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TO: ALL MALAGASY CITIZENS

SUBJECT: RECRUITMENT FOR ONE LAND RESOURCES MANAGEMENT SPECIALIST FOR THE ENVIRONMENT AND RURAL DEVELOPMENT OFFICE.

METHOD OF EMPLOYMENT: TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT RENEWABLE, SALARY EQUIVALENT TO FSN-11 GRADE

The USAID Mission in Madagascar is soliciting expressions of interest from qualified candidates to serve as the Land Resources Management Specialist within the Environment and Rural Development (ENV/RD) Office of USAID/Madagascar. The contract is for an initial period of one (1) year subject to renewal based on annual performance review, continuing need for the contractor's services, and availability of funds.

MAJOR DUTIES AND RESPONSIBILITIES

The main purpose of this position is to ensure monitoring of program activities at the local, communal and regional levels that is to convert rural natural resource use and agro-ecological systems in a manner that contributes both to improved social and economic well-being and to conserved ecological habitat in and around critical forest corridors within priority eco-regions.

Under the direct supervision of the Environment and Rural Development Team Leader, the Land Resources Management Specialist responsibilities and duties shall include the following:

1. Overall Responsibilities

- Actively participate in the implementation of the ENV/RD program in a manner that embodies the four USAID core values: teamwork and participation, customer focus, empowerment, and accountability. This participation must be achieved in collaboration with GOM (Government of Madagascar) counterparts, the private sector, ENV/RD implementing partners, and the Executing Agencies of the NEAP (National Environmental Action Plan).
- Work to ensure synergy and linkages between USAID program activities, Madagascar Action Plan (MAP), other donor programs, and private sector activities.
- Work to ensure the development of strategic vision, partnerships and alliance building to mobilize target resources within ENV/RD critical eco-regions.

2. Programming Responsibilities

- Promote information sharing and encourage participation and teamwork among the USAID personnel, other donors, implementing partners, and Government of Madagascar (GOM) Ministries to gather together resources

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to achieve long term and sustainable results for USAID Environment/Rural Development Support Program.

- Ensure USAID Environment/Rural Development Program implemented under the National Environmental Program takes into consideration adequate provisions for the long term sustainability and strengthening of community associations, local Malagasy Non-Governmental Organizations (NGOs), and local government authorities and services.
- The Land Resources Management Specialist is the gender focal point for ENV/RD. He/she shall ensure gender mainstreaming within ENV/RD Programs to ensure that resource allocations and uses reflect gender needs at the local and regional levels.
- Promote a sustainable development system which focuses on implementing participatory processes among communities and government to build accountability and transparency in structures at all levels, and to ensure program oriented results.
- Prepare and deliver formal and/or informal briefings to USAID personnel, contractors, grantees and/or consultants on issues relating to land resources use and eco-regional approach.

3. Activity Management and Monitoring

- Ensure monitoring of program activities at the local, communal and regional levels to guarantee rural natural resource use and agro-ecological systems contribute both to the improvement of social and economical well-being and to conserve ecological habitat in and around critical forest corridors within ENV/RD priority eco-regions.
- Manage the records of the Assistance/Contract official requirements and deliverables (Annual work-plan, Semi-annual report and Annual Report, Final Report and other reporting supporting documents such as monthly voucher, request for approval, field trip report and strategic documents) and information resources related to Environment and Rural Development support program.
- Monitor assistance/contract instruments for the implementation of specific activities as directed by the CTO, ensure through the review of annual work plans, narrative reports and sub-grantee documents; budgeting and fiscal accountability; and terms of reference for delivery of training and short term technical assistance. Prepare any necessary revisions to these contracting mechanisms and close out procedures as required.
- In collaboration with other ENV/RD team members, prepare analysis and documentation required to obligate funds and initiate and/or continue activities under the Strategic Objective Agreement; develop benchmarks and indicators to assess the progress and impact of implementing partner activities.

