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**UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT**

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No. 065-2015

Job Vacancy

May 15, 2015

OPEN TO: All Interested Candidates

POSITION: USAID Project Management Specialist – Rural Economic Development – (Up to two Positions) (0011870H1) and 0011870H2

OPENING DATE: Friday, May 15, 2015

CLOSING DATE: Friday, May 29, 2015

WORK HOURS: Full time; 40 hours/week

SALARY: This position can be hired at a full performance level FSN/PSC – 11 Col. \$87,860,886.00 – Col. Ps. \$144,970,458.00 or developmental level (LCP/PFSPSC – 10 Col. \$70,710,280.00 – Col. \$116,671,960.00)

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form (DS-174) no later than the closing date at 4:00 p.m. Eastern Standard Time.

All candidates interested in this vacancy **MUST** use the form DS-174 to apply. Note that no other type of application for employment forms will be accepted.

Please follow this link<<http://photos.state.gov/libraries/colombia/231771/PDFs/NewDS-174Englishpdfversion.pdf>> to open the DS-174 form. The job announcement and application form may also be found on the website <http://bogota.usembassy.gov/hr.html> under New Application Form.

- Once the DS 174 form is filled out please send it via email to BogotaHR@usaid.gov
- Applications can also be delivered directly to the U.S. Embassy (as instructed below). **Please note:** the Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the HR Office immediately if you are contacted by a third party and/or asked to pay a fee.

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 24B-27 (Post 2)
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking for individuals for two positions of USAID Project Management Specialist – Rural Economic Development for the Office of Consolidation, Land and Livelihoods.

BASIC FUNCTION OF POSITION

This position is part of the Office of Consolidation, Land and Livelihoods (CLL)¹ of the USAID/Colombia Mission in Bogotá. The primary purpose of this position is to serve as one of the Mission's primary specialists in matters associated with agriculture, agricultural business, rural economic development, and agribusiness value chains in support of USAID's agriculture and agribusiness activities being implemented in Colombia, and as an overall team member of the CLL Office. The position serves as part of a team of key Locally Employed Staff (LES) advisors to the CLL Director and Deputy Office Director, to Mission senior management, to Government of Colombia (GOC) counterparts, and other U.S. Government (USG) agency officials on alternative development, agriculture and agribusiness sector development, and rural economic development-related policy issues. The position is designed to allow the incumbent to be a thought-leader in the aforementioned technical areas. The position requires travel (10%-20% of time) to activity sites to monitor and evaluate progress and to identify and resolve problems.

MAJOR DUTIES AND RESPONSIBILITIES

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

A. Project Management and Administration:

1. The incumbent will perform the function of Contracting Officer's Representative (COR) for CLL's new Producers-To-Markets contract and will also serve as Agreement Officer's Representative (AOR) for one or more rural economic development technical programs within the CLL portfolio as designated by the Mission Contracting Officer for the management of contracts and grants. In addition, the incumbent may be asked to provide additional assistance and expertise to other CLL activities on an as-needed basis. As of the drafting of this Position Description, the incumbent is expected to manage the Producers-To-Markets planned activity under the CLL Office – a five-year \$74 million rural development program (with an expected annual burn-rate of approximately \$14.8 million, with one chief of party for contracted-out services). S/he is also expected to manage up to three five-year public-private partnership Global Development Alliance mechanisms totaling an estimated \$30 million (with a combined expected annual burn-rate of approximately \$6 million, and up to three chiefs of party for contracted-out services). The incumbent assists the CLL Office Director and Deputy Office Director to manage the aforementioned relevant programs.
2. The incumbent provides technical guidance and expertise to implementing partners and to the CLL team on issues associated with agricultural and agribusiness development and broader alternative development and rural economic development themes to help achieve USAID objectives.
3. The incumbent meets with implementing partner technical and administrative officials on matters of project administration and implementation. S/he reviews project proposals submitted by the grantees or contractors and others and recommends corrections and other actions.
4. The incumbent monitors CLL 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.

¹ The name of the Office of Consolidation, Land and Livelihoods (CLL) may change during the tenure of this candidate once the Mission's Consolidation programs conclude.

