



USAID | MOLDOVA

FROM THE AMERICAN PEOPLE

DATE: December 8, 2014

TO: All Interested Candidates

FROM: United States Agency for International Development, Regional Mission for Ukraine, Belarus and Moldova (USAID)

SUBJECT: Job Opportunity Announcement # 1, **External**, USAID/Moldova

POSITION TITLE: PROGRAM DEVELOPMENT SPECIALIST

POSITION TYPE: FSNPSC – 40 hours per week

POSITION GRADE LEVEL: FSN-10

ENTRY GRADE LEVEL: FSN-9 (Until the incumbent will successfully complete all mandatory USAID trainings and reach the full performance level of the position)

OFFICE LOCATION: USAID/Moldova, Chisinau

OPENING DATE: December 19, 2014

CLOSING DATE FOR APPLICATIONS: **January 2, 2015, at 6:00 PM Chisinau time**

APPLICATION AND SELECTION PROCESS: Interested applicants should e-mail their *current résumé* and *letter of interest in English* to the USAID Human Resources Unit at KyivVacancies@usaid.gov.

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus and Moldova is an equal opportunity employer.

Note: **Only those applications that are received in the Human Resources Unit *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.**

Initial screening will be based on the curriculum vitae or résumé and letter of interest. Best qualified applicants who meet minimum requirement will be invited for an interview and test.

BASIC FUNCTIONS OF POSITION:

The Program Development Specialist provides essential support to ensure that the basic functions of the USAID/Moldova Program Office – budget management, program development, program/project management, monitoring and evaluation, and reporting – are effectively implemented in accordance with USAID policy and requirements.

The incumbent is a member of the Program Office team in Moldova. Working with the Project Development Officer (PDO), he/she will also support U.S. Government (USG) inter-agency foreign assistance planning, evaluating and reporting processes. The incumbent serves as the primary monitoring and evaluation (M&E) point of contact for the Project Development Office and provides substantive advice and support for the M&E of all USAID/Moldova programs and projects.

The incumbent reports directly to the USAID/Moldova Project Development Officer and serves as the budget specialist in the Program Office. Because of the cross-sector nature of his/her duties, the incumbent routinely interacts with the USAID Regional Mission technical staff as well as various Mission and Washington staff regarding program operations, activity design and planning, budgeting, implementation and performance monitoring and evaluation. The incumbent serves as the main point of contact with the following USAID Regional Mission offices to ensure that actions taken in response to Mission requests are completed on time:

- Office of Financial Management – Initial entries of all Chisinau GLAAS funding reservations and/or commitments. Incumbent is the subject matter expert in GLAAS.
- Program Coordination and Strategy (PCS) on issues of program procurement planning, evaluation scheduling and portfolio reviews;
- Regional Contracting Office – monthly review of procurement planning;

The incumbent also serves as a main point of contact with Washington and Post interagency staff on the coordination and development of the Operational Plan, Performance Plan & Report, and Congressional Budget Justification.

The position has the following primary functions:

- a) Serve as the Budget Specialist in the Program Office on budget management requirements;
- b) Serve as an Evaluation Specialist for technical assistance programs and coordinate with technical officers on the preparation and follow-up of the annual evaluation plan and ensure conformance with USAID's evaluation policy;
- c) Serve as Agreement Officer's Representative (AOR) on programs/projects assigned by the Mission. Contracting Officer's Representative (COR) duties may also be assigned as appropriate;
- d) Coordinate preparation of the annual Operational Plan (OP) and Performance Plan & Report (PPR);

- e) Provide substantive input to and maintain the Office's Performance Management Plan (PMP);
- f) Coordinate the Office's preparation of the annual portfolio review process;
- g) Manage application software that automates preparation and submission of USAID/Moldova requests and budgets/narratives to USAID/Washington through FACTS/Info and GLAAS;
- h) Manage and update the OPS Master.

