



DATE: March 6, 2013

SUBJECT: JOB VACANCY ANNOUNCEMENT – 2013/05

TO: Open to All Qualified Candidates

JOB TITLE: USAID PROJECT MANAGEMENT SPECIALIST
(Regional Agricultural Specialist)

WORK HOURS: Full time position – 40 hours/week

GRADE: FSN-11 (with the possibility of hiring the employee at a trainee level)

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

BASIC FUNCTION OF POSITION

The USAID Development Assistance Specialist position is part of Senegal Region Mission within USAID/Senegal. The Specialist will be based in Dakar. The Specialist's primary responsibility will be providing expertise on preparing, planning, reviewing and monitoring in the field the implementation of the Sahel JPC Strategy. The purpose of the Specialist's position is to (a) assist the Mission to strengthen local civil society, local government and private sector capacity for better implementation of assistance programs to improve resilience in Niger, Burkina Faso, Chad, and Mauritania; (b) provide advice and counsel to USAID on necessary interventions in Niger and Burkina Faso; (c) maintain up to date data and analysis of agricultural and rural development issues in key Sahel JPC focus areas; (d) promote partnerships and joint ventures in the agricultural and rural development sectors between local partners, others donors and USAID programs in the field and (e) assist the Mission in the implementation and monitoring of development assistance in the Sahel JPC's agriculture and Natural Resource Management (NRM) programs. The incumbent will establish a network with local partners, regional development agencies and rural organizations, other donors programs and Government of Niger (GON), Government of Burkina Faso (GOBF), Government of Chad (GOC), Government of Mauritania (GOM) agencies involving in agricultural and rural development sectors in the targeted regions.

USAID's Sahel JPC strategy for transformational development seeks to increase the resilience of chronically vulnerable people, households, communities and systems in targeted agro-pastoral and marginal agriculture livelihood zones in Niger and Burkina Faso through increased sustainable well-being, strengthened institutions and governance, and improved nutrition and health. The incumbent will take an active, results-oriented role in building local capacity development leadership for implementation of the Sahel JPC. The incumbent will coordinate closely with members of the Regional Technical Office dealing in natural resource management, health, environment, and investment sector development.

The incumbent will provide advice and counsel to the Deputy Regional Mission Director, Agriculture Officer, other Regional Technical Office team members, Regional Program Office team members, OFDA, FFP, USAID staff in Niger, Burkina Faso, Mauritania and Chad and other technical experts. The incumbent will develop and maintain comprehensive knowledge of current agriculture issues and model interventions in targeted regions and for establishing and maintaining professional working relationships with local government agencies, local businesses, key implementing partners and local leaders, and other agriculture and NRM organizations.

MAJOR DUTIES AND RESPONSIBILITIES

A. Advises Mission on Agriculture and NRM Issues (15%)

1. Provides advice and assist local partners on developing programs and contracts for agriculture and rural development related activities in support of USAID's Sahel JPC Strategy. In this context, liaise with other mission staff and partners to ensure USAID agriculture programs and implementing mechanisms used by local partners are realistic and follow USAID regulations.
2. Researches and develops thorough analyses of opportunities and constraints to improve agriculture, NRM, and environmental compliance. Follows closely current political, social and economic trends in Niger, Burkina Faso, Chad and Mauritania and provides analysis on how these trends affect the development and implementation of the Mission's Sahel JPC programs. This includes preparing analytical reports on agricultural trends.
3. Maintains close contact with GOBF, GON, GOC, GOM, regional institutions and other actors active in agriculture and NRM. Gathers both published and raw data on agriculture from a wide variety of sources both nationally and internationally. Maintains up to date, accurate information on trends, opportunities, international businesses active in the agriculture sector in GON and GOBF, and key international and regional players in the sector.
4. Provides expert advice to USAID, GON, GOBF, GOC, GOM regional institutions and local governments on best agriculture practices, NRM, environmental compliance policies and related international agreements or conventions. Provides analysis and proposes policy reforms to the mission and partners including effective means to promote policy changes.
5. Provides expert advice on the development, procurement and monitoring of public-partnerships within the Sahel JPC's agriculture activities and to the GON, GOBF, GOC, GOM, and regional institutions.

