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**UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT**

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No.078-2014

September 19, 2014

OPEN TO: All Interested Candidates

POSITION: USAID Project Management Specialist – Rural Financial and Development Inclusion – (0011875P)

OPENING DATE: Friday, September 19, 2014

CLOSING DATE: Friday, October 3, 2014

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 no later than the closing date at 4:00 p.m. Eastern Standard Time. The application form may be requested via e-mail at: BogotaHR@usaid.gov or BogotaHRApplicationForm@state.gov
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applications should 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 an individual for the position of USAID Project Management Specialist – Rural Financial and Development Inclusion for the Office of Consolidation, Land and Livelihoods.

BASIC FUNCTION OF POSITION

This position is part of the Consolidation, Land and Livelihoods Office (CLL) of the USAID/Colombia Mission in Bogotá. The primary purpose of this position is to serve as the Mission's principal FSN Advisor on Rural Financial Inclusion and Financial Development. The incumbent responsible for the development, oversight and management of projects and activities related to these topics. S/he is expected to manage three programs planned under the CLL Office: the five-year \$22.9 million Rural Finance Program and two Equity Fund programs totaling \$30 million. In his/her capacity, the incumbent routinely liaises with Government of Colombia (GOC) officials; other donors; US Embassy staff; USAID Mission staff; grantees and contractors; financial institutions; and local, regional and international sector professionals in the public and private sectors. S/he conducts research and prepares analysis on this sector as required; conducts project implementation; and keeps management informed of financial sector development issues in Colombia. S/he participates in activity planning, design, monitoring and evaluation as required. Incumbent is expected to travel to activity sites to monitor progress.

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. Program, Project and Activity Management and Implementation

1. Serves as the Mission's primary FSN Specialist on financial inclusion, rural financial services and financial development-related activities to the Office Director, Deputy Office Director, senior Mission Management and other USG agency officials. S/he provides technical expertise to all Mission personnel and implementing partners in the area of financial inclusion and rural financial services.
2. As designated by the Mission Contracting Officer for the management of contracts and grants, performs the function of Contracting/Assistance Officers' Representative (COR/AOR) and is required to serve as the Technical Monitor for activities under other mechanisms that relate to Rural Financial Inclusion and finance. S/he may be required to serve as COR/AOR for other awards under the CLL portfolio, and will serve as Alternate COR/AOR on other activities as required. The incumbent monitors project implementation progress, under contracts, grants, sub-grants or cooperative agreements. S/he tracks and reports progress against the various activity implementation plans and work plans. S/he is responsible for day-to-day project management. Incumbent is expected to manage three programs planned under the CLL Office: 1) the five-year \$22.9 million Rural Finance Program (with an expected annual burn-rate of approximately \$4.58 million, with one chief of party for contracted-out services) and 2) two five-year Equity Fund programs totaling \$30 million (with a combined expected annual burn-rate of approximately \$6 million, and up to two chiefs of party for contracted-out services).
3. Assists the CLL Office Director, Deputy Office Director and/or other senior program managers to manage other office's relevant CLL rural development programs. S/he is responsible for advising on, and contributing to, other Mission mechanisms related to the rural finance sector, including ensuring that rural finance activities are well synchronized with other Mission programs as appropriate.
4. Travels to activity sites to observe progress, identify and/or solve problems and takes action and follows up to ensure that assigned actions are, in fact, successfully completed in accordance with USAID regulations.
5. Meets with the implementing entity's technical and administrative officials on matters of project administration and implementation.
6. Follows up on Mission financial inclusion-related issues and action items, including making recommendations and conveying key findings that are identified in evaluations and assessments. S/he liaises with relevant technical and Mission support teams as needed.

7. Maintains ongoing relationships with USAID's local financial institution partners that are utilizing the Development Credit Authority (DCA) guarantees. These duties include, but are not limited to, learning how DCA works, participating in periodic meetings with the financial partners and with DCA staff in Washington, designing and processing new DCA mechanisms, tracking performance indicators of the DCA monitoring plans, and facilitating successful implementation of guarantees.

