlap with the Mission's approved economic growth activities, and guides team efforts to maximize inter-SO program synergies. Throughout the performance of these advisory functions, the incumbents draws upon his/her extensive and continuous interaction with local business institutions, leaders and innovators in the private sector and investment communities, and influential government and non-governmental actors. The incumbent's advisory role is critical to the ability of USAID to understand, act, and positively influence, through its programs and policy dialogue, the course and pace of private sector-led economic development in Burma.