

**Mission Notice**  
**US Agency for International Development (USAID)**  
**Mission to Zimbabwe**

**Mission Notice No: 16-02**

**Date: February 8, 2016**

**Open to:**

All U.S Mission Locally Employed Staff (LES) – All Agencies

*Current employees serving a probationary period are not eligible to apply*

All Zimbabwean citizens or legal Zimbabwean permanent residents, with the required visa/permit to work and live in the country (proof of paperwork will need to be provided)

**Official Title: Program Management Specialist**

**Office: Economic Growth Office**

**Position Grade: FSN-11**

**Salary Range: US\$51,776 – US\$75,076 basic salary grade range**

(Candidates may be selected at a lower grade (at the trainee level) and be promoted when eligible and have met the full job requirements of the position)

The US Mission in Zimbabwe provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Opening Date: February 8, 2016

Closing Date: February 22, 2016 (1700 hours local time)

Work Hours: Full time; 40 hours per week

**BASIC DESCRIPTION OF THE POSITION:**

The Economic Growth Office (EGO) is accountable for activities focusing primarily on strengthening agriculture sector competitiveness, improving the investment and business enabling environment, increasing access to finance for agricultural and micro, small and medium enterprise (MSME) development, improving access to safe water, sanitation and hygiene (WASH), addressing natural resource management challenges in the rural areas and increasing employment prospects of vulnerable populations and youth. The Office of Economic Growth supports U.S. Government (USG) priorities in the areas of agricultural production, food security, market development and competitiveness; macroeconomic policy; business climate reform; MSME development; WASH, natural resource management, workforce skills development, and financial sector deepening.

The EGO liaises quite closely with Humanitarian Assistance and Resilience team and other technical offices within USAID/Zimbabwe on all activities.

The Program Management Specialist (PMS) serves as Contract/Assistance Officer's Representative (COR/AOR) and/or Activity Manager of designated implementing mechanisms and performs all related duties and responsibilities. S/he analyzes project financial data and prepares budget tables to inform programmatic decisions and resource allocations. S/he is also responsible for monitoring and evaluation (M&E) of implementing mechanisms as the COR/AOR, contributing to EGO's Performance Monitoring Plan (PMP), and coordinating and/or contributing data analyses and reporting for Mission-wide performance reports. S/he undertakes technical research and assessments needed to inform program and mechanism design and implementation. S/he coordinates inputs and prepares procurement plans and other documents/reports needed for procurement of program implementing mechanisms/services. S/he is also responsible for advising on economic sector performance and trends affecting economic growth. S/he is expected to plan, coordinate, monitor and evaluate the diverse activities spread among a number of the economic growth programs that support conducive economic policy environment and promote the development of Zimbabwe's private and public sectors. S/he is also expected to provide critical analysis of the evolution of the Zimbabwean economy (including but not limited to major sources of growth in the economy, monetary policy, poverty reduction, Government of Zimbabwe budget, policy actions and plans in the areas of agriculture, trade, tax, finance, labor, public finance and regional integration.

### **Main Duties and Responsibilities**

1. Serve as AOR/COR and/or Activity Manager as assigned for designated EGO implementing mechanisms. Responsibilities include all those outlined in an AOR/COR Designation Letter such as monitoring implementation to ensure that contractor/recipient performance conforms to that in the contract/grant Scope of Work (SOW)/Program Description, providing technical directions as appropriate and applicable, reviewing, providing comments as necessary, and approving work plans and annual reports. Conduct strong monitoring and evaluation of implementing partners and contribute to the EGO Monitoring and Evaluation Plan and Mission Performance Monitoring Plan. Review and approve vouchers, accruals and financial analysis needed to ensure conformance to the contract terms and efficient resource use. Prepare Contractor Performance reports. Contribute to the timely preparation of the Mission's Operational Plan and Performance Plan and Report with inputs from activities. Other duties as required and in conformity with contract/grant/cooperative agreement terms and Agency regulations and guidelines. **(40 percent)**
2. The PMS undertakes technical research and analysis to support program and mechanism development, design, implementation and evaluation. This includes sector or sub-sector assessments and other documents needed to inform program development and management. As needed, s/he conducts research on Agency and other institutions' best practices in areas related to the EGO's actual and planned

portfolio to help inform programming and management decisions. As needed, s/he prepares scopes of work for assessments and program-related studies as well as corresponding documentation necessary for the procurement of studies and/or assessment services. Participates in strategy development as core member of the EGO team, and provides analytical tools to help inform strategy and program development. **(20 percent)**