B. Environmental Compliance (20%)

1. Serve as a key team member for USAID's environmental compliance procedures and requirements, including providing timely feedback to USAID operating units in the region on environmental compliance documentation requiring BEO and Mission Director approval. Reviews environmental compliance documentation for the Niger, Burkina Faso, Chad, and Mauritania USAID Offices and programs, and their submission to the Regional Environmental Officer (REA) based in USAID/Senegal Regional Mission for approval. The incumbent works with USAID Mission Environmental Officers (MEO) and in coordination with the USAID Regional Mission in Ghana to ensure that USAID



funded activities conform to USAID environmental regulations (22 CFR 216), ADS 204 environmental procedures, and related environmental guidance and provisions of US law.

2. Assist USAID/Senegal Regional Mission staff and colleagues in other USAID operating units in preparing environmental reviews, IEEs, EA scoping documents, and in obtaining Africa Bureau approvals as well as developing mission orders and COR/AOR appointment letters concerning environmental compliance.
3. Prepare reports related to overall Environmental Compliance that may be required as part of USAID/Senegal Regional Mission's annual reporting and/or strategy preparation as well as respond to inquiries from the Mission Front Office, other Missions within the West Africa region, Embassies, USAID/Washington, US Congress, other USG stakeholders on environmental compliance.

C. Management of Agriculture and NRM Field Activities (30%)

1. Supervises the implementation of agriculture and NRM programs and activities with the goal of ensuring that program design and implementation will achieve planned results and USAID goals. Position could include the design development programs to meet Sahel JPC strategic objectives. This includes preparing statements of work or program descriptions, requests for proposals/applications, Acquisition and Assistance requests, decision memos, Congressional Notifications, inter-agency agreement letters, etc.
2. Follows the development of a performance management plan for agriculture and other NRM-related activities and contribute to data collection and synthesis and reporting. Ensure project and/or sectoral assessments are carried out and participate in developing Statements of work, field trips, data analysis and dissemination.
3. Acts as an AOTR (Agreement Officer's technical representative) / COTR (Contract Officer's Technical Representative), and/or Activity Manager for one or more USAID Sahel JPC programs.
4. Ensures program implementation achieves planned results, document developmental impacts and resolve any implementation issues in an efficient and professional manner.
5. Participates actively in the USG procurement process, including program advocacy, design, communication with USAID and USG stakeholders, to gather consensus and develop alliances in effective foreign assistance programming.
6. Performs Monitoring & Evaluation function: The AID Development Assistance specialist will be responsible for performance monitoring, and regular evaluations of USAID-managed activities. This includes: review of quarterly and annual program and financial reports from program partners; review the reports paying particular attention to the data pertaining to:
 - activity performance indicators as identified within the Performance Management Plan (PMP) and Operational Plan;



- program objectives achievement, methodology and lessons learned paying particular attention to inputs, output and expected outcomes including economic, social, cultural, and technical factors; and
 - financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities) and the need for incremental funding.
7. Works closely with the USAID Senegal's Office of Financial Management to review and assess monthly accruals and disbursements, and track funding pipelines to ensure compliance with the ADS guidelines.
 8. Maintains active dialogue with other donor programs, regional organizations, local organizations, and various GON, GOBF, GOC, and GOM offices on agriculture and NRM, building contacts to facilitate dissemination of information and coordination of activities.
 9. Identifies and facilitate public/private partnerships and/or global development alliances that improve agriculture development.
- D. Coordinates Sahel JPC Agriculture and NRM Activities with the Governments of Niger, Burkina Faso, Chad, and Mauritania, Local Governments and other Donor supported Projects (35%)**
1. Maintains contacts with a variety USAID/Dakar staff to keep abreast of current developments and successful interventions. Liaises and actively supports various local government institutions.
 2. Ensures USAID agriculture activities are coordinated with, and integrated, into local government management systems. This will include providing assistance to local governments to strengthen coordination systems.
 3. Responds to periodic requests from partners, USAID/DAKAR, the governments of Niger, Burkina Faso, Chad, and Mauritania, and other donors on USAID's agriculture and NRM programs, activities and results.

