

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b>	<b>2. AGENCY</b>	<b>3a. POSITION NO.</b>
USAID/Colombia	USAID	
<b>3b. SUBJECT TO IDENTICAL POSITIONS?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

<b>4. REASON FOR SUBMISSION</b>
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____
<input type="checkbox"/> b. New Position
<input type="checkbox"/> 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 - CLIMATE CHANGE 4005			
b. Other:				
c. Proposed by Initiating Office:				

<b>6. POST TITLE POSITION</b> (if different from official title)	<b>7. NAME OF EMPLOYEE</b>
<b>8. OFFICE/SECTION:</b>	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

<b>APPROVALS AND SIGNATURES SECTION</b>			
<b>9.</b> This is a complete and accurate description of the duties and responsibilities of my position.	<b>10.</b> This is a complete and accurate description of the duties and responsibilities of this position.		
Typed Name and Signature of EMPLOYEE <span style="float: right;">Date (mm-dd-yy)</span>	Typed Name and Signature of SUPERVISOR <span style="float: right;">Date (mm-dd-yy)</span>		
<b>11.</b> This is a complete and accurate description of the duties and responsibilities of this position. <b>There is a valid management need for this position.</b>	<b>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.</b>		
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD <span style="float: right;">Date (mm-dd-yy)</span>	Typed Name and Signature of Executive Officer <span style="float: right;">Date (mm-dd-yy)</span>		

**13. BASIC FUNCTION OF POSITION**

This position is part of the Environment Office of the USAID/Colombia Mission in Bogotá and reports to the Environment Office Director. The primary purpose is to serve as one of the lead Mission advisors in matters associated with climate change mitigation and adaptation. Responsibilities include project management and technical leadership on renewable energy, energy efficiency, Low Emissions Development Strategy (LEDS) implementation, and off-grid energy projects, climate change and ecosystem based adaptation as they relate to Mission objectives in supporting the Mission's strategic activities in several key environmental issues, namely, global climate change, biodiversity, protected areas management and clean energy initiatives.

The position serves as part of a team of key advisors to the Environment Office, senior management, Government of Colombia (GOC), counterparts, and other U.S. Government (USG) agency officials on USAID/Colombia's environment and climate change policies, regulations and best practices. The position requires travel (15%-20% of time) to activity sites to monitor and evaluate progress and to identify and resolve problems.

**14. MAJOR DUTIES AND RESPONSIBILITIES****% OF TIME**

As an employee of USAID, the incumbent is responsible for understanding and incorporating into his/her work the Agency's core values. These core values are: 1. Passion for Mission, 2. Excellence, 3. Integrity, 4. Respect, 5. Empowerment, 6. Inclusion, and 7. Commitment to Learning.

**A. Administration, 50%****Project Development, Management and Administration**

1. Incumbent serves as contracting officer's technical representative (COR) and/or activity manager (AOR) and provides management oversight for several key activities or implementing mechanisms under the management of the Environment Office. This includes project monitoring, analyses and approval of contractor reports, and preparation of progress reports for the Mission. H/she will be responsible for climate change mitigation activities focused on renewable energy and low carbon development.
2. Participates in activity design; assists on an as-needed basis in the preparation of activity/project design, scopes of work, program descriptions and/or any justification and/or waivers that may be required for new programs related to environment and climate change issues. Reviews and analyzes proposals for new projects and activities. Evaluates and recommends on the suitability and desirability of the implementing partner and also on proposed sub-contractors or sub-grantees.
3. Incumbent will enroll in requisite USAID training and certification programs required for serving as COR and AOR and related program oversight functions. Incumbent will maintain certifications and eligibility for serving in required capacities.
4. The incumbent monitors project implementation progress under contracts, grants, sub-grants, cooperative agreements, etc., including deliverable requirements. The incumbent works to ensure that activities achieve their intended results. S/he provides technical and organizational leadership on the design, implementation, monitoring, and evaluation of projects and activities. S/he ensures that partners meet their benchmark requirements in accordance with USAID regulations.
5. Provides administrative and technical oversight of awards (grants and cooperative agreements). Monitors the recipients' progress in achieving the objectives of the projects. Approves their proposed subcontractors, grantees and their hiring of key personnel; reviews and the recipients' work plans and recommends to the Environment Office Director any changes desired in the projects' descriptions and/or technical provisions of the awards.
6. Conducts site visits to monitor activities, identify and assist in resolving problems, provide guidance on USAID policies and procedures and answer questions they may have. Following these visits, prepares trip reports with findings and recommendations and supplements these with oral briefings to the Environment Team Office Director and, on request, to other Mission officials including the Mission Director and Deputy Director.
7. Evaluates implementation progress and prepares mid-term reports for submission to USAID. Carries through to closeout and evaluation.

