



## VACANCY ANNOUNCEMENT

No. 2009-007	Date: April 9, 2009	Ref:
Subject:	<b>PROJECT MANAGER AGRIBUSINESS DEVELOPMENT</b>	
Location:	<b>ABUJA – ECONOMIC GROWTH AND ENVIRONMENT OFFICE</b>	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Project Manager Agribusiness Development, FSN-10

**OPENING DATE:** April 9, 2009

**CLOSING DATE:** April 30, 2009

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** FSN: N3,141,734.00 p.a (Starting basic salary on FSN-10 Position Grade)  
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

**NOTE:** Recruitment/Position is subject to the availability of funding.

**USAID/Nigeria in Abuja** is seeking to employ a suitable and qualified candidate for the position of Agribusiness Program Manager in the Economic Growth and Environment Office.

### **BASIC FUNCTION OF THE POSITION:**

The AID Project Management Specialist (Agribusiness and Enterprise Development) position is located in USAID/Nigeria, EGE Office. The focus of this position is on Agribusiness and Enterprise Development issues, and includes work with the relevant ministries and municipalities, other GON entities, the private sector, and others. However, the Specialist will also work in other Mission areas related to the EG sector. The Specialist works under the general supervision of a higher-graded Specialist in the Office, and in a collegial manner with the remainder of the EGE Team.

Work involves the full range of consultative, advisory, monitoring, management, data collection and analysis, and evaluative aspects within the EGE sector. The Specialist collaborates and coordinates with USAID/Nigeria colleagues; with colleagues from the local donor community; national governmental and non-governmental organizations; and, the public and private sectors. The majority of the time will be spent in Abuja, with regional travel performed as necessary.

With guidance from the EGE Office Director and the senior Specialist, the Agribusiness and Enterprise Development Specialist assists in program management and evaluation; liaising with donors, partners, NGOs, GON officials; and, identification and resolution of issues affecting EGE program performance.

**A copy of the complete duties and responsibilities is available in the Human Resources Office. Contact (09-461-9323).**

Or visit our Mission websites at: <http://www.usaid.gov/ng>

### **MINIMUM REQUIRMENTS:**

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. A university degree in Agriculture, Economics, Finance, Marketing, Business Administration or International development is required.
2. Five to seven years of progressively responsible professional experience working in the agriculture and enterprise development field in Nigeria is required.
3. Level IV (Fluency) English language (Speaking /Reading) is required.
4. A thorough knowledge and understanding of the Economic status, concepts, principles, techniques, priorities and practices of agriculture, enterprise development and agricultural reform in Nigeria is required.
5. Incumbent must be able to plan, develop, manage, and evaluate important program/projects, establish and maintain contacts with senior-level officials of the GON, local government, other public/private institutions and firms, PVOs/NGOs, and the donor community, and explain/defend USAID project management policies, objectives and procedures is required.
6. Demonstrated advanced analytical, problem solving, organizational and excellent writing and computer skills are required.

### **SELECTION PROCESS:**

It is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees who are qualified will be given preference.
4. Only successful applicants who meet the minimum requirements will be notified.
5. The Human Resources Office will **NOT** accept applications or resume **submitted in U.S. Government official envelopes.**
6. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

### **HOW TO APPLY:**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. A **type-written application** specifically applying for this position, and addressing the minimum requirements as advertised. **Please reference the job title and announcement number on the application letter.**
2. A current resume or curriculum vitae, listing all job responsibilities; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter**

### **SUBMIT APPLICATION TO:**

The Executive Officer  
USAID/Nigeria  
7 – 9 Mambilla Street  
Off Aso Drive  
Maitama  
Abuja

### **POINT OF CONTACT:**

Tel: 09-461-9300 ext. 9323

**CLOSING DATE FOR THIS POSITION IS: APRIL 30, 2009**

An Equal Opportunity Employer

Approved:EXO: BPalmer

Drafted:HR: JUdomi

Cleared:EG: RGreenberg

## **DUTIES & RESPONSIBILITIES FOR PROJECT MANAGER AGRICBUSINESS DEVELOPMENT POSITION**

### **14. MAJOR DUTIES AND RESPONSIBILITIES:**

#### **a. Program/Project Development, Management, and Oversight – 70%**

The Specialist participates with EGE Team members, USAID/Washington experts, and others in the design of appropriate programs/projects and other interventions in Nigeria, with consideration of in-country political, legal, regulatory, and economic environmental factors. Prepares and justifies program/project recommendations, Scopes of Work, GLASS requisitions, and other required documentation, and shepherds recommendations through to approval.

Serves as Cognizant Technical Officer (CTO) for one or more proposed major EGE programs/projects (through contracts), managing an annual combined program budget of over US\$2M per year. Develops and maintains an extensive range of high-level contacts with agricultural and private-sector development partners, influential GoN officials, international donors, cooperating agencies, contractors, IPs and their local partners, and other key program stakeholders.

Provides guidance to IPs. Reviews and approves contractor work plans, and approves hiring of key personnel. Provides technical direction to IPs concerning complex issues, and provides administrative approval for payments and advances. Works with IPs to establish benchmarks, goals, and objectives, and receives and reviews periodic and ad hoc reports to ensure that benchmarks, goals, and objectives are being met. Conducts scheduled and non-scheduled IP site visits to monitor activities, identify and assist in resolving problems, provide guidance on USAID policies and procedures, and to answer questions. Prepares trip reports on site visits, listing findings and recommendations, and supplementing written reports with oral briefings to the Office Director and senior Specialist, and to the Mission Director, as required. Maintains program/project oversight through to final closeout and IP evaluation.

Coordinates managed EGE programs within USAID and the USG, and with other donors. Serves as a member of USAID Strategic Objective Teams and, as appropriate, participates in and/or leads Technical Evaluation Committees.

#### **b. Program/Project Administration – 30%**

Drafts statements of work (SOWs) for carrying out studies, including program evaluations and needs assessments. Personally participates in selected program evaluations and needs assessments, often contributing as author or co-author.

Monitors components of EGE assistance activities in order to provide recommendations to activity managers; serves as team member on selected Mission Teams impacting the EGE sector; drafts and/or finalizes activity-related correspondence for signature by superiors; contributes to annual and semiannual performance reviews; drafts technical papers for new activities, or for changes to on-going programs/projects/activities; etc.

Prepares input for annual Operational Plans (OPs), and tracks performance against indicators. Evaluates fully implemented activities, focusing on impact, lessons learned, and problem areas and how these problems have been or may have been overcome. Assists in preparing annual assessments of host-country progress toward achievement of agriculture and enterprise development goals.

Performs other duties as assigned or required.