

**POSITION DESCRIPTION**  
**PROGRAM MANAGEMENT SPECIALIST**

**BASIC FUNCTION OF POSITION**

The Program Management Specialist will perform tasks related to results-based management and program performance management for USAID/West Africa. The incumbent will work to assess program impact and oversee the appropriateness and accuracy of methods used to verify progress and results; contribute to developing innovative improvements to enhance performance; and assist in identifying innovative and/or alternative approaches to ensure maximum project impact and sustainability. He/she will contribute to the Mission's Regional Development Objective of Advancing Economic Growth and Resilience through West Africa partners; serve as a team member for the design and development of program descriptions, statement of work and statement of objectives; and conduct internal program assessments, data quality assessments and internal evaluations of USAID supported programs and activities.

The incumbent consults with high-level West Africa regional partners in planning, designing, monitoring and/or implementing activities in agriculture, environment, or trade under the USAID/WA program. S/he works with a range of partners, such as US Private Voluntary Organizations (PVOs), Non-Governmental Organizations (NGOs), regional and international intergovernmental organizations such as the Economic Community of West African States (ECOWAS), the West African Economic and Monetary Union, regional civil associations and private sector groups, and commercial contractors, including those activities funded through USAID West Africa, to manage activities and ensure that they are consistent with the USAID West Africa strategy and USAID policy and practice, and that agreed upon results are being achieved. The incumbent ensures communication flow between USAID public and private partners, and actively contributes to bringing the various actors together. S/he also consults with other donors and identifies opportunities for collaboration and coordination of interventions.

**MAJOR DUTIES AND RESPONSIBILITIES**

**% OF TIME**

**Monitoring and Evaluation**

**50%**

The incumbent will lead the Regional Economic Growth Office on performance monitoring, will serve as the focal point for monitoring and evaluation (M&E) and reporting and will be responsible for ensuring that systems are in place or established where needed and adhered to by technical officers and Implementing Partners. This may include the following:

- Ensure an up to date Performance Management Plan (PMP) is in place at all times.
- Provide guidance to technical officers to ensure that programs align and adhere to PMP.
- Serve as a lead to ensure that the office is on the cutting edge of M&E reporting.
- Ensure that tracking systems to be developed are functioning properly and that technical officer and Implementing Partners are accurately reporting on results.
- Ensure that each program within the portfolio has conducted requisite data quality assessments.
- Provide quality control for all aspects of M&E included in the Operational Plan and Performance Report (i.e. ensure accuracy in data reported, targets established, indicators clearly described, etc.)

- Ensure that portfolio is conducting base line surveys, mid-term assessments and final evaluations when appropriate.
- Liaise with ASSESS on M&E
- Mentor REGO M&E and Program Support staff member
- Oversee the Feed the Future On-line Monitoring System (FTFMS) and partner inputs

## **Program Design, Analysis and Management**

**20%**

Conceptualize and develop practical and effective refinements to program performance monitoring system to ensure their continued effectiveness and track program results. Propose new initiatives and areas for support based on changing regional trends, USG priorities, political and economic conditions. Establish performance objectives and standards and ensure timely and appropriate feedback, guidance and support to ensure optimum performance.

Liaising with technical advisors to capture their activities in the overall mission performance management system. This includes coordination with technical advisors to map critical interventions, linkages and coordination of project activities to meet the desired outcomes. Plan and manage portfolio financial resources to maximize project cost-effectiveness and efficiency.

Ensure compliance of all actions and activities with the agency's rules, regulations, policies, strategies and internal control mechanisms and the achievement of results according to the principles of results based management. The incumbent collects, reviews, and consolidates performance information and alert partners and senior staff to quality control requirements.

Assist in planning for program portfolio reviews and analyzing relevant program documents for accuracy and consistency with planned results, benchmarks, funding levels, pipelines, and addressing cross-cutting themes.

## **COR/AOR Responsibilities**

**25%**

Serve as a COR on a continual basis - serves as activity manager and a backup COR for other programs. This involves reviewing progress reports, visiting projects to monitor implementation, determine approaches and modalities for implementation and evaluate results according to targets and objectives. Take action and/or refer issues to contracting/agreement officer for timely action and/or decision. Provide technical guidance and operational support to clients and stakeholders to enhance performance and quality assurance, share knowledge and build capacity.

## **Communications**

**5%**

Prepare briefing materials including success stories, and providing written and oral briefings to interested parties. This involves capturing and synthesizing success stories to stimulate the uptake of best practices and knowledge; identifying and developing analytical tools for mainstreaming lessons learned and new trends in sustainable development that might be useful for new activity development, and mid-course correction of on-going activities; and prepare position papers and/or documents for internal and external strategic consideration and/or approval.

## **REQUIRED QUALIFICATION/SELECTION CRITERIA**

- A. Education:** Masters Degree in Agriculture, Natural Resources, Monitoring and Evaluation, Economics or related field is required.
- B. Prior Work Experience:** Seven years substantive experience in a position with complex budgeting and program/project management responsibilities is required.
- C. Language Proficiency:** English Level IV proficiency (speaking, reading, and writing) is required. Language proficiency will be tested.
- D. Job Knowledge:** Service in, or substantial and regular contact and/or business dealings with, key U.S. Government agencies in food security-related fields, with an understanding of the functions of such U.S. Government agencies as the U.S. Department of Agriculture and Millennium Challenge Corporation.
- E. Skills and Abilities:** Excellent computer skills (especially MS Word and Excel) including the ability to operate required software effortlessly and without further instruction or mentoring is required. A strong monitoring and evaluation skill is required.