5. The incumbent works with his/her team to engage internal and external stakeholders regarding agribusiness - and rural development-related 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.
6. The incumbent prepares briefing documents for high-level visitors on status of program, including budgets, funding projections, implementation, and commitment and obligation documents, financial plans, pipeline analysis, feasibility studies and other documents. Coordinates visits of Congressional Delegations (CODELs) and others to project areas. Also provides information on progress to the CLL Office Director, Deputy Director and senior Mission management in terms of key indicators and funds disbursed as well as other performance related and/or sector related issues. S/he may be required to keep other relevant Embassy and Washington stakeholders informed.
7. The incumbent is responsible for preparing technical, policy, and performance reports periodically and ad hoc during the year.
8. The incumbent establishes and maintains an extensive range of high level contacts with the GOC, other donors, and non-governmental organizations (NGOs) across a broad array of related specialty areas and representative groups; meeting with representatives of these entities to exchange information, to coordinate efforts, and to prepare documentation is key to ensuring proper oversight of USAID implementation projects; works with mayors, governors, Ministry officials, and other relevant partners, as necessary to facilitate program implementation.
9. The incumbent drafts and assists with processing project-related documents such as action memoranda, USAID/Colombia reports, and public relations documents; prepares progress reports on a scheduled basis, highlighting accomplishments as well as problem areas in need of attention; initiates corrective action on routine matters and brings to the attention of the CLL Office Director and Deputy issues of a complex nature requiring his/her decision or referral with recommendations to senior Mission management.
10. The incumbent performs analyses and evaluations and prepares input to the project and portfolio reviews.
11. 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 administrative activities to ensure that fiscal needs of implementing partners and CLL are met in a timely manner.
12. The incumbent liaises with the other CLL team members and other offices (including Financial Management, Executive Office, Office of Acquisition and Assistance, Mission Legal Advisor and Program Office) to ensure successful coordination and value-added to activity results.
13. The incumbent prepares all necessary internal program implementation documentation. S/he provides back-up to other CLL and Mission teams and sub-teams as directed.

B. Technical Leadership in Strategic Planning and Program Development:

1. The incumbent contributes to and, in some cases, may lead strategic/policy and tactical discussions and/or input related to the incumbent's field of expertise and program management. This may require the development of analytical and policy papers that help shape USAID programming in Colombia. S/he may be required to keep other relevant Embassy and Washington stakeholders informed up to and including the Ambassador.
2. In coordination with the CLL Director, the incumbent develops and sustains close collaborative, professional relationship with host government officials, implementing partners, other major donors, international organizations, and other institutions.
3. The incumbent networks with private sector corporations, foundations, and philanthropic organizations to build public/private alliances and explores ways to leverage private funding to complement USAID's efforts to improve the quality of economic development efforts in Colombia.

4. The incumbent represents CLL and USAID to internal and external stakeholders and development partners in a wide variety of events sponsored by USAID development partners, including conferences, workshops, donor subgroup meetings, and other relevant forums on agribusiness, market development and rural development. S/he ensures effective coordination of USAID-funded activities within the US Government as well as other donors and the Government of Colombia. These responsibilities require the incumbent to demonstrate highly developed professional judgment and to provide technical direction and management oversight.
5. The incumbent advises the CLL Director and other team members of policy developments that are relevant to the program's implementation. Conducts consultations with stakeholders and tracks legislative or other policy developments in the area of alternative livelihoods/development, agribusiness, rural development and value chains.
6. The incumbent supports strategic planning processes for the Mission as well as new program development for the CLL Office.

C. Program/Policy Analysis and Reporting:

1. The incumbent ensures that all activities are appropriately documented in required reports and through regular updates given to USAID stakeholders and implementing partners, including the Performance Plan Report, the Operational Plan, portfolio reviews, quarterly financial reviews, budget and pipeline analyses, briefs, and talking points. S/he reviews and approves annual work plans for assigned programs as submitted by implementing partners and negotiates program and activity agreements with counterparts in the Colombian government and civil society.
2. Helps develop and track effective, practical and appropriate indicators to measure program impact are tracked accurately and used to revise strategy as necessary. Coordinates with members of the CLL and Program Office Teams, including the Monitoring and Evaluation Specialists, to ensure data submitted on activities are complete and consistent for reporting.
3. Collects, analyzes, and synthesizes information to inform and strategically guide program planning. Performs other related duties and responsibilities as assigned and as related to project/portfolio implementation.

REQUIRED QUALIFICATIONS

Note: Candidates who do not meet these required qualifications will not be considered.

Education: A Master's Degree in the field of Agriculture, Agribusiness Economics, Rural Development, International Development, Business Management, Business Administration, Public Policy, International Marketing, International Finance with strong technical emphasis or specialization in the areas of agriculture, agribusiness management, agribusiness development, rural development, and/or development project management is required.

Prior Work Experience: The incumbent is required to have a minimum of 5 years of progressively responsible experience in the design, implementation, management and/or monitoring and evaluation of agricultural and/or agribusiness development activities or similar project activities involving international partners or implementers. Experience in development assistance or related work is required. Experience is required in the collection, analysis, and presentation of information related to projects. Prior management experience in a position of similar complexity is required.

Knowledge: Must have a sound, experience-based knowledge of rural development, agriculture and agribusiness and value chains, policies and practices; must possess a thorough knowledge of the social, political, economic, and development realities of Colombia. S/he must have a thorough knowledge of host country socio-economic conditions, Colombian international laws, protocols, agreements pertaining to the international cooperation. Candidate must be knowledgeable in technical/project implementation, monitoring and evaluation, and project financial oversight.

Skills and Abilities: The incumbent must be organized and have demonstrated success in project management. S/he will have a high degree of technical, analytical, and quantitative skills. Strong interpersonal and team work skills; proven ability to work independently with minimal supervision or

guidance is required. Must have operational and management skills; computer skills; multi-tasking skills; and the ability to conceptualize both strategically and programmatically. S/he should have proven ability to communicate quickly, clearly and concisely, both orally and in writing, including preparation of technical reports. Candidate must have ability to learn and explain USAID agribusiness and other development programs, objectives and procedures. The incumbent must possess the ability to work either independently and/or as part of a team as required.

