



USAID | ETHIOPIA

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DATE SEPTMBER 10, 2014

FROM HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT JOB/VACANCY ANNOUNCEMENT NO. 13/14

TO ALL QUALIFIED APPLICANTS

TITLE OF POSITION USAID PROJECT MANAGEMENT SPECIALIST (AGRICULTURE)

LOCATION OF WORK : U.S. EMBASSY, ENTOTO ROAD

HOURS : FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE SEPTMBER 24, 2014

SALARY: FSN-12 USD 22,784 to USD 41,012 (per annum) depending on the candidate's earning history, qualifications and experience.

MAJOR DUTIES AND RESPONSIBILITIES: The Senior Project Management Specialist is a core member of the Economic Growth and Transformation (EG&T) office, which implements the Presidential Feed the Future Initiative and works directly on a \$270 million portfolio of agriculture, food security and nutrition issues in Ethiopia. The Senior Project Management Specialist directly oversees the day-to-day contractual responsibilities of a \$60 million USAID contract and are part of the U.S. Government's contribution to the Government of Ethiopia's \$350 million Agricultural Growth Program. S/he also serves at the activity manager for three Washington-based centrally funded activities for wheat and chickpea value chains valued at over \$15 million. The Senior Project Management Specialist is supervised by a U.S. Direct Hire, the Feed the Future/Food Security Team Leader, and has supervisory responsibilities over the FSN-11 Project Management Specialist position.

MINIMUM QUALIFICATIONS: In order to qualify, the applicant must possess the following qualifications:

EDUCATION: The multidisciplinary and multifaceted nature of the position requires a minimum of a Master's Degree in agricultural development, agricultural economics, agronomy or agri-business or a related field is required as the position serves as technical and policy lead for agricultural programming and implementation.

EXPERIENCE: A minimum of ten to twelve years of relevant and practical professional work experience at a senior level designing, managing and evaluating development programs, increasing private sector and other non-traditional partners in development, promoting income generating activities for underserved populations, and conducting outreach and education activities to local community groups. Experience with USAID, USAID contractors, other government donors, public international organizations and international agricultural research centers in Africa and particularly East Africa is preferred. Experience working with the Government of Ethiopia (GOE), USAID, CDC and/or U.S. Government implementing partners is desirable. Excellent past/current leadership, communications (verbal and written) and interpersonal skills are critical to this position. The ideal candidate should demonstrate a clear progression in their previous work experience and have experience working on food security and nutrition activities. Specialized knowledge and demonstrated expertise in program implementation and/or management as well as a proven ability to work effectively with high-level personnel from government, donor community, private sector, implementing partners and other development organizations is necessary.

LANGUAGE: The position requires both English and Amharic fluency and any additional Ethiopian languages are highly desirable but not necessary. S/he must have proven ability to communicate quickly, clearly and concisely—both orally and in writing in English. (Amharic at Level IV and English at Level IV (speaking) and Level IV (writing) are required for this position). English test will be given.

KNOWLEDGE, SKILLS, AND ABILITIES: The Senior Project Management Specialist must have a strong knowledge of Ethiopia's economic, political, social and cultural characteristics and of the history of development assistance activities in Ethiopia, especially the U.S. Government's role. The Senior Project Management Specialist requires an expert and insider knowledge and understanding of the different branches in the GOE in order to enhance effective communication and to develop consensus on program/project strategy and implementation. The Senior Project Management Specialist must foster and maintain close relationships with a plethora of GOE officials, scientists and researchers, other diplomats serving as donor country representatives, local and international implementing partner organizations, and other non-governmental organizations. The Senior Project Management Specialist requires a high degree of political savvy to effectively coordinate policy reforms across the portfolio and a broad knowledge of the GOE system of agricultural development in various ministries, institutions, and agencies. The position requires expert knowledge in agribusiness, agricultural economics, agronomy, agricultural policy reform, project monitoring and evaluation, and knowledge management. The Senior Project Management Specialist must have very good computer skills, including the ability to use Microsoft Word, Excel, and PowerPoint efficiently and effectively as well as to be able to articulate his/her thoughts both verbally and written and both in English and in Amharic. Ability to shepherd projects in various stages of design and implementation; this may include developing budget spreadsheets and statements of work and/or reviewing and analyzing project reports, financial statements and quarterly/annual results reporting to ensure on-time achievement of project deliverables. The position requires direct experience with the Government of Ethiopia, which is critical for policy reform within the context of agricultural marketing and trade as well as micro financing. Finally, the position requires good customer service and diplomatic skills, as the incumbent works closely with over 40 implementing partners, many other diplomats, high-level U.S. Government representatives as well as the Government of Ethiopia.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form [[Universal Application for Employment \(DS-174\)](#)] to USAID Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. The USAID Mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6043, 6031, or 6035.

NOTE: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [Universal Application for Employment \(DS-174\)](#). FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.

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