

POSITION: Project Management Assistant (EGO)

BASIC FUNCTION OF POSITION

The incumbent serves as the Project Management Assistant in the Economic Growth Office (EGO), with projects that deepen and sustain reforms through two principle areas: 1) good economic governance for private sector led development; and 2) improve rural incomes through agricultural growth.

The Project Management Assistant provides support and assistance to the EGO team in budgeting and financial management, monitoring and evaluation, specifically in relation to the USAID monitoring and evaluation systems, and reporting functions including the preparation of reports and briefers. In addition, to ensure maximum productivity within the EGO, the incumbent will be required to assist in support of project management activities of the EGO team responding to requests from the Office Director, Agricultural Officer, Economist and all Contract /Agreement Officer's Representative (C/AOR) personnel in EGO. In the area of monitoring and evaluation, the incumbent will work closely with the Office Director or his/her designee for all USAID reporting requirements. The incumbent will be required to interact with personnel from all technical and support offices at USAID/Burma as well as the counterpart technical offices and all support offices at the Regional Development Mission for Asia (RDMA).

MAJOR DUTIES AND RESPONSIBILITIES

Acting independently based using his/her sound knowledge of USAID programming policies and procedures to meet EGO goals and objectives, the incumbent will be expected to provide programmatic support for the EGO as well as provide some support to the Feed the Future team in regards to their special reporting requirements. To this end, the incumbent will maintain current knowledge and information on economic growth and agriculture in Burma. The incumbent shall perform the following functions: a) Budgeting, Procurement Planning and Financial Management b) Monitoring and Evaluation; c) Reporting/Communications d) Outreach.

A. BUDGETING, PROCUREMENT PLANNING, AND FINANCIAL MANAGEMENT: (30%)

Coordinating and managing of overall budget of EGO and providing assistance on the budget. For the office budget this will include tracking 1) pipelines and obligations 2) earmarks and their budgets and 3) all personnel support costs. Drafting and submitting USAID acquisition and assistance documents in the Global Acquisition and Assistance System (GLAAS); Providing assistance to the COR/AOR in collecting information for the quarterly project accrual exercise; Working closely with the Office of Financial Management (OFM) and the Program Office on preparing for quarterly finance and procurement meetings.

B. MONITORING AND EVALUATION: (30%)

Assisting in collecting quarterly and annual programmatic data for analysis and discussion; Contributing to data collection and analysis for Burma's Performance Management Plan (PMP). To fulfill this task, the incumbent's duties/responsibilities will include: 1) tracking the collection of performance data of EGO activities (these data will come from numerous sources such as USAID's implementing partners, international organizations such as United Nations Office for Project Services (UNOPS), Food and Agriculture Organization of the United Nations (FAO); 2) preparing inventories of current indicators, information collected and information needed; 3) devising more efficient methods for collecting information; 4) verifying that the data are accurate; and 5) determining that the information gathered is in accordance with the indicators of the PMP; Assisting in the completion of the required reporting under the Foreign Assistance Framework (Operational Plans) such as the program data quality assessments, indicator reporting and other USAID-specific monitoring and evaluation needs such as Feed the Future and Trade Capacity Building requirements.

C. REPORTING/COMMUNICATIONS: (20%)

Working closely with the EGO Director and Program Development Office (PDO) as needed on required reporting such as the Operational Plan, Mission Resource Request, and the Performance Plan and Report (PPR); Assisting in the preparation of official USAID documentation such as the Congressional Presentation and Annual Report, Action Memoranda and others, including ad hoc taskers from

USAID/Washington or the State Department; Downloading, filing and informing other EGO staff of important communications from USAID/Washington, other agencies, technical reports, and other sources; Assisting in the design of EGO briefing packages, including updating country profiles and briefing materials.

D. OUTREACH (20%)

Contributes to the drafting, translation oversight, and dissemination of EGO's outreach material, including fact sheets, press releases, presentations, briefing materials, and talking points; Works with the EGO administrative assistant to maintain the EGO outreach calendar and event planning tracker in close coordination with EGO's implementing partners and C/AORs; Maintains a calendar of EGO activities and program profiles so that all information sheets are updated on an annual basis; Organizes and coordinates events for USAID projects in conjunction with the Public Affairs Section/Development Outreach Communications Office (PAS/DOC), USAID staff and implementing partners. This includes conferences, openings, and other ceremonies. Compiles and disseminates press packets; deals with protocol issues, site selection, staging, and logistical issues; identifies and schedules speakers; provides on-site coordination of media; follows up with media to ensure coverage of public events.