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8. Prepares briefing documents for high-level visitors on the status of environment/climate change programming, including budgets, funding projections, implementation, and commitment and obligation documents, financial plans, pipeline analysis, feasibility studies and other documents. As needed, coordinates visits of Congressional Delegations to project areas.
  9. Prepares technical, policy, and performance reports periodically and ad-hoc during the year.
  10. The incumbent manages a budget associated with his/her COR or AOR responsibilities, including budget preparation, tracking, and analysis. Manages financial matters related to program activities, such as providing administrative approval of vouchers, planning and preparing annual incremental funding amendments, and other financial and administrative activities to ensure that fiscal needs of implementing partners and Environment Office are met in a timely manner.
  11. The incumbent liaises with the other Environment Office team members and other offices to ensure successful coordination and value-added to activity results.
  12. The incumbent performs other duties as assigned and as related to project portfolio implementation.
- B. Project Management, 50%

### Technical Leadership in Climate Change Mitigation, Clean Energy and Low Carbon Development

1. The incumbent will provide technical guidance and expertise to implementing partners, Environment Team, and other Mission teams associated with climate change mitigation, adaptation and rural economic development.
2. The incumbent will engage internal and external stakeholders regarding climate change issues, including reviewing proposals and scopes of work, attending representative events, responding to inquiries and communications and developing technical concept papers and/or activity designs associated with project implementation.
3. The incumbent will establish and maintain an extensive range of high-level contacts with the GOC, other donors, nongovernmental organizations (NGOs), trade or business associations relevant to the sector and other organizations; meet with representatives of these entities to exchange information and to coordinate efforts; analyze and evaluate GOC policies affecting Mission programs, and work with majors, governors, municipal leaders, Ministry officials and other relevant partners to facilitate program implementation and resolution of conflicts as warranted.
4. The incumbent will contribute to and in some cases may lead Mission reporting on climate change mitigation activities including progress on Congressional earmarks, namely, the Presidential Initiatives on Global Climate Change Adaptation, sustainable landscapes and Clean Energy earmarks.
5. The incumbent contributes to and in some cases may lead strategic/policy and tactical discussions and/or input related to the development and management of effective climate change mitigation related programming. This may require the development of analytical and policy papers that help shape USAID climate change programming in Colombia.
6. The incumbent represents Environment Office and Mission to internal and external stakeholders and development partners in a wide variety of events sponsored by USAID, including conferences, workshops, donor meetings and other relevant forums on climate change and related policy issues. S/he ensures effective coordination of USAID/funded activities within the US government as well as other donors and the GOC. These responsibilities require the incumbent to demonstrate highly developed professional judgment and to provide technical direction and management oversight.
7. Assists the Environment Office staff with overall management and associated tasks of the USAID/Colombia 5-year \$100 million dollar portfolio, consisting of 20 projects focused on Climate Change and Biodiversity Conservation.
8. Responsible for directly managing as alternate AOR/COR or Activity Manager, several small projects in Climate Change and Biodiversity. These include, among others, the Climate Change Unit at the Ministry of Transportation, EC-LEDS process at the Ministry of Environment, work with the Department of Huila, and support to the Government of Colombia's Fisheries Administration.
9. Responsible for obtaining and maintaining USAID/Colombia project management certifications and attending continuing learning opportunities.
10. Represent the Environment Office at seminars and events, and with mid-level counterparts at the Ministry of Environment, Ministry of Mines and Energy, Ministry of Transportation, and local and regional environmental authorities.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: A Master's degree in Natural Resources Management, Agribusiness, Public Policy Development., Energy or Natural Resources Policy, Natural Resources Economics, Development, Economics, Business Administration or Resources Information Management Systems is required.
- b. Prior Work Experience: Five years of successful work experience in Natural Resources Management, Agribusiness Public Policy, Energy or Natural Resources Development Policy, Economics, Business Administration or Resources Information Management Systems.
- c. Post Entry Training: H/she will receive training to be a AOR/COR and A/AOR and additional job related training necessary for project management, including training in agency database systems and in other special areas, when available. In addition, h/she may receive specialized training in climate change, biodiversity, and other technical environment areas.
- d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (fluent) in both English and Spanish is required.
- e. Job Knowledge: Knowledge of routine office computer software such as internet, Microsoft Office Suite, and other common applications is required. General knowledge of development, USAID, and the objectives of a climate change and biodiversity program are preferred.
- f. Skills and Abilities: Must have the ability to establish and maintain contacts with a broad range of officials of the Mission, the Embassy, the GOC, the Colombian State, and members of the Environment Office. Ability to learn, explain and defend USAID project policies, objectives and procedures. Ability to obtain, analyze and evaluate a variety of complex data relevant to Environment Office programs, development contexts, and to present findings and recommendations effectively in written and oral forms in both English and Spanish. Ability to plan, develop, manage and evaluate important programs/projects. Must have a high level of personal motivation and high customer service standards.

