

**POSITION DESCRIPTION FOR
PROJECT MANAGEMENT SPECIALIST- SUB-OFFICE COORDINATOR (SOC)**

BASIC FUNCTION OF POSITION

The position is located in the satellite office of USAID/Ghana in Tamale, Northern Region. The Project Management Specialist – Sub-Office Coordinator (SOC) is part of a multidisciplinary team on which the members in charge of various programs must support one-another and play interchangeable roles when necessary. S/He must have a working knowledge of the entire Tamale Field Office program portfolio, and keep abreast of key issues that arise in all programs. The Project Management Specialist (SOC) should be familiar with project/program documentation (task orders, cooperative agreements and grants documents, evaluations, and field trip reports); key reporting documents such as the Operational Plan (OP), Mission Strategy Resource Plan (MSRP), and the Performance Plan and Report (PPR); outstanding implementation issues as well as work plans and M/E plans for the activities. S/He maintains working relations with all the implementing partners, liaises with the key Embassy officials on Mission reporting as required, and ensures normal functioning of the field office programs in the absence of the designated managers. As necessary, the SOC meets with senior GOG officials, including Regional Coordinating Directors and ministry representatives, to discuss on-going programs and potential collaboration in the future.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

The SOC reports to the Deputy Mission Director (DMD) or his designee. As a senior Foreign Service National (FSN), the SOC plays a decisive role in the successful operations and administration of the TFO and through providing guidance, advice, design and support with respect to program implementation. This position is a senior-level FSN with representational, office management, and technical DG responsibilities, to be permanently stationed in Tamale, with regular travel throughout the Northern Region and to Accra. The SOC will often be the most senior USAID representative in Ghana's only USAID satellite office. Specific duties include but are not limited to the following:

A. Representational Duties (10%)

In coordination with technical team representatives, liaise with senior Government of Ghana local authorities (DAs, RCC, Line Ministries) on the implementation of USAID programming targeted to the Northern Region and coordinating site visits for USAID and visiting teams.

B. Office Management (50%)

Provide administrative supervision of locally-employed staff assigned to the USAID Ghana Northern Office including, but not limited to 4 Sector Advisors, 1 Administrative Assistants and 3 Drivers. Many of these staff will be provided technical supervision by their sector lead offices at USAID Accra. Also involves coordination with USAID Ghana's Executive Office and Regional Security Office for oversight on general facilities and vehicle issues including security and maintenance.

C. DG Technical Coverage (40%)

Liaise with Government of Ghana Regional and District counterparts, conduct program oversight (particular given the direct funding nature of some planned activities) and manage monitoring & evaluation activities for DG's planned Northern Local Governance Program.

Serve as Activity Manager for Governing Justly & Democratically Objective (Northern Local Governance Program) as designated by the Regional Contract Office in Accra. Total value of projects amounts to \$20m per annum. This includes supporting the development, implementation and management of activities, and provided required approvals as per the assistance instrument, such as annual work plans and terms of reference for implementing agency special studies and evaluations, organizes periodic evaluations as needed or as directed by the GJD Office Director.

Ensure day to day communication and interaction with the appropriate implementing partners. Provides technical guidance to implementing partners, ensures that implementing partners complete the technical requirements of their contract/grant in accordance with terms, conditions and specifications of the applicable assistance instruments. Conducts site visits and meets regularly with implementing partners, including possibly Chiefs of Party, to assess progress of activities. Organizes and coordinates consultants and USAID staff field visits. Identifies implementation problems, issues and constraints, and recommends remedial actions and other ways to improve performance.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE/SELECTION CRITERIA

1. **Education:** The multidisciplinary nature of the position requires a Master's degree in Social Sciences or Literature.
2. **Prior Work Experience:** Requires a minimum of 7 years of progressively responsible professional-level experience including 6 years in development assistance is required. At least 3 years should be in the agriculture, health or education sectors.
3. **Language Proficiency:** Level IV, fluent written and oral proficiency in Level IV English is required.
4. **Job Knowledge:** Position requires in-depth knowledge and understanding of procedures, regulations, and policies typical to a large government agency such as USAID; detailed and broad knowledge of development and political issues in Ghana, especially as they pertain to democracy & governance, agriculture, health or education programming; strong knowledge of monitoring and evaluation practices; Must be able to obtain, analyze, and evaluate complex material; prepare accurate, factual and analytical reports; and provide objective advice. A good understanding of US foreign assistance mechanisms and instruments
5. **Skills and Abilities:** Ability to operate in an environment of complex information is required to perform full range of duties. Complexity entails considerable scope in how to perform duties, which can be detailed and cumbersome and involve overlapping tasks and shifting priorities. Ample problem solving capacity as well as ability for considerable analysis and judgment to find a solution is required. Ability to work with minimum supervision to produce timely results is

required. Ability to work collaboratively as part of a team and interact effectively with senior level officials

6. **Special Skills:** Skills and ability for active planning are required to meet programming goals on both the short-term and long term basis. Substantial innovation is required in performance of duties. Specifically, the SOC shall possess high level specialized technical ability as related to sustainable development methodologies to plan for, implement, and evaluate impact for the different programs and sectors that USAID is supporting in Ghana.