Post Entry Training: The incumbent will be required to achieve certification as Contracting Officer's Representative (COR) and Agreement Officer's Representative (AOR). S/he will also be required to take and pass other relevant USAID courses, including Financial Management, Program Design and Management and others. These courses are generally one to two weeks in length. S/he will be required to participate in/attend relevant technical courses as offered by the Agency and/or technically-related conferences and seminars relevant to his/her position to maintain a degree of professional knowledge and expertise. Global Acquisition and Assistance System – GLAAS, Phoenix and accruals.

Language Proficiency:

Level IV (fluent) English ability and equivalent in Spanish for written and oral communication required.

POSITION ELEMENTS

Supervision Received: The incumbent will report to the Deputy Director of the CLL Office, who will be responsible for reviewing and approving the individual's work plan and performance measures and establishing deadlines. In carrying out specific assignments, the individual will work closely with other CLL Office team members. The incumbent will carry out tasks under his/her own initiatives, foreseeing constraints and opportunities and taking appropriate action to optimize benefits for the USG. The incumbent will work within the policy guidance of the Mission. The incumbent is responsible for his/her own compliance with policy and USAID regulations.

Available Guidelines: Plan Colombia provisions, U.S Federal Acquisition Regulations, USAID's Operational Policy ADS Sections pertaining to project management, USAID/Colombia Mission Orders and other established USAID/Colombia administrative procedures and regulations, any relevant host country laws and regulations.

Exercise of Judgment: Considerable judgment is required in analyzing data and preparing relevant reporting documents, planning programs and projects activities; in organizing and presenting data during the presentation of briefings. Judgment is required in identifying the problems partners are having with the implementation of activities and in determining when to make a recommendation for solution on the spot and when to report the problem, with recommendation, to the Office Deputy Director and Contracting Officer.

Authority to Make Commitments: When dealing with grantees, sub-grantees, partners and clients, the incumbent is authorized to suggest resolution of both technical and non-technical problems and to make recommendations. The incumbent is not authorized to make monetary commitments on behalf of the U.S. government.

Nature, Level and Purpose of Contacts: Continuous contact is maintained with high-level officials of GOC Ministries, other donors and NGOs to collaborate on program development and implementation, as well as to obtain unpublished and published information concerning the Rural Development program and its projects and activities; to resolve problems with clearances on documents and to provide information. The incumbent will need to be able to draft documentation and conduct liaison activities with other donors, high-level representatives of the Government of Colombia, US Embassy Personnel, NAS, State/INL, grantees and contractors as well as STAFFDELS and CODELS.

Work entails occasional travel to dangerous areas of the country to advise, supervise, monitor and evaluate programs and projects (approximately 15% of his/her time). Because of travel restrictions for U.S. citizens, the incumbent is, in many cases, the only USAID contact that regional and local authorities and the beneficiaries themselves have.

Supervision Exercised: None

Time Required to Perform Full Range of Duties: One year.

SELECTION CRITERIA

1. Education (15%):

A Master's Degree in the field of Agriculture, Agribusiness Economics, Rural Development, International Development, Business Management, Business Administration, Public Policy, International Marketing, International Finance with strong technical emphasis or specialization in the areas of agriculture, agribusiness management, agribusiness development, rural development, and/or development project management is required.

2. Prior Work Experience (40%):

The incumbent is required to have a minimum of 5 years of progressively responsible experience in the design, implementation, management and/or monitoring and evaluation of agricultural and/or agribusiness development activities or similar project activities involving international partners or implementers. Experience in development assistance or related work is required. Experience is required in the collection, analysis, and presentation of information related to projects. Prior management experience in a position of similar complexity is required.

3. Evidence of strong English/Spanish writing and oral skills proficiency (10%):

Level IV (fluent) English ability and equivalent in Spanish for written and oral communication required.

1. Knowledge, Skills, and Abilities (35%):

Continuous contact is maintained with high-level officials of GOC Ministries, other donors and NGOs to collaborate on program development and implementation, as well as to obtain unpublished and published information concerning the Rural Development program and its projects and activities; to resolve problems with clearances on documents and to provide information. The incumbent will need to be able to draft documentation and conduct liaison activities with other donors, high-level representatives of the Government of Colombia, US Embassy Personnel, NAS, State/INL, grantees and contractors as well as STAFFDELS and CODELS.

Work entails occasional travel to dangerous areas of the country to advise, supervise, monitor and evaluate programs and projects (approximately 15% of his/her time). Because of travel restrictions for U.S. citizens, the incumbent is, in many cases, the only USAID contact that regional and local authorities and the beneficiaries themselves have.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY FRIDAY, MAY 29, 2015 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

**USAID handles their own recruitment processes.
For any questions in regard to this recruitment process please contact USAID Bogota office directly.**