

**PROJECT MANAGEMENT SPECIALIST (PPPAB)(USAID), FSN-11/FP-04
VACANCY ANNOUNCEMENT 16/09/57**

MAJOR DUTIES AND RESPONSIBILITIES

A. Lead development and implementation of strategies and plans to facilitate the creation of innovative, sustainable, business-driven alliances with the private sector and other potential alliance partners (40%)

- Create an effective network with other donors, private sector CEOs, board members, partner organizations COPs, ministers and other high ranking government officials, and civil society leaders.
- Coordinate closely with USAID technical offices to identify specific needs and/or opportunities where public-private partnerships (PPPs) could be developed to leverage funds from private sector partners to address development problems.
- Identify potential alliances with private businesses, corporations, foundations, non-governmental organizations, U.S. Government agencies, and other non-traditional development organizations. This will include: a) on-site interviews to identify specific areas where private sector business interests intersect with development challenges and, in turn, how those intersections relate to USAID/Peru priorities; b) facilitate discussions and information sharing between potential partners and USAID sector teams; c) articulate a compelling vision that advocates for the development of PPPs as a key mechanism for innovative and sustainable business-driven collaboration, for both internal and external audiences; d) participate in relevant conferences and meetings involving the private sector to identify opportunities for establishing strategic alliances that advance the objectives of all participating parties.
- Lead the development of a strategy and long-term plan for engaging, negotiating, and finalizing formal partnerships with potential partners. In so doing, the PPAB will a) lead alliance assessments that identify and prioritize sectors of the economy where development challenges intersect with business opportunities or constraints; b) seek out and create opportunities for potential PPPs between USAID and private sector entities; c) attract financial resources and investments that can be leveraged to address USAID goals and objectives; d) respond to expressions of interest of potential alliance partners that initiate contact with USAID; e) conduct due diligence research on potential partners; f) organize formal Mission reviews of potential partnerships on an as needed basis and prepare necessary documentation; and g) ensure that potential partnerships include an exit strategy for USAID and evaluation metrics that demonstrate a measurable impact.
- Provide in-depth guidance to contractors and grantees to initiate, develop or expand PPPs based on the strategic goals of USAID/Peru.
- Serve as secretariat for the Mission's PPP working group, which includes inter-office participation. Also, coordinate with the Mission's Field Investment Officer, USAID/Washington's Latin America and Caribbean (LAC) Bureau Senior Advisor on PPPs, other Alliance Specialists in the region, and other offices in Washington.
- Promote PPP planning by linking opportunities with strategic goals and by securing, coordinating and configuring PPP resources, capacity, and programs.

- Develop marketing and communications plans to ensure clear, strong and wide communication to raise awareness of USAID/Peru's alliances and alliance's achievements using all channels available.
- Organize cause-related marketing opportunities.
- Manage confidential information of private sector organizations and organize and maintain up-to-date and accurate sensitive databases of PPPs, potential alliances, and contacts with the private sector.

B. Information management, program/policy analysis and reporting, and other duties (25%)

- Ensure that activities are accurately documented in required reports and regular updates and distributed to USAID stakeholders and external development partners. Such reports/updates include the annual operational plan, annual performance report, portfolio reviews, congressional presentations, briefs and talking points.
- Ensure that indicators that measure the impact of public-private partnership efforts are accurately tracked and used as necessary to revise PPP strategies.
- Coordinate with USAID technical teams to ensure that the data submitted on activities is complete and consistent for reporting in the annual performance report, portfolio reviews, operational plan, and other required reporting.
- Serve as the Program Office Liaison with Technical Offices, facilitating annual reporting requirements, helping complete required documentation, and ensuring regular communications between the Program Office and the Technical Office.
- Coordinate with USAID/Peru senior leadership, as required.
- Serve as the Contracting Officer's Representative or Agreement Officer's Representative (COR/AOR) (or alternate), as relevant, for key Mission PPP activities.
- Contribute to regular and ad-hoc PPP and Global Development Alliance (GDA) reporting efforts and taskers.
- Maintain a list of ongoing PPPs and GDAs, as well as relevant relationship managers.
- Maintain databases with up-to-date information on alliance opportunities and potential partners.
- Perform other duties within the scope of this position description and as determined by the Program Office Director and USAID/Peru Mission management.

C. Manage the technical aspects of alliances (20%)

- Play a critical role in the determination of the size and nature of non-operating budget amounts to be allocated to direct PPPs signed for the Mission. S/he will be involved in budget formulation and negotiation with external parties for matching funds.
- Research proposed partners by conducting due diligence on their past alliances, business practices and geographic focus, ties to other organizations/governments, and so forth.
- Work with the Contracting or Agreement Officer to facilitate the formal acquisition or agreement process.
- Travel to activity sites up to 10% of his/her time to observe progress, identify and/or solve problems, and stay informed about the USAID portfolio.

D. Increase the capacity of USAID staff and implementing partners to build and promote public-private alliances (15%)

- Provide training to USAID staff and partners in best practices for building and managing PPPs.
- Quickly adapt to and mobilize implementing partners to maximize opportunities.

- Coordinate private sector roundtables and/or forums to share USAID priorities and develop options for PPPs.
- Convene meetings between the Mission and a Private Sector Advisory Board composed of private sector leaders. This will include facilitating discussions around perspectives, observations, and ideas on the country context, the peace process, and on development challenges.
- Engage with technical staff to develop PPPs, share lessons learned, and troubleshoot challenges during PPP design and implementation.
- Advise Mission Relationship Managers, who provide general oversight of ongoing partnerships, on best practices and engagement strategies.