

# MISSION NOTICE

## USAID Nairobi Complex

**NOTICE NO:** 14-100

**DATE:** July 11, 2014

**SUBJECT:** **EMPLOYMENT OPPORTUNITY – VACANCY FOR PROGRAM  
MANAGEMENT SPECIALIST (RESILIENCE), AGRICULTURE, BUSINESS &  
ENERGY OFFICE (ABEO), USAID/KENYA**

**OPENING DATE:** **Immediately (Subject to Availability of Funds)**

**CLOSING DATE:** **July 24, 2014**

**OFFICE:** **Agriculture, Business & Energy Office**

**TITLE:** **Program Management Specialist (Resilience)**

**GRADE:** **FSN–(PSC)-4005-11**

**WHO MAY APPLY:** **Qualified Kenyan citizens; employees currently on probation are ineligible to apply.**

**BASIC FUNCTION OF THE POSITION:**

USAID/Kenya’s Agriculture, Business, and Energy Office (ABEO) manages and implements USAID’s \$64 million/year economic growth portfolio of programs in Kenya. The office is comprised of five teams: Resilience & Livelihoods; Agriculture Value Chain; Energy and Private Sector; Water, Sanitation, and Hygiene (WASH); and Budget and Monitoring and Evaluation (M&E). ABEO’s Resilience & Livelihoods team manages a USAID portfolio of activities that aim to reduce chronic vulnerability and facilitate inclusive growth through building the ability of people, households, and communities in the arid and semi-arid areas of Kenya to mitigate, adapt to, and recover from recurrent shocks and stresses, such as drought and others. Building resilience is a high priority for USAID and the Government of Kenya (GOK).

As a member of the Resilience & Livelihoods Team within ABEO, the incumbent serves as Resilience Specialist and performs a variety of duties related to program design and management, M&E, and reporting. The incumbent conducts in-depth research and analyses to assess the performance of programs and inform formulation of policy and approach to USAID development assistance in Kenya. The incumbent also serves as a Contracting/Agreement Officer Representative (COR/AOR) for the Mission’s resilience-related activities and/or projects under grants, cooperative agreements, or contracts with responsibility for USAID management oversight of such activities. S/he maintains close working relationship and represents USAID in meetings with USAID partners in the GOK, the donor and NGO communities, and the private sector. Due to the cross-cutting nature of the resilience agenda, the incumbent will collaborate closely with other ABEO and broader Mission activities in agricultural value chain, private sector development, rural finance, environment and natural resource management, and others.

The incumbent works under the general supervision of the Resilience & Livelihoods Team Leader. As needed, s/he assumes the responsibilities and authority of the Resilience & Livelihoods Team Leader in his/her absence.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **A. Project Management and Results Reporting (50% of time):**

Serve as COR/AOR for selected resilience activities. At present, the portfolio consists of two activities: Resilience and Economic Growth in the Arid Lands (REGAL) – Improving Resilience (IR) and REGAL – Accelerated Growth (AG). Monitor and manage assigned programs and/or projects through oversight and evaluation of the contractor/ grantee performance; staying abreast of project/activity status, problems and issues; regular contact with USAID implementing partners, beneficiaries, and other stakeholders; field trips; development, critique, approval, and tracking of performance management plans, work plans, environmental impact mitigation plans, and key personnel; as well as tracking of deliverables, assessment, and reporting of achievement. Provide advice on technical interventions. Ensure partners' timely reporting of deliverables and outputs as per agreements/contracts and the achievement of ABEO program results. Identify delays/problems, resolve them accordingly or make recommendations for resolution to relevant authorities in the Mission. Prepare justifications and waivers to meet changing conditions or circumstances impacting the implementation of activities and take corrective action to ensure activities achieve targets. Monitor project disbursements, approve payment invoices, fulfill actions to adequately fund the activities, and monitor funding pipeline. Prepare scopes of work for evaluations and close out documentation. Recommend continuation or cancellation of assigned projects.

As a member of the Resilience and Livelihoods team, write relevant sections of the Mission's annual and other reports, Operational Plans, draft success stories, press releases, fact sheets and briefers, etc.; prepare approval documents, budgets, and memos; collect and provide data for indicators in the ABEO's performance management system; and respond to tasks from within USAID/Kenya, Washington, as needed. The incumbent will also liaise with the East Africa Regional Mission, and respective resilience staff, on coordination, reporting, and other responsibilities that may arise.

