



Memorandum

DATE: February 12, 2015

FROM: Debbie Jackson, Supervisory Executive Officer 

SUBJECT: Vacant Position: USAID/Mali Food Aid Program Specialist

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

OPEN PERIOD: **Monday, February 16, 2015 to Monday, March 2, 2015**
(5:00 pm Bamako time)

GRADE LEVEL: **FSN PSC-11 (FCFA 14,434,295 to FCFA 22,373,159)**
(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 individual as Food Aid Program Specialist for its Food for Peace Program.

Basic Function of Position

The position of FFP Food Aid Program Specialist is located in the Accelerated Economic Growth Office where he/she will assist in efforts to effectively manage and monitor FFP resources in Mali. His/her primary responsibility is to monitor and give direction within the limits of the donor/recipient relationship to Title II-funded emergency food aid programs and report on their implementation to the USFSC Food for Peace Officer (FFPO). The Food Aid Program Specialist will be expected to exercise a very high level of autonomy and require less technical support from the FFPO in Bamako, the Regional FFP Office in Dakar and the Country Backstop officer in FFP/W. It is expected that approximately 40% of the Food Aid Program Specialist's time will be spent traveling within the country to monitor program activities and assess food aid needs.

Major Duties and Responsibilities

The FFP Food Aid Program Specialist's duties will include, but not be limited to, to following:

1. Conduct monitoring site visits of food assistance activities implemented by PVO and UN Agencies and participate in meetings regularly. Report findings to inform food aid funding decisions or modifications to ongoing programs.
2. Perform fact finding investigations and commodity system audits for Title II food aid losses or thefts as required by Regulation 11 (22 C.F.R. 211) and analyze and make recommendations as necessary.
3. Review and validate PVO commodity reports, Pipeline and Resource Estimate Proposals (PREPs), Annual Results Reports (ARR), and Detailed Implementation Plans (DIPs). Draft PREP, commodity call forward concurrence cable, and other reports as necessary.
4. Assist in the preparation of Embassy Operational Plans (OP) and Performance Plan & Report (PPR) narratives and budgets annually.



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5. Assist in reviewing and validating PVO or UN proposals, close-out plans, evaluations and conducting Data Quality Assessments (DQAs) of programs, in compliance with Agency directives.
6. Review and regularly track PVO compliance with Regulation 216 (22 C.F.R. 216) related to environment impact through site visits, annual reviews, and validation of Annual Evaluation Status Reports and Initial Environmental Examination.
7. Participate in food security assessments so that proper and efficient food relief activities may be designed and implemented by International Organizations (IOs) and Non-Governmental Organization (NGOs), and in close collaboration with other humanitarian assistance, to assure food aid achieves its objectives.
8. Provide reports when needed to the Regional FFP Office in Dakar, FFP/W, and the Embassy, and other stakeholders on the current food security situation in-country and forewarn above-mentioned stakeholders of incipient food crises or significant changes in food security.

Program Monitoring & Management

(75%)

S/he is responsible for tracking and analyzing the general food security situation in designated regions of Mali, PVO performance and progress, requests for resources, evaluations and results reporting.

As the official COR is based in Washington, DC, the incumbent will serve as the Activity Manager for all FFP awards in Mali. However, because of the distance, the FFP Food Aid Program Specialist will have the autonomy to provide official direction to these partners and makes substantive recommendations on these programs. He/she undertakes site visits, including trips to several Mali regions to monitor PVO food aid programs performance in the field, ensure coordination across programs and address challenges. This includes ensuring that food aid is reaching the correct beneficiaries, evaluating PVO management, reviewing PVO program progress, and analyzing food commodity issues, such as warehousing and distribution techniques. He/she represents the USAID/Mali FFP Office in all programmatic and commodity issues, so must be able to work independently, recommends reasonable actions to the PVOs.

Provide oversight to mechanisms for procuring Monitoring and Evaluation services, develop scopes of work for agreements, and review/approve reports/deliverables of approximately ten (10) agreements per year.

He/she analyzes and evaluates a wide range of complex reports which may be technical, procedural or program specific. These reports include non-emergency and emergency program proposals, Annual Results Report (ARR), Pipeline and Resource Estimate Proposal (PREP), Emergency Food Security Program quarterly reports. Under the direction of the Regional FFP Officer he/she coordinates these reviews with the FFP field officer and the AEG Office Director.

Commodity Management

(25%)

In consultation with FFP/Washington and other regional staff, s/he uses the FFP commodity management system to track and analyze commodity movements, losses, and claims status of FFP implementing partners. He/she coordinates the review PVOs' quarterly commodity management reports and related issues (including commodity movements, food loss, claims tracking etc.) in Mali Regions and makes recommendations on how to improve efficiency and effectiveness of food distribution and monetization in the region. He/she assists in preparation of the Mali commodity management annual report that is submitted to FFP/W, which reports on major commodity management issues in Mali.