MAJOR DUTIES AND RESPONSIBILITIES

Program Budget Management and Reporting

40%

- a) Coordinate and serve as the primary point of contact for the U.S. Government inter-agency coordination in the elaboration of Moldova's annual Operational Plan (OP) and Program Performance Report (PPR) process, which covers the combined USAID and State Department Operating Year Budget of \$21 million (FY 2014). Draft specific parts of a number of mission documents, including USAID planning, budgeting, and reporting documents. The incumbent has responsibility for supporting the PDO in the development of multi-million dollar projects/activities of different complexity which are sectoral in scope and critical to the success of the USAID/Moldova program. Develop a regular, up-dated register of key contacts for all U.S. agencies administering foreign assistance in Moldova. Assure that all contacts have relevant annual guidance for OP and PPR preparation, and solicit information from contacts to assure that all necessary reporting information is provided. The POC will be responsible for coordinating miscellaneous reports that involve multiple Technical Offices, as well as drafting responses to various taskers originating from the Embassy, USAID Regional Mission, or USAID/Washington. Serves as system expert for populating and maintaining all entry into the State Department F Bureau reporting procedures for the OP and PPR (currently FACTS Info). Advise PDO of missing/inadequate data and information input. Prepare necessary reporting for review by the USAID Country Program Officer and approval by the U.S. Ambassador.

USG interagency coordination includes the following:

- USAID
- U.S. Embassy Chisinau
- Peace Corps
- Department of Defense
- Department of State
- Department of Agriculture
- Department of Commerce
- Department of the Treasury

In connection with the PPR, the incumbent is also responsible for making recommendations on indicator selection, indicator data and indicator disaggregation required to measure progress towards objectives described in the PPR and for assuring their timely input into the PPR cycle. This requires making assignments, setting schedules, providing liaison between PDO and the other offices as well as assuring coordination between the technical offices on multi-sector activities. The incumbent communicates, as required, with interagency team members on all changes resulting from such reviews.

In addition, the incumbent is a USAID/Moldova point of contact for managing and regularly updating two important economic growth-related databases: the USAID Microenterprise results reporting database and the USAID Trade Capacity Building database.

- b) As a country office of the USAID Regional Mission Office in Ukraine, Moldova is required to assume program budget planning and management functions as well as the financial management functions required by the Office of Financial Management. This dual requirement for one office to oversee budgeting and financial activities for planning requirements of the Regional Mission program office (PCS) and the Regional Mission financial office (OFM) requires Moldova to have budget/financial planning, operations, and review in one office. As such the incumbent serves an essential role, as program budget specialist, in the formulation and completion of the budget management and planning requirements for obligation, pipeline analyses, donor mapping exercises and all other budget actions required in the Agency's Automated Directive System (ADS) Chapter 200 (program planning and Chapter 600 (budget and finance), as well as coordinate and respond to the Government of Moldova (GOM) and donor ad-hoc requests on USAID assistance activities in Moldova.

As required and as directed by the PDO the incumbent formulates and completes budget requirements, including, but not necessarily limited to: U.S. State Department's Europe and Eurasia Bureau's Annual Budget Review; program project level budget development, pipeline analysis, Change Notices, Congressional Notifications, Congressional Budget Justification, Mission Resource Request, "Strawman" budget and other budget development and reporting requirements as assigned.

In this role the incumbent, with minimum supervision, is responsible for:

- (i) Monitoring the Operating Yearly Budget (OYB), including performance and re-programmed funds, and its timely execution, ensuring that expired obligations are re-programmed promptly.
- (ii) Developing customized budget reports for AOR/CORs and senior management use, including the preparation of pipeline analysis reports.
- (iii) Conducting substantive budget analysis and interpretation for program design and contributes in the development of independent government cost estimates and budget plans.

(iv) Identifying budget revision needs, and initiates budget amendment requests with justification.

(v) Drafting action memoranda requiring Front Office approval; Submits Modified Acquisition and Assistance Request Documents (MAARD) and Requisitions in GLAAS.