**16. POSITION ELEMENTS**

- a. Supervision Received: The USAID Climate Change Specialist is under the direct supervision of the Director of the Environment Office. H/she must be able to perform h/her duties with minimal day-to-day supervision. The USAID Climate Change Specialist must have the sound judgment, knowledge and self-confidence to act independently, with basic prior direction from his/her direct supervisor.
- b. Supervision Exercised: Supervision of other USAID staff is not contemplated.
- c. Available Guidelines: Basic administrative policy statements and precedents are provided. Guidelines are available for program design, development and implementation duties area in the form of the USAID ADS system. Formal guidelines are not available for the other duty areas. Guidance will be provided by the Environment Director and other members of the Environment Office, but generally on an ad hoc basis. The USAID Climate Change Specialist must be able to perform in a consistently strong fashion in the absence of explicit guidelines or guidance
- d. Exercise of Judgment: The USAID Climate Change Specialist is expected to consistently exercise high quality judgment, but in most cases, h/she will be expected to consult with h/her direct supervisor, or other Environment Office members before taking actions or making recommendations to USAID Mission Management.
- e. Authority to Make Commitments: The USAID Climate Change Specialist is not authorized to make financial commitments on behalf of the U.S. Government.
- f. Nature, Level, and Purpose of Contacts: Contacts required by the position include: (1) mid-level USAID officials, including Office Directors and staff personnel of the Colombia Desk or technical offices in Washington; (2) mid-level Embassy officials, including Foreign Service Officers of the Political, Economic, and Public Affairs Sections of the State Department and other mid-level USG representatives; (3) mid-level officials in the GOC and the oversight institutions of the Colombian State; (4) representatives of international and Colombian non-governmental organizations; (5) mid-level officials from other international donor institutions, and (6) representatives of Environment Office implementing partners. In the case of the last group, the purpose of the contacts will be to provide program direction and guidance, while contacts with other donors will be to explain USAID's Environment

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programs and to assist in gaining support and collaboration. In all cases, the Climate Change Specialist will be expected to initiate and sustain contacts with little oversight from his/her supervisor.

- g. Time Expected to Reach Full Performance Level: 6 months for a full range of duties as the Climate Change Specialist in the Environment Office. Trainings and other mentoring will be provided in both administrative and project management duties.