

**USAID VACANCY ANNOUNCEMENT # VN11-015**

TO: All Mission Employees

FROM: Isaac Abraham, Acting Executive Officer

SUBJECT: Vacancy Announcement - Project Management Specialist

DATE: January 04, 2012

The United States Agency for International Development (USAID) in Lima, Peru is seeking applications for the following position:

Position Title: Project Management Specialist

Pos. No. and Grade: FSN 11, C-640

Division/Office: Alternative Development Office

**BASIC FUNCTION OF POSITION**

Lead the development effort to expand and grow agricultural cooperatives and the AD product value chains. Collaborate with the AD team and strategize with USG leadership to plan, develop, and facilitate comprehensive technical assistance that contributes directly to the augmentation of well-functioning cooperatives, associations, and agribusiness markets in Peru. Support trade and competitiveness activities as they pertain to AD-supported cooperatives, associations, and products in Peru. Strategize with leaders of the private sector, financial institutions, GOP (especially the Ministry of Agriculture, DEVIDA, MEF, and regional governments) and other donors as the technical leader for USAID assistance to agricultural cooperatives and associations.

**MAJOR DUTIES AND RESPONSIBILITIES**

**Technical Advising**

Lead capacity development of agricultural cooperatives and expansion of agribusiness value chains that pertain to cacao, coffee, oil palm, hearts of palm, bananas and other products identified by the AD Office. Evaluate, design, and implement institutional capacity building programs and value chain development strategies through effective team leadership and collaboration with AD technical staff. Provide ongoing expertise and input into long-term strategic development. Ensure that private sector- and trade-oriented lessons learned are incorporated into future programming.

Work closely with AD Product Specialists and implementing partners to leverage resources for the development of agricultural cooperatives and agricultural value chains. Improve the capacity of the agricultural private sector to continue to grow and retain more value addition within the country, specifically for traditional AD crops: cacao, coffee, and oil palm. Identify, evaluate, and harness potential opportunities for new lucrative AD crops. Support GOP to foster a favorable enabling environment for

cooperatives, associations and agro-enterprise development.

Major responsibilities include but are not limited to:

- Serve as a technical advisor on agricultural cooperatives and agribusiness development in Peru, providing the necessary guidance on promotion of policies, planning, and legal frameworks that positively impact the agribusiness sector;
- Continually review and assess industries related to agricultural cooperatives and agribusiness, specifically in AD-supported areas;
- Advise AD leadership on appropriate strategies and measures to make the agricultural cooperatives and agribusiness sector more efficient, productive, and profitable for AD-supported industries and communities;
- Perform periodic analyses of AD investments in selected individual cooperatives and value chains (e.g., cacao, coffee, oil palm), employing such techniques as cost-benefit ratios, gender assessment/analysis, regression analysis and other statistical analysis to determine validity and necessity for continued and future USAID investments;
- Conduct primary and secondary research on agricultural cooperatives and agribusiness formation and development; present data to team and other constituents for improvements in program design and implementation;
- Manage grants and/or contracts with a agricultural cooperatives and participate on technical review panels for awarding and monitoring implementation efforts;
- Support GOP in development of a regulatory framework for agricultural cooperatives and agribusiness development; and
- Assist the AD Office with increasing the capacity of GOP units (at both national and regional levels) that undertake policy formulation and development for agricultural cooperatives and agribusiness development.

#### **Activity Management and Supervision**

Apply technical input in a supervisory capacity to agricultural cooperatives capacity building; manage procurements as COTR/AOTR or Alternate as needed, especially those with a predominant agricultural cooperatives and/or agribusiness focus; and lead progress reviews against agreed upon targets. Provide technical and administrative guidance to the implementers. Prepare reports on implementation status of activities, results accomplished, problems identified, and funding levels required. Prepare documents and analyses required for the Annual Report. Coordinate activities with other AD implementers, ensuring that neither roles nor activities are redundant.

Major responsibilities include:

- Frequent visits to ADP field implementing sites to supervise activities and, as an agricultural cooperatives and agribusiness expert in coordination with the COTR/AOTR (if not designated as such), provide guidance to field implementation teams on improvements to garner better results and gain efficiency of operations;
- Enhance the communication of information across USAID sectors on bilateral and unilateral programming efforts within a region;
- Establish opportunities for cross-utilization of programming and investments;
- Collaborate with Regional Field Coordinators and AD Product Specialists to improve programming.

**DESIRED QUALIFICATIONS:**

Education:

Master's degree in Agriculture, Economics, Business Administration, or relevant field of study.

Prior Work Experience:

At least 10 years of experience of progressive responsibility working in the areas of cooperative development, agriculture value and supply chains, microenterprise development, agricultural research, and/or rural financial development. At least five years of on-farm experience working in the areas of crop production, product sales/brokering, cooperative/association management, and/or farm management. Experience working within multilateral and/or bilateral organizations is highly desired. A blend of private sector and public sector experience is also desired.

Post Entry Training:

Orientation to the ADP objectives, the USAID Mission and the USAID country strategy, the ADP office, and to other partners, counterpart, and implementing entities. Recommended training as needed includes COTR/AOTR training, PAL training, and Team Based Management skills training.

Language Proficiency:

Level IV (fluent) English and Spanish speaking, reading, and writing proficiency is required.

Knowledge:

In-depth understanding of cooperative development, on-farm management, and agricultural value chains. Familiarity with national agricultural trade regulations, and international agricultural markets, sales, and business practices including rural finance, cooperative-based lending, commercial bank lending, micro-finance, among other mechanisms.

Abilities and Skills:

Possess strong interpersonal skills in order to successfully interact with a multitude of backgrounds and perspectives. Possess effective oral and written communication skills in order to represent the program with external audiences from farmers, to regional GOP and other leaders, to draft, letters, written records, analytical reports and strategic plans to convert the myriad of data into commendations and programming documentation. Be a team player able to facilitate, negotiate and conciliate as needed. Ability to establish and maintain middle-level government and private sector contacts. Conduct quantitative and qualitative analyses on potential alternative development investments for new income generating activities. Demonstrate strong organizational and management skills, ability to multi-task, establish priorities, and finish tasks on time at an acceptable standard, and to act independently, with minimal guidance and supervision.

USAID/Peru, an equal opportunity employer, does not discriminate on the basis of race, color, religion, nationality, sex, age, physical or mental disability.

Candidates will not normally be considered for higher-level positions during their probationary period.

**To apply for this position, interested candidates should submit the following or the application will not be considered:**

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.

**All completed applications must be sent to USAID/Peru Human Resources Office c/o AID/HR/CAS or via fax to 618-1350 by 12:30 p.m. Friday, January 13, 2012. Applications received after the closing date will not be accepted.**

Prepared by: EXO/HR