



Memorandum for Solicitation

DATE: May 10, 2016

FROM: Debbie Jackson, Supervisory Executive Officer 

SUBJECT: Vacant Positions: USAID/Mali Project Management Specialist (Irrigation, Water, Land Development Specialist)

REFERENCE NUMBER: HR-AEG-001-2016-PMS

TO: All Malian Citizens and Local Residents at the time of application.

OPEN PERIOD: **Monday, May 16, 2016**

CLOSING PERIOD: **Monday, May 30, 2016**
(5:00pm Bamako time)

GRADE LEVEL: **FSN PSC-10, Full Performance Level (FCFA 13,061,142 to FCFA 20,244,774)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade)

NUMBER OF POSITION: **One (1) Vacancy**

The U.S. Agency for International Development is seeking one (1) individual as Project Management Specialist for the Accelerated Economic Growth Office.

Basic Function of Position

The incumbent serves as Project Management Specialist for Improved Agricultural Technology, Transformation and Markets Development in Target Areas in the Accelerated Economic Growth (AEG) Strategic Objective Program, which houses an array of programs and two Presidential Initiatives: Feed the Future (FTF) and Global Climate Change (GCC). Programs in AEG are charged with increasing food security, decreasing malnutrition, decreasing poverty rates, and increasing adaptation to climate change. The majority of these activities are concentrated in the FTF Zone of Influence, which is constituted by a set of communes in Mopti, Sikasso, and Timbuktu. In this capacity, s/he oversees a set of concerted measures aimed at increasing Mali's domestic agriculture production, productivity, and strengthening markets and domestic and international trade of agricultural products. Overall, his/her duties are at the juncture of the AEG value chain approach to economic development from production to the markets of specific selected commodities. Especially, the incumbent is expected to assess, analyze, design, negotiate, defend and oversee/monitor the implementation of programs/activities strengthening Mali's domestic production, technology development and adoption, and strengthening markets and finance for selected agricultural commodities for which Mali has a regional comparative advantage as well as strengthening Mali's private sector to take advantage of market opportunities. Successful execution of these duties requires that the Project Management Specialist serve as a lead facilitator for the Implementation of the Feed the Future Strategy and in continuous contact with the complementary efforts of other donors and closely follow the GOM's progress on the development of National Investment Plan of the Agricultural Sector. The incumbent serves as Contracting Officer's Representative and/or Agreement Officer's Representative on USAID/Mali programs to advance agricultural production, productivity, and trade.

Major Duties and Responsibilities

A. Program Management, Oversight & Reporting: As a Program Management Specialist, the incumbent will contribute to the management priorities of USAID Mali Accelerated Economic Growth Team and programs. S/he

will serve as Contracting Officer Representative and/or Agreement Officer Representative on programs to advance agricultural value chain development, agricultural production and productivity, technology adoption, and strengthened markets and trade. S/he will review implementation plans, annual work plans and monitoring and evaluation plans. S/he will conduct regular field visits and document in writing any deficiencies observed. S/he will participate in regular monitoring meetings with the implementing partners and its technical staff to evaluate performance and provide timely technical directions; s/he will ensure that program reports/deliverables are received in a timely manner and monitor for accuracy and completeness. S/he will conduct analysis of reports/deliverables and identify program, policy and other implications for consideration by AEG team. Identify program success stories, and other means of outreach to US and Malian audiences. S/he will monitor implementing partners spending through their budgets, their vouchers and invoices, and their continuation applications. S/he will ensure that all incremental funding actions comply with USAID's forward funding guidelines. He is also responsible for the preparation and documentation of the Mission's Internal Portfolio and the Mission's Budget/Pipeline reviews especially for the projects that he manages. Based on the findings of these reviews, s/he will make recommendations for corrective actions and ensure that feedback is provided to the contractors/grantees as needed (60%).