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

1. Malian citizens or local residents at the time of application;



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2. University degree in a pertinent field (e.g., agriculture, economics, international relations, statistics, public health, social sciences) is required.
3. At least five years' of progressively responsible experience in humanitarian assistance and/or international development programs. At least two (2) year of this experience should preferably be in food security program management.
4. Level IV (Fluent) speaking and writing in English is required. Fluency in French Level IV and Bambara and Songhai and/or Tamasheq is required.
5. The incumbent must have Knowledge of the function and operation of foreign aid programs, and familiarity with humanitarian relief operations. The position requires sound project and financial/budgetary management skills.

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.

Qualifications Required:

- a. Education: University degree in a pertinent field (e.g., agriculture, economics, international relations, statistics, public health, social sciences) is required. (20%)
- b. Prior Work Experience: At least five years' of progressively responsible experience in humanitarian assistance and/or international development programs. At least two (2) year of this experience should preferably be in food security program management. (25%)
- c. Language Proficiency: Level IV (Fluent) speaking and writing in English is required. Fluency in French Level IV and Bambara and Songhai and/or Tamasheq is required. (15%)
- d. Knowledge required by the position: Knowledge of the function and operation of foreign aid programs, and familiarity with humanitarian relief operations. The employee is expected to have expert knowledge of host country programs and strategies in food security. Experience with food security programs and/or a demonstrated mastery of a related technical development sector is required. The incumbent must have an understanding of how food aid is used in development and humanitarian programs and the interaction among cross-sectoral program activities necessary to address food insecurity. He/she must have a sound understanding of the elements of food needs assessments He/she must have an understanding of the interrelationships of social, economic, and political factors in West Africa and their bearing on food security. (20%)
- e. Skills and Abilities: The position requires highly developed technical expertise in the field of food security, health and nutrition to allow the incumbent to analyze, interpret and present technical information relevant to the program. Also requires the ability to obtain, analyze and evaluate a variety of data and to organize and present or publish it in meaningful terms. The ability to plan, organize, manage and evaluate complex food security projects and excellent interpersonal skills, written and oral communication abilities, strong organizational background and proven analytical and problem solving skills are required. Excellent speaking and writing skills in both English and French are specifically required. Proficient computer skills in the use of spreadsheets, GIS, MS Word processing programs and presentation programs are required. A writing sample may be requested. He/she must be willing to undertake regional travel. The position requires a high degree of professionalism, discretion, team work, flexibility, the ability to persevere and work long hours. Skills in identifying and resolving conflict required as well. Ability to independently establish and maintain working relationships with heads of NGO/PVOs, International Organizations, Director-level government officials to resolve conflicts, provide advice on United



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States Government food assistance policy and make recommendations to the USAID Office Directors and Mission Directors to negotiate agreements. He/she must have the ability to analyze national and regional economic and political policy developments regarding food assistance and to assess their importance and impact on Food for

Peace Programs. Ability to obtain, analyze and evaluate complex data and present it in meaningful terms to senior USAID and U.S. Embassy officers, FFP/WA and FFP/W management with recommendations for decisions. He/she must have the ability to write concise and factual interpretive reports to senior USG management covering the food security food situation and required food assistance. The position requires sound project and financial/budgetary management skills. The incumbent must have excellent interpersonal skills and the ability to work collaboratively and diplomatically--and often under tight deadlines. Finally it is expected that he/she will possess a high degree of creativity and resourcefulness in resolving intricate political, economic and social issues affecting the Title II development and emergency programming that arise in the course of program implementation (20%)

Maximum Evaluation Score 100 points

Position Elements

- a. Supervision Received: Food Aid Program Specialist will be supervised by the USPSC FFPO in Mali or his/her designee. The regional FFP Office is available to provide guidance to the Food Security Specialist on technical food aid issues and support through on-the-job and classroom-based training.
- b. Supervision Exercised: None.
- c. Available Guidelines: Regulation 211 and 216, ADS, FFP guidelines for proposals and results reporting.
- d. Exercise of Judgment: The incumbent must be able to exercise independent judgment in prioritizing and carrying out assigned duties.
- e. Authority to Make Commitments: The incumbent is expected to take initiative and act independently with little direction, but will have no authority to make financial commitments on behalf of the U.S. government.
- f. Nature, Level, and Purpose of Contacts: The job holder must be able to maintain a constant high quality dialogue with all the key parties involved with program implementation, as well as with concerned Embassy staff. The main purpose of this dialogue will be to make sure all parties have the guidance they need to carry out their food assistance activities in an efficient manner.
- g. Time Required to Perform Full Range of Duties after Entry into the Position: One (1) year.

SELECTION PROCESS:

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

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.



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2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Food Aid Program Specialist position.
4. Applicants are required to provide 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. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All incomplete applications will be rejected.

SUBMIT APPLICATION

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov

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: March 2, 2015 at 5:00pm

The US Mission in Mali 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 Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.