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- Review documentation/reports submitted to ENV/RD team and their relevancy to the ENV/RD program. Ensure timely circulation of key documents among all USAID team members and partners.
- Research technical reports, documents and journals for articles to determine relevancy and applicability for ENV/RD Office.
- Compile and synthesize relevant information and lessons learned from program reports to be shared with other USAID Missions and partners.
- Serve as a representative of USAID at meetings on (i) Regionalization of the environment and rural development program, (ii) Communication and information for decision-making, (iii) Local capacity building for NGOs and communities; or official functions, when directed by the ENV-RD Team Leader, and prepare minutes with list of follow up actions.
- Collect and analyze data needed for management, administration and evaluation of ENV/RD Program. Assist in the preparation of reports on events significant to the SO and its implementing partners on opportunities and problems encountered.

REQUIRED QUALIFICATIONS

Education:

Minimum of Master's level education in Natural Resources Management or closely related field of Bachelor's level education with seven (7) years of experience in related field.

Prior Work Experience:

Minimum of five (5) years of experience in closely related field with extensive knowledge in farmer's association strengthening, eco-regional approach, land use planning, participatory proves and community based approach, and successful experience program development cycle: strategic planning, program/project management (planning - evaluation - reporting)

Language Proficiency:

Fluency in English: Fluent professional level speaking, reading and writing at the level IV in English is required. At this level, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate Malagasy and/or French language into precise and correct English, and English into French. On occasion, this may require acting as an interpreter in situations where considerable importance attaches to proper word meaning.

Fluency in French: Fluent professional level speaking, reading and writing at the level IV in French language is required. The standard for

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this level is as described above.

Fluency in Malagasy: Must be able to read, write and speak Malagasy at level V.

Job Knowledge, Skills and Abilities:

Initial screening will entail an examination of the application package for discussion of how the knowledge, skills, and abilities described below have been demonstrated in the applicant's professional experience. Applicants who do not include a discussion of knowledge, skills, and abilities in the application will not receive further consideration.

1. Demonstrated a thorough knowledge and understanding of the environment and rural development sectors in Madagascar;
2. Demonstrated extensive knowledge and keen understanding of the Madagascar Action Plan in general and more specifically the issues within the environment and rural development sectors;
3. Be conversant with Madagascar ecosystems threats and its relationship with agricultural sector and development;
4. Be aware of social and cultural aspect of organizational structure in rural areas (farmer's associations);
5. Demonstrated knowledge and abilities in general management and administration principles including the ability to prepare budgets and analyze financial reporting, and prepare and review implementation plans, and oversee implementing partner activities;
6. Demonstrated ability to exercise good judgment in establishing and maintaining professional relationships;
7. Demonstrated strong interpersonal and communication skills are required to work effectively with beneficiaries and implementing partners including USAID contractors and grantees, private sector representatives, and host government counterparts. These include oral presentation skills, ability to work in a diverse culture setting, and skills in successfully working as part of a team and leading a team;
8. Demonstrated strong writing and analytical skills are needed to prepare clear, concise reports which are primarily factual and analytical in nature as well as to analyze and evaluate reports and provide accurate assessments;
9. Demonstrated strong computer skills are a minimum requirement. These include proficiency in word processing, office information and

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communication systems, basic skills in using spreadsheets, and proficiency in conducting internet-based research

CLEARANCE: The selected individual must obtain medical and security clearances before starting work(USAID/Madagascar will assist in this matter for Malagasy selected candidate).

SALARY: The position is classified at an FSN-11 Grade. Should the selected candidate not meet the FSN-11 level requirements, he/she will be hired at the FSN-10 level 'trainee' position.

DEADLINE: Submit a completed OF-612 (available at USAID/Reception), a CV, an application letter, and copies of pertinent certificates by **4:00 pm, Wednesday, March 26, 2008** to USAID/Madagascar EXO/HR, Tour Zital, 6th Floor, Ankorondrano, Antananarivo, Madagascar. Please mark the envelope with **PERNOT 2008-07**.

Applications must be received at USAID Office by the above deadline to be considered.

Clearances:

Bakoly Ratsimanohatra

Hanitra Rajaona

Eddy Rasoanaivo