B. Technical Expertise, Strategy Development, Analysis, and Program Design: as a core member of the AEG team, the incumbent will participate in and sometimes lead AEG and Mission strategy and program development, e.g., design of programs and/or activities to advance value chain development. S/he drafts scopes of work and/or program descriptions either independently or collaboratively as needed to ensure strong results achievement and no gaps in program implementation. The incumbent also contributes to annual performance reports, operational plan development, procurement plan preparation, budget analysis, and other regular planning and reporting processes. The incumbent conducts analysis to inform the execution of program planning, development, management, and reporting (25%).

C. Representation, Engagement: The incumbent maintains contact with a wide set of host country and donor partners and customers in the Government, private sector and civil society. S/he stays abreast of current country and other developments that affect USAID's program planning and implementation. S/he drafts talking points, briefing papers, success stories and speeches as necessary to communicate program related information. S/he represents USAID in various forums, including Government and donor meetings. S/he will collaborate closely with other USAID offices to ensure effective program development and management. S/he will coordinate programs with other bilateral and multilateral donors working in technical areas relevant to USAID's AEG programs to leverage resources and results. The incumbent performs other duties as necessary for the advancement of AEG and Mission program objectives (15%).

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. Malian citizen or local residency at the time of application;
2. A Bachelor's degree or local equivalent is required. It may be in Agriculture or Rural Development, or related fields like Agriculture Economics, Rural Sociology, Range and Natural Resources Management, Environmental Management.
3. Five to seven years of progressively more responsible, professional-level, relevant experience in the management and implementation of agricultural development projects is required, with preference given for experience in Mali. Sound knowledge of Mali's agricultural sector and natural resources base and related conditions is necessary.
4. Level IV of English is required. Level IV (fluent) French proficiency is required. Ability to communicate in local language would be advantageous.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.



Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the position title.

In making financial selection, Human Resources will consider nepotism/conflict of interest, and budget implications in determining successful candidate.

Qualifications Required:

- a. **Education:** A Bachelor's degree or local equivalent is required. It may be in Agriculture or Rural Development, or related fields like Agriculture Economics, Rural Sociology, Range and Natural Resources Management, Environmental Management. **(20%)**
- b. **Prior Work Experience:** Five to seven years of progressively more responsible, professional-level, relevant experience in the management and implementation of agricultural development projects is required, with preference given for experience in Mali. Sound knowledge of Mali's agricultural sector and natural resources base and related conditions is necessary. **(25%)**
- c. **Language Proficiency:** Level IV of English is required. Level IV (fluent) French proficiency is required. Ability to communicate in local language would be advantageous. **(15%)**
- d. **Knowledge:** Advance knowledge pertaining to Mali's agricultural development, including best practices suitable for Mali's ecological conditions is required. The Job Holder must have an in depth understanding of the problems and policies in Mali from the agricultural, environmental, political, civil society and social perspectives. The Job Holder must have knowledge and understanding of the agricultural, economic, environmental, political, civil and social characteristics of Mali, specifically with respect to development constraints in the agricultural sector in Mali and West Africa. S/he should also have knowledge of, or the ability to quickly acquire knowledge of, USG legislation, policy, and practice relating to the agricultural production and agribusiness sectors, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. S/he must have knowledge and understanding of the organization and respective roles of the different levels of the Government of Mali in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation. **(20%)**
- e. **Skills and Abilities:** The ability to plan, organize, manage, and evaluate assigned programs/projects/activities is required. The Job Holder must have excellent verbal communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior- and mid-level Government of Mali officials, and with public and private organizations, such as primary USAID technical contacts in the development area. Verbal communication skills are used to explain and interpret GoM attitudes, priorities, and concerns to USAID officials, and to negotiate program/project/activity plans and resolve program/project/activity implementation issues with appropriate GoM ministries, technical advisors, implementing partners, counterparts, and peers. Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers. Good analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans. Skill in developing project programming, policies, and plans, and in developing strategies for implementation, is desired. The ability to work effectively in a Team environment, and to achieve consensus on policy, program/project/activity, and administrative matters is necessary. The work requires good computer skills in order to manage the achievement of goals and objectives, technical, financial, and social. **(20%)**