- c) Serve as USAID/Moldova's Global Acquisition and Assistance System (GLAAS) subject matter expert. Advise AOR/CORs and others on the requirements of GLAAS entries and tracking of entries. Provide technical guidance on error solving and GLAAS updates.
- d) Manage and update the OPS Master with financial integration to support central budget planning in USAID/Moldova. The incumbent serves as the expert for USAID/Moldova Excel database containing all Moldova-managed program resources in a standard format, creating one authoritative central budget.

Program Monitoring and Evaluation

25%

- a) Coordinate monitoring oversight of the Mission's programs. The incumbent serves as a specialist in the monitoring of technical assistance programs. The incumbent plays a key role and is responsible for the overall development, management, and update of the USAID PMP. She/he identifies critical economic and social indicators. On the basis of findings, recommends approval, modification, or rejection of program strategic objectives and approaches. Regularly consult with Mission AOR/CORs on data requirements to maintain the PMP current. Integrate the PMP with requirements for the annual portfolio review and PPR.

In conjunction with the program portfolio review, organizes a reassessment of targets for the coming year to be included in the new portfolio submission. Examines PMP targets in light of the progress made over the past year and makes recommendations as to their appropriateness for effective monitoring and evaluation. During the review process, identifies areas where changes and/or modifications should be made in the Mission's data collection systems.

In coordination with the PDO, COR/AORs, and the Mission's M&E POC the incumbent is responsible for the USAID/Moldova Performance Management Plan. He/she ensures that the Mission tracks and maintains key indicators, targets, and results, consistent with the OP, PMP, and PPR reporting. He/she oversees regular DQA checks on Mission activities. He/She ensures that each indicator is an appropriate measure of its corresponding result and advises CORs/AORs on the overall alignment and contribution to the Country Development Cooperation Strategy (CDCS) Results Framework.

The incumbent also manages the program/activity evaluation process, ensuring that feedback on program activities is collected, interpreted, and used appropriately to inform new project designs and/or make adjustments to current activities being undertaken by the Mission.

- b) Coordinate evaluation oversight of the Mission's programs. The incumbent serves as a specialist in the evaluation of technical assistance programs. He/she manages and maintains the USAID Moldova's annual evaluation plan. He/she coordinates with AOR/CORs in the preparation and follow-up of the plan and ensures conformance with USAID's evaluation policy. He/she maintains an information base of all USAID/Washington contracting mechanisms for evaluations and assessments to be considered by the Mission for the contracting of evaluation. The incumbent also provides his/her expertise to COR/AORs with planning, designing, and implementing their respective and appropriate Evaluation Plans.

The position requires the incumbent to deal with a large, widely varied and complex set of programs. In addition, the incumbent will lead the team on review of project evaluation requirements across the entire portfolio, to ensure that performance indicators are achieved. The incumbent is responsible for reporting of the completion of all evaluations to the Regional Mission and the appropriate USAID/Washington offices.

The incumbent serves as USAID/Moldova primary contact in the design and monitoring of output, outcome, and impact performance indicators and contributes to drafting scopes of work for performance/impact evaluations in close coordination with the relevant technical offices.

- c) Manage and coordinate USAID/Moldova's preparation of the annual portfolio review process. Consult with USAID Regional Mission in Ukraine for required updates to the process. Prepare initial portfolio documentation with standard, required data and information, and prepare a plan for AOR/CORs to complete portfolio review documentation. Ensure follow-up to recommendations made for each activity review. Ensure harmonization of indicators in the PMP, PPR, and annual portfolio review.