3. The incumbent backstops the EGO's Monitoring and Evaluation (M&E) Specialist, undertaking all associated responsibilities. These include overseeing and/or contributing to the preparation and monitoring of the EGO's portion of the Mission's Performance Monitoring Plan (PMP), coordination of all inputs needed for preparation of the Performance Plan and Report (PPR), analysis of data to strengthen understanding of performance and track progress towards achievement of PMP targets, preparation of tables that enable easy tracking of performance over time, coordination of inputs into the timely preparation of the Operational Plan (OP), and ensuring for the team as a whole that data quality standards are met. Coordinate preparation of the EGO's evaluation plan. As needed, s/he will also coordinate the system of reporting results into the Feed the Future Monitoring System (FTFMS). **(15 percent)**
4. Contribute analysis and prepare tables and reports on the EGO budget to track the financial status of the EG portfolio and its mechanisms, and to inform budget and programmatic decisions. S/he coordinates inputs and reviews to ensure pipeline analyses are up-to-date and accurate. S/he prepares or assists team members in preparing independent government budget estimates for the procurement of technical and other services. S/he contributes inputs to the EG Office's Procurement Plan and ensures it is updated as needed. S/he serves as a Global Acquisition and Assistance System (GLAAS) subject matter expert, ensuring that the Office's GLAAS actions are done in a timely manner with adequate time to allow for the necessary reviews and approvals. S/he oversees preparation of pre-obligation checklists to ensure compliance with USG statutory and regulatory requirements. **(10 percent)**
5. Backstop the EG team's environmental and climate change focal person to support AORs/CORs and the Mission Environmental Officer (MEO). Monitor partners' compliance with Agency environmental requirements in coordination with AORs/CORs and the MEO. Ensure the requisite environmental assessments are conducted, e.g., the Initial Environmental Examinations, in a timely manner to support timely obligations and program implementation. **(10 percent)**
6. Prepare other reports and communication documents, e.g., briefers, success stories, and power point presentations as needed to support program implementation and representation of the program to various audiences. Perform other duties as necessary to support the EG Office's strong performance and reporting. **(5 percent)**

## **QUALIFICATIONS:**

- A. Education:** A post-graduate degree (Masters) in business, finance, economic development or public administration is required.
- B. Experience:** At least seven years of professional experience as a program management specialist, technical support officer, and/or M&E specialist for a public or private organization is required
- C. Language Proficiency:** Level IV fluent knowledge of English.
- D. Knowledge, Skills and Abilities:** A sound knowledge of the concepts, principles, techniques and practices of development program management and results reporting is required. A thorough knowledge of the host country's economic, political, social, and cultural characteristics is required. A good knowledge of USAID's or another type of relevant organization's (bilateral or multilateral donor) programming policies, regulations, methodologies, and documentation procedures is required. The position requires the use of high level procedural expertise, expertise in procurement and financial management, as well as interactions with other USAID offices, and other USG agencies. The position requires the use of mid to high-level technical/professional skills in support of EG Office activity managers and CORs/AORs. The position requires mid to high-level policy/strategy expertise in order to carry out project management and M&E duties and provide advisory technical support to CORs/AORs and the Technical Team Leader. Incumbent must be able to carry out duties independently and proactively, with a minimum of supervision, as well as recommend ways to improve program performance. Incumbent must possess critical thinking skills and problem solving capabilities, an ability to analyze complex data and to synthesize and communicate findings for a variety of audiences. Incumbent must possess an ability to conduct independent and collaborative research on technical subjects to advance USAID's learning agenda and inform program management and development and an ability to understand and apply complex regulations, policies and procedures to numerous program situations. Attention to details related to the performance of work and strong organizational and management skills are absolutely required. The ability to establish and maintain contacts with high-level counterparts in relevant host-government, private sector, civil society organizations is required. The ability to obtain, analyze, evaluate, and interpret data and to prepare precise, accurate, consistently formatted, and complete reports (i.e. results reports from partners using instructions from USAID/Washington) is required. The ability to recognize significant developments and trends from collected and consolidated data and to use it to strengthen program performance and planning is required. Demonstrated ability to use word processing, spreadsheet, power point, and other software applications needed to conduct analysis and prepare quality reports (e.g., Word, Excel, and Power Point). Excellent teamwork and interpersonal skills are required given that the incumbent will perform many coordinating functions within the team, with colleagues in other offices, and with external implementing and host country partners.

Scoring of the selection criterion detailed above will be done through a written and oral interview.

**TO APPLY:**

Interested applicants must address all the above qualifications in their application. An application should be addressed to the Human Resources Office and include:

1. An application letter, detailing how the applicant meets the above qualifications. Please type in the letter your response to each item, e.g. Education, and state how you meet the requirement. Failure to do this will result in you not being shortlisted. Your letter must address each of the qualifications listed above.
2. A current resume relevant to the position (no more than 2 pages)
3. Any other documentation that addresses the qualification requirements of the position listed above.

**SELECTION PROCESS:**

After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise and oral interview.

The final phase of the selection process is the probationary period of one year. Medical and security clearances are also required before employment can begin.

Please note: only short listed candidates will be contacted with the results of the final selection. If you do not hear back from us by May 22, 2016 you were not shortlisted. Due to the great number of applications received, we are not able to contact each applicant.

**PLEASE FOLLOW THESE INSTRUCTIONS FOR SUBMISSION:**

Both email and hand delivered applications are accepted. Please submit email applications via email to: [zimrecruit@usaid.gov](mailto:zimrecruit@usaid.gov).

Please note: Applications should not be more than 1mb in size if emailed.

Applications can also be hand delivered or by courier to:

USAID/Zimbabwe  
EXO/HR  
No 1. Pascoe Avenue  
Belgravia, Harare

OR

Sent via the postal service to:  
USAID/Zimbabwe  
EXO/HR  
P.O. Box 6988  
Harare

Please indicate Reference: **16-02 Program Management Specialist (EG)** in the subject line of the application email and in the subject line of your application letter.

Applications that fail to follow all the application requirements stated above will not be considered.

Applications should be received no later than **1700 hours (local time), February 22, 2016.**

For any queries, contact the HR Office on 252420 Ext. 235 or 256.

Issued by:  
Executive Office

Robert Appiah  
Supervisory Executive Officer