Maximum Evaluation Score 100 points

Position Elements

- a. **Supervision Received:** The PMS works under the very general supervision of the AEG Team Leader and/or his/her designee, but is supervised on a day-to-day basis by the Deputy Team Leader. Most assignments occur in the normal course of the work, but the Job Holder is required to determine those



that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Job Holder will seek advice and assistance as required. Work is reviewed in terms of results achieved. The incumbent is expected to take independent initiative, develop and organize his/her work to meet the work programs, objectives, and deadlines.

b. Supervision Exercised: None.

c. Available Guidelines: Available guidelines include USG, USAID, and sector-related guidance, rules, and requirements of the profession; USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); and, USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation on the part of the Job Holder.

d. Exercise of Judgment: Independent judgment is required for developing, implementing, and managing the assigned program/project/activity portfolio, for reporting, and for other assignments. Judgment is required in order to make decisions, based on a careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact; exercises good judgment, and completes work independently; and, monitors implementation of the assigned portfolio and maintains accountability for results achieved.

e. Authority to Make Commitments: The Job Holder will exercise the authority given to all USAID activity managers and CORs/AORs once they have successfully completed the requisite courses and certifications, and may make administrative arrangements consistent with ADS guidance and Mission policy. The Job Holder takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. The Job Holder may not independently commit the USG to the expenditure of funds; but, within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. The Specialist may negotiate ad referendum for the immediate supervisor.

f. Nature, Level, and Purpose of Contacts: The Job Holder maintains a full range of contacts within the Mission, at all levels, and with assigned implementing partners and grantees implementing USAID-funded programs/projects/activities in the sector. Within the Embassy, contacts are with counterpart staffs, and with senior staff as needed. Host-government, local, and other contacts vary widely with the type of program/project/activity, and may be at any level – including Ministerial, Deputy Minister, etc. Frequent and substantive personal contacts with senior-level officials of the Government of Mali, and with the private sector, are for the purpose of explaining and defending USAID policies, objectives, and procedures, and to transmit and interpret Government of Mali and private-sector attitudes and concerns to senior USAID officials.

g. Time Required to Perform Full Range of Duties after Entry into the Position: One year.

SELECTION PROCESS:

It is essential that all candidates address the listed minimum requirements in their application. Applicants must be eligible for appointment under host government laws and regulations.

TO APPLY:

Interested candidates for this position must submit the following required documents:

1. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Project Management Specialist position.
2. A resume or curriculum vitae relevant to the position for which the applicant is applying.
3. Diplomas, degrees, certificates, recommendation letters, etc.



4. Three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

PLEASE NOTE THAT ALL CV/RESUME AND COVER LETTER MUST BE IN ENGLISH, OTHERWISE APPLICATION PACKAGE WILL BE CONSIDERED AS INCOMPLETE AND WILL BE REJECTED.

HOW THE SELECTION WILL BE MADE

The successful candidate will be selected based upon:

1. A preliminary review of the applicants submitted package to establish that minimum education and English language average requirements are met.
2. Test could include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint, and any technical skills test that might be deemed appropriate may be required.
3. Interviews may be required.
4. Reference checks.
5. Security investigations.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum education and English language requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to possibly be tested and interviewed. Applicants will be contacted for testing (Step 2) and interview. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list.

Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

SUBMIT APPLICATION

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov. **Please indicate the Vacancy Reference Number in the subject line of your email: HR-AEG-001-2016-PMS. Emails received without the Vacancy Reference Number indicated above will not be considered.**

Detailed statement of duties and the qualification requirements for the position is available on the following websites: <http://www.usaid.gov/mali/partnership-opportunities/local-vacancy> or <http://mali.usembassy.gov/job-opportunities.html>

CLOSING DATE FOR THIS POSITION IS: May 30, 2016 at 5:00pm

The US Government (USG) 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. The USG also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.