Actively cultivates and maintains professional relationships, partnerships and joint ventures with partners, traders, donors and the GON, GOBF, GOC, and GOM to improve agriculture and NRM. Develops and maintains an extensive range of contacts with representatives of the Nigerien and Burkinabe public and private sector in agriculture and NRM.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of a Master's degree, or equivalent, in agriculture, rural development, international development, natural resources management or other closely related field is required.
- b. **Prior Work Experience:** Six to eight years of prior work experience in the agriculture or NRM sectors required. Intimate knowledge of agricultural policies of GON, GOBF, and/or other Sahelian countries, as well as policies and approaches of regional institutions such as the Economic Community of West African States (ECOWAS), Permanent Interstate Committee for drought control in the Sahel (CILSS), and the Agrhyment Regional Center. Experience working with local communities and farmer's associations, development alliances, information dissemination and communication of agriculture issues is also desirable.



- c. **Post Entry Training:** Training in USAID programming procedures and AOTR/COTR certification will be required.
- d. **Language Proficiency:** Refined oral presentation and writing skills in French and English that allow employee to make effective presentations and development relationships with partners. Speaking skills in one or more local languages. Level IV proficiency in spoken and written English and French is required for this position.
- e. **Knowledge required by the Position:** Thorough knowledge of development theory and programming in general and agriculture programming in particular. Comprehensive knowledge of agriculture programs and policies, agricultural trade and food policies, land tenure and macro-economic, legal and policy framework of the GON, GOBF, GOC, and GOM specifically as it relates to agriculture development. Broad knowledge of current political, social, economic and strategic factors in Niger, Burkina Faso, and other Sahelian countries and an excellent understanding of the complexity of the organizational structure, bureaucracy and the reform processes in those countries. Considerable familiarity with approaches and goals of development organizations and other partners and their approaches to agriculture programs. Must have an understanding of the changing direction of the agriculture sector in Niger, Burkina Faso, and other Sahelian countries.
- f. **Skills and Abilities:** Capacity for critical analysis of current agriculture issues and initiative in carrying out assigned tasks and strong interpersonal qualities are essential. Originality of ideas and creative thinking highly desired. Plans, organizes, and executes complex agricultural related activities. Prepares precise, accurate reports using rigorous analytical and interpretive skills. Prepares internal reporting documentation in English. Establishes and maintains professional and effective contacts with GON, GOBF, GOC, and GOM counterparts, other donor technical staff and implementing partner Chief-of-Party. Proficiency in MS Office “Word” and “Excel”.

POSITION ELEMENTS

- a. **Supervision Received:** The incumbent works under the supervision of the USDH Agricultural Officer. S/He is expected to carry out assigned duties with minimal technical supervision in the Senegal Regional Mission.
- b. **Available Guidelines:**
 - 1. Employee implements activities in accordance with applicable ADS regulations and Mission guidelines. Employee develops working knowledge of USAID directives.
 - 2. Working within the parameters established by ADS regulations and Mission guidelines, the employee draws on experience and professional judgment to make program implementation decisions and undertake policy discussions.
 - 3. Exercises delegations of authorities granted in USAID/Senegal Mission Orders and those for Cognizant Technical Officers (CTO). Clears key written communications with the USDH Agricultural Officer.



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- c. Exercise of Judgment:** Incumbent exercises a broad scope of independent judgment. Refers to immediate supervisor on matters pertaining to policy, priority or resolution of problems for which there is no clear precedent. Incumbent must demonstrate a keen sense of timeliness in exercising judgment and completing an array of simultaneous actions.
- d. Authority to Make Commitments:** Exercise authority in accordance with delegation granted in USAID Mission Orders.
- e. Nature, Level, Purpose of Contacts:** Develops and maintains an extensive range of high level contacts with business and GON, GOBF, ECOWAS, and CILLS officials, community leaders and multilateral donor missions for the purpose of obtaining or verifying published and unpublished information on Niger, Burkina Faso, Chad, and Mauritania's agriculture trends and events, and for following developments in other NRM and Climate Change activities.
- f. Supervision Exercised:** Position is non-supervisory.
- g. Time Required to Perform Full Range of Duties after Entry into Position:** One year.

HOW TO APPLY: Interested applicants should submit a completed OF-612 form and a complete resume to:

Human Resources Mgt. Specialist
USAID/Senegal
Route des Almadies
B.P. 49 - Dakar, Senegal
Email address: usaiddakar-hr@usaid.gov

Deadline to receive applications: April 5, 2013

Cleared by:

Cheryl Bowdre, Agricultural Officer (DLI): Cheryl Bowdre Date: 3/6/2013

Steven T. Cowper, Sup. Reg. Executive Officer: Steven T. Cowper Date: 3/6/2013