Program/Project Management

25%

- a) Perform AOR/COR functions as assigned by the Mission. As a designated AOR/COR, the incumbents duties involve, but are not limited to:
 - 1. Planning: participation in setting strategic plans and intermediate results; establishing indicators and benchmarks to measure performance; building a results framework.
 - 2. Continuous contact and efficient communication with host country officials at all levels involved in project implementation and facilitation of coordination between

- the host country central and local governments, public sector and USAID contractors and/or grantees to ensure open channels of communication.
3. Tracking implementer's performance progress, analyzing work plans to see whether activities proposed by implementers are cost-effective and timely, fit with project objectives and stay in line with the approved budget.
 4. Monitoring and facilitating project implementation to assure that the implementer performs the technical requirements in accordance with the terms, conditions and specifications.
 5. Performing inspection (field trips) necessary in connection with the above; identification of implementer deficiencies; acceptance/rejection on behalf of the government.
 6. Monitoring the implementer's performance and notifying the implementer in writing of deficiencies observed during surveillance, and directing appropriate action to effect correction.
 7. Recording and reporting to the contracting/agreement officer incidents of faulty or nonconforming work, delays or problems.
 8. Preparing memorandums, cables and reports as required.
 9. Establishing and maintaining an official file that verifies implementer performance, as well as records, logs and reports that document actions taken by USAID and the contractor/grantee during performance. Using performance information and feedback to make necessary adjustments.
 10. Managing project budgets to ensure funds are used in strict accordance with the terms of contracts, grants or cooperative agreements. Verifying vouchers from the implementer to ensure payment is only made for services received.
 11. Preparing a contractor/grantee performance report per USAID procedures.
 12. Maintaining coordination and liaison with other USAID activities, donors, NGO and private sector groups whose development activities have common or complementary scope.
 13. Advising the USAID/Moldova management on economic, political, social and cultural aspects that may influence project implementation.
 14. She/he contributes to designing, implementing and monitoring of activities.

Coordination with Regional Mission, Technical Offices, and GOM 10%

- a) Coordinate and liaise with the USAID Regional Mission to ensure timely and compliant completion of various tasks and duties involving the following offices:
 1. Regional Contracting Office (RCO) – Ensure Moldova procurement planning actions are coordinated with RCO and regularly maintain all updates to procurement plans and actions. Maintain contact with the contract/agreement administrators to review status on procurement actions and to seek counsel and advice on generic and specific procurement and budget issues; maintains copies of contract/agreements and other procurement related documents on USAID activities implemented in Moldova. Review outstanding procurement actions and makes recommendations on

- priority actions for the regional contracting officer and/or executive officer. Advise the Chisinau Office management and the RCO on significant revisions.
2. Program Coordination and Strategy Office (PCS) – Ensure PCS is current with all USAID/Moldova procurement planning, evaluation planning, portfolio reporting, and Washington-requested reporting.
 3. Office of Financial Management – In the absence of Program and Financial Analyst, he/she ensures all finance related requirements that require OFM review and/or approval are completed.
- b) Coordinate with USAID/Moldova Technical Offices on budget management, procurement, reporting, and other actions:
1. Coordinate key issue attributions and congressional earmarks with project managers in the Chisinau Office. Manage program design and learning budget, and coordinate planning budget and requirements for assessments and evaluations. Maintain controls and provide advisory and analysis services regarding program budgets and other background information needed to provide meaningful comparisons.
 2. Advise technical staff on acquisition and assistance regulations and on revisions in the procurement process as issued by the RCO.
 3. For any reporting requirements and other actions that require input from technical offices, coordinate with the relevant AOR/CORs on the information required and ensure follow-up and completion.
 4. Contribute to the quarterly accrual review preparation process by giving technical guidance to the AOR/CORs ensuring that pipelines are maintained at accurate levels and in accordance with Agency forward funding guidelines, and alerts the AOR/CORs of any issues.
 5. Ensure completeness of the GLAAS requisitions and MAARD documentation package. Keep track of all submitted procurement documents, maintain contact with appropriate mission staff regarding MAARD and Requisition processing, and provide technical guidance to the AOR/CORs on all revisions to documents.
- c) Coordinate with the Government of Moldova on donor assistance data and other ad-hoc requests and actions:
1. Respond to GOM and donor ad-hoc inquires on USG assistance funding levels and specific projects. Provide information on project performance and results achieved in various sectors. Identify and report to country program officer on issues and problems of coordination and overlap, and suggest alternative solutions and courses of action.
 2. Coordinate and manage the U.S. foreign assistance data in the GOM Aid Management Platform (or equivalent system) as part of the Busan initiative for Global Partnership for Effective Development Cooperation.