B. Analysis and Reporting

1. Provides activity-specific and program related documents for the preparation of high-level reports, including but not limited to performance reports, quarterly reports, and annual reports for the CLL Office.
2. Participates in Portfolio Reviews and other USAID/Colombia internal reviews, such as quarterly financial reviews, in relation to the activities s/he manages.
3. Prepares a variety of analytical reports in response to the technical, programmatic and financial requirements of the CLL program.
4. Prepares briefing documents for high-level visitors on status of program, including budgets, funding projections, implementation, earmarks, reservations, directives and commitment and obligation documents, financial plans, pipeline analysis, feasibility studies and other documents.
5. Assists with coordination of visits of VIPs to project areas and provides briefings to these visitors. S/he may be required to lead the coordination of public outreach events and/or VIP visit events as related to the activities s/he manages.
6. Provides the technical and advisory support to the CLL Office to respond to CLL-related issues, including responses to external inquiries and communications and requests for information from within the Mission, Embassy and/or Washington.

C. Coordination and Liaison Activities in CLL Office

1. Establishes and maintains an extensive range of high level contacts with GOC officials, other donors, and other public or private sector stakeholders who engage on financial sector, rural development and livelihoods issues. S/he meets with representatives of these entities to exchange information, coordinate efforts and to prepare documentation.
2. Keeps the CLL Office Director, CLL Deputy Office Director and Senior Management informed of program status, host country actions, constraints, and other project-related issues pertaining to financial inclusion and financial development in Colombia.
3. Liaises routinely with the other CLL team members, technical and support offices (e.g. Controller, EXO and Program Office) to ensure successful coordination and value-added to activity results. Works closely with the rural development projects to ensure complementarity with other CLL and Mission initiatives.

D. Program, Project and Activity Design

Participates fully in CLL program and activity planning and design. S/he conducts market and desk research as required; prepares scopes of work and program descriptions for technical assistance (TA); and may be required to lead and or assist with the development of pre-award obligation requirements. S/he will be expected to play a role in technical review of proposals and applications that may be submitted to the CLL Office. S/he performs other duties as assigned.

REQUIRED QUALIFICATIONS

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

Education:

A Master's Degree or local equivalent in Business, Finance, Development, Economics, International Relations, or Political Science is required.

Prior Work Experience:

A minimum of five years is required of progressively responsible experience of project activities involving international donors or implementers. Experience in development assistance or related work is required. Experience is required in financial inclusion; experience in rural/agricultural development.

Knowledge:

Must have knowledge of Colombia's rural development challenges, especially those related to extending financial services to the rural population and smallholders; a strong understanding of agricultural finance. Working Knowledge of microfinance, branchless banking, mobile payments and/or micro-insurance and general rural development is required. In addition, s/he must have a good working knowledge of project development, implementation and management protocols.

Skills and Abilities:

Must have a high degree of analytical, communication and interpersonal skills and the ability to work both individually and/or as part of a team. Must be able to obtain, analyze and evaluate a variety complex data relevant to Colombia's rural development contexts. Must be able to prepare precise, accurate and complete reports using computer software program applications; and to develop and present briefings. Must have a high level of diplomacy and negotiation skills. The ability to work in a multi-disciplinary team setting and the ability to build consensus are both essential.

Post Entry Training:

Appropriate modules of the Contracting Officers Technical Representative (COR/AOR) training program, Financial Management, Evaluation Management, Leadership and Program Operations Training Initiatives such as Managing for Results, Organization and Operations, Team Skills, etc.: training in agency database systems and in other special areas related to duties when available. GLAAS, Phoenix and Cyber Security (annual) training.

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 or local equivalent in Business, Finance, Development, Economics, International Relations, or Political Science is required.

2. Prior Work Experience (40%):

A minimum of five years is required of progressively responsible experience of project activities involving international donors or implementers. Experience in development assistance or related work is required. Experience is required in financial inclusion; experience in rural/agricultural development.

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.

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

Must have knowledge of Colombia's rural development challenges, especially those related to extending financial services to the rural population and smallholders; a strong understanding of agricultural finance. Working Knowledge of microfinance, branchless banking, mobile payments and/or

micro-insurance and general rural development is required. In addition, s/he must have a good working knowledge of project development, implementation and management protocols.

Must have a high degree of analytical, communication and interpersonal skills and the ability to work both individually and/or as part of a team. Must be able to obtain, analyze and evaluate a variety complex data relevant to Colombia's rural development contexts. Must be able to prepare precise, accurate and complete reports using computer software program applications; and to develop and present briefings. Must have a high level of diplomacy and negotiation skills. The ability to work in a multi-disciplinary team setting and the ability to build consensus are both essential.

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 OCTOBER 3, 2014 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.