



USAID | GUINEA

FROM THE AMERICAN PEOPLE

1. SOLICITATION NUMBER: SOL-675-15-000003
2. ISSUANCE DATE: June 08, 2015
3. CLOSING DATE AND TIME: July 07, 2015. 16:30 Local Time,
4. POSITION TITLE: PROJECT MANAGEMENT SPECIALIST
(AGRICULTURE & NATURAL RESOURCES)
5. OPEN TO: All Qualified Candidates
6. WORK HOURS: FULL TIME; 40 HOURS/WEEK
7. MARKET VALUE OF POSITION: FSN-11 (GNF 161,419,513 – 242,129,285) per annum). *(with the possibility of hiring the employee at the lower grade if successful candidate not fully qualified,)* Final compensation will be based on the individual's salary and work history, experience and educational background.
6. EVALUATION FACTORS: Evaluation of qualifications and experience required of candidates will be conducted on a 100-point scale and weighted as follows: Education (15%); Work Experience (30%); Knowledge, Skills & Abilities (40%); Language (15%).
7. PERIOD OF PERFORMANCE: One year renewably annually for up to a total of five years, subject to availability of funds and satisfactory job performance.
8. PLACE OF PERFORMANCE: Conakry, Guinea.
9. SECURITY ACCESS: Background Check
9. AREA OF CONSIDERATION: Foreign Service Nationals
10. NOTE: *Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.*

ALL ORDINARY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

11. STATEMENT OF WORK/POSITION DESCRIPTION:

SCOPE OF WORK

GENERAL DUTIES

The Agriculture & Natural Resources Management (NRM) Specialist works within GDO. He/she is provides expertise in program design, implementation and management to the Mission's Agriculture, Environment and other Economic Growth activities as well as serving as the Mission Environment Officer (MEO), with primary responsibility for Mission-wide compliance under 22 CFR 216.

SPECIFIC RESPONSIBILITIES

His/her areas of responsibility will consist of the following:

- A. The incumbent will be responsible for the full range of design, implementation and monitoring actions of major new activities related to agriculture and NRM. This includes Global Climate Change Adaptation (GCC-Ad). The incumbent will be engaged in all aspects of activity management, and serves as the key technical officer for preparation procurement documents, review and evaluating activity-generated documents (annual and quarterly progress reports and consultancy documents), oversight of technical assistance, review and approval of work plans, and activity monitoring and results reporting. (50%)
- B. Serves as a key Mission liaison in linking agricultural and NRM activities with other Mission efforts in health and democracy. The incumbent is the key expert in agriculture and NRM. Reads, evaluates and summarizes incoming proposals, field and consultancy reports. Participates in technical evaluation committees. Writes and/or contributes to Mission cables on emerging issues in agriculture, food security and environment. Coordinates with other teams on cross-cutting issues, including gender issues in the agriculture sector, the role of farmer's associations in increasing civil society participation and non-traditional educational opportunities offered by agricultural organizations (e.g. adult literacy training). (15%)
- C. Develops a wide variety of contacts with Government (including senior staff), NGOs, civil society, and the private sector that inform the development of innovative activities that promote increases in sustainable agricultural productivity and functioning input and output markets. Engages in policy dialogue and briefs senior government officials, visitors to the mission, donors, and others. (10%)
- D. As the Mission's Environmental Officer, serves as the Mission's key FSN officer for designing and implementing mission wide and agency wide environmental compliance standards, ensuring that the U.S. government activities are in full compliance with Guinean and U.S. laws and regulations. Prepares Initial Environmental Evaluation for

activities in the Mission and advises on environmental compliance to implementing partners and US Staff. (25%)

- E. Performs other miscellaneous related duties as assigned.

RELATIONSHIP AND RESPONSIBILITIES

- A. **Supervision Received:** The Agriculture and NRM Specialist will be a full member of the General Development Office. Annual evaluations of his/her work performance will be prepared by the Agriculture and Environment Team Leader or his/her designee based on 360 input from Mission, partners and customers.
- B. **Supervision Exercised:** None
- C. **Employee Guidelines:** The incumbent will be expected to be an expert in his/her field, and be able to independently obtain USAID policy guidance. He/she must demonstrate sound judgment in determining the application of current legislative provisions and policy determinations to assigned responsibilities.
- D. **Exercise of Judgment:** The incumbent will handle all work independently, according to policies, previous training, accepted practices, programmatic guidance. He/She must be able to set priorities and initiate and complete tasks in a timely manner and with minimal supervision.
- E. **Nature, Level, and Purpose of Contacts:** The incumbent will work with all levels of USAID officers, including team leaders and members of USAID/Guinea teams and supporting units. The incumbent will develop working contacts with team partners, Government of Guinea counterparts, and pertinent staff of international organizations to fulfill the duties and responsibilities of this contract.

QUALIFICATIONS/SELECTION CRITERIA

- A. **Education:** A bachelor's degree in a related field is required, at minimum, in agriculture, NRM, agribusiness, or a relevant technical field. (15 points)
- B. **Professional Experience:** At least five years of experience in managing and/or implementing projects or programs in rural Guinea/West Africa related to agribusiness, agricultural and rural development, NRM, small and microenterprise development, or microfinance is required. (30 points)
- C. **Language Proficiency:** Speaking, writing and reading fluency at FSR level 4 for English and for French is required. Speaking of at least one local or sub-regional language is required (15 points)
- D. **Knowledge, Skills and Abilities:** The incumbent must be familiar with Microsoft Windows, Word and Excel. He/she must have strong interpersonal and communications skills, and ability to carry out his/her responsibilities with little supervision. (40 points)

INSTRUCTIONS TO APPLICANTS

For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

- A. **Marking Applications:** To ensure consideration of applicants for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter, as well as using the address/delivery point specified in this solicitation.
- B. **CV:** An up-to-date curriculum vitae (CV) or resume. Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.
- C. **Form OF-612 OR DS-174:** The submitted form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the OF-612. Form OF-612 is available on USAID Website <http://www.usaid.gov/sites/default/files/OF612.pdf>
Form DS-174 is available on State website at: <http://eforms.state.gov/searchform.aspx>
- D. **References:** Three (3) to five (5) references, who are not family members or relatives, with **working telephone and e-mail contacts**. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.
- E. **Posting address:** Completed package Applications should be sent **electronically** to Conakrypscjobs@usaid.gov or ConakryHR@state.gov.
- F. **SECURITY AND MEDICAL CLEARANCES**
 - i). **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Background Check. This temporary security clearance will be requested while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.
 - ii). **Medical Clearance:** Prior to signing a contract, the selected individual and eligible dependents will be required to obtain a medical clearance or waiver for the country of performance specified. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guinea also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.