3. Draft amendments to the bilateral Assistance Agreements for incremental funding actions.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Possession of a bachelor's degree or the host-country equivalent in one or more of the following areas is required: business or public administration, economics, finance, accounting or any field directly related to the development objectives of USAID. Accounting certification is also desired.
- b. Prior Work Experience: Minimum of five years of progressively responsible, professional-level experience in the area of budgeting and program management in the broad areas of the development objectives of USAID (i.e. democracy and governance, investing in people, economic growth, and humanitarian assistance), including experience in the analysis and interpretation of data and the presentation of findings in written or oral form. At least three years of this experience should have been with USAID or other donor organizations.
- c. Post Entry Training: USAID AOR/COR Certification required for Program/Project Management duties.
- d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speaking/read): Level IV (fluent) English proficiency is required. Fluency in Romanian and Russian is required.
- e. Job Knowledge: An excellent knowledge of the concepts, principles, techniques, and practices of the assigned professional field of specialization is required. A good knowledge of the Moldova economic, political, social and cultural characteristics is highly desirable. Knowledge of Windows, MS Word for Windows, Excel, and computer database and spreadsheet applications is required. Knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting budgeting and reporting is desirable. A good knowledge of U.S. Government regulations (relating to acquisition and assistance, procedures, and documentation requirements) is desirable.
- f. Skills and Abilities: Ability to establish and maintain contacts with country officials and with influential persons in the private sector in order to represent USAID development policies and programs and to explain and interpret host country attitudes, priorities and concerns, to senior USAID officials. Ability to communicate effectively, both orally and in writing is required; to obtain, analyze and evaluate a variety of data and to organize and present it in meaningful terms to others. Excellent interpersonal skills are an essential part of the duties described above. Ability to recognize developments and trends reflected from collected data and bring them to the attention of supervisors is required. Ability to anticipate problems, perceive possible courses of action and make recommendations is required. Training opportunities will be provided as needed.

POSITION ELEMENTS

- a. **Supervision Received:** Employee is expected to work independently in planning and carrying out assignments, receiving general guidance from the PDO and working closely with the USAID/Moldova Program/Financial Analyst.
- b. **Supervision Exercised:** Where applicable, the incumbent will monitor and guide the work of activity implementers.
- c. **Available Guidelines:** USAID Handbooks, Automated Directives System, Relevant Mission Orders, Guidance cables from USAID/Washington and USAID Regional Mission.
- d. **Exercise of Judgment:** Professional-level judgment and creativity are required in planning, establishing priorities, and determining the relevance of documents and data. Judgment is necessary during the analysis of financial documents and project/program financial requirements and performance, and in the interpretation of USAID/Washington instructions for the preparation of various bureau and mission documents. Judgment is also exercised in the review of the program performance indicators for selected strategic indicators.
- e. **Authority to Make Commitments:** The incumbent will generally have authority to make commitments on matters that do not change the conditions set forth in official project agreements. Where such changes may be warranted, she/he advises the Supervisory General Development Officer and the appropriate Development Objective Team Leader and recommends a course of action. The incumbent has no authority to commit U.S. Government funds.
- f. **Nature, Level, and Purpose of Contacts:** Works with senior USAID staff in technical and administrative offices, U.S. Embassy staff as needed, host country senior level government officials, contractors/grantees, and senior USG officials for the purpose of discussions concerning program implementation and financial recommendations. Contacts outside USAID are also for the purpose of gathering information, and/or explaining policy regarding contracts, procurement and budgeting.
- g. **Time Expected to Reach Full Performance Level:** The incumbent will be provided all mandatory USAID trainings to reach the full performance level of the position.