### **B. Program Design and Policy (30% of time):**

Serve as ABEO's resilience and livelihoods advisor. This entails overall planning and management responsibilities to ensure that program/project/activity actions are implemented and responsive to Mission operational guidelines as given in the Agency's Automated Directives Systems. Responsible for strategic planning, design, conceptualization, and project discussions with the Government of Kenya and other relevant stakeholders, as well as development of scopes of work and preparation of cost estimates for new activities. Participate in analysis of program/project sectors and provide inputs into the formulation of sector policy and program design. Conduct periodic assessments of the adequacy of program/project objectives and benchmarks and recommend revisions as needed. When needed, chair or serve as a member on technical evaluation committees to assess technical proposals and select an implementing partner for a new activity.

Advise staff at all levels in the USAID/Kenya Mission, up to and including the Director, on a variety of development and capacity building matters in his/her areas of management responsibility. The incumbent is considered a senior specialist in his/her areas of assignment, and in that capacity he/she will suggest alternative approaches for Mission consideration regarding program design and approach related to resilience and livelihoods. Advice and suggestions will be based on the incumbent's

thorough understanding of the socio-economic environment of Kenya and positions/policies/practices of the Government of Kenya. Substantial reliance will be placed upon the incumbent's professional judgment in the development, management and evaluation of major development programs and projects designed to achieve U.S. objectives.

Review and utilize on a continuous basis a wide variety of public material, Government of Kenya reports, Kenya research organizations' publications, private sector journals, local press, and other publications to inform and improve program performance. Make independent forecasts of likely trends in Kenya development programs, policies, legislation, and GOK personnel changes that may affect U.S. operations in the resilience sectors.

Manage or conduct special research projects for the Mission. Design methodology, arrange for specific studies, develop concise, meaningful reports and recommendations, and/or prepare periodic background materials on such topics as:

- Partnership opportunities and strategies to engage with private sector, other donors, and other stakeholders to enhance USAID's resilience building efforts
- Effectiveness of the Government of Kenya policies and existing interventions in the resilience and livelihoods development area
- Kenyan institutions available to participate in the implementation of USAID projects and their existing capability in terms of staff and facilities

### **C. Representation and Other Duties (20%)**

A respected development professional, the Program Management Specialist (Resilience) will be called upon to liaise with local, regional, and international private-sector partners, as well as agricultural policy and promotion officials in the public sector. He/she may be required to represent USAID to a number of different stakeholders including Ambassadors, Mission Directors, other senior USG Agency representatives, regional economic communities, national level counterparts, bilateral and multilateral donors, and corporate executives. He/she may also perform other duties as requested by the Team Leader or Office Director/Deputy Director.

### **REQUIRED QUALIFICATIONS (% of Evaluation Criteria)**

*Any application that does not meet the minimum requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you are not contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.*

- a. Education:** A Master's degree in an agricultural or business management discipline or a closely related field is required.
- b. Prior Work Experience (40%):** Five to eight years of progressively professional responsibility in the field of agricultural research, extension, nutrition education, agribusiness, environment, or economic development, including experience in the management, analysis and interpretation of data, and presentation of findings in written and oral form is required. Must have demonstrated experience working collaboratively with public institutions and private sector partners that support resilience activities and interface with implementing and governmental partners. Experience with the private sector is preferred. Substantive experience with program/project development, management, and performance monitoring, preferably for an international organization is preferred. Experience with pastoralist systems and/or dry land development, or closely-related issues, is essential.

- c. Post Entry Training:** Familiarization and training in specific USG and USAID procedures, regulations, and methods will be provided. Participation in courses offered for USAID staff will be supported, as appropriate. The incumbent will be expected to successfully complete the course for COR/AOR and become certified as soon as practical, in compliance with USAID regulations. Other standard courses, including Programming Foreign Assistance, Performance Management Plan, and Project Design and Management, are directly relevant to the performance of core responsibilities. Subject to the availability of funds, the incumbent will be encouraged to participate in courses, seminars, web-based learning opportunities, conferences, and other activities related to the functions of the position. USAID's Automated Directives System (ADS) and related Acquisition and Assistance Policy Directives (AAPDs) provide relevant guidance on topics related to the roles and responsibilities of the incumbent.
- d. Language Proficiency:** Must be fluent (Level IV) in reading, writing, and speaking English and have working knowledge (Level III) of Kiswahili. Must have excellent written and verbal presentation in English, including strong presentations skills and the ability to prepare professional quality reports and presentations for both technical and general audiences.
- e. Knowledge (30%):** An in-depth knowledge and demonstrated experience with the theory, practice, policies, procedures and regulations governing the performance, monitoring and evaluation of development programs and projects is required. In addition, the specialist must have in-depth knowledge and understanding of issues, stakeholders, policies, strategies, and best practices in the areas of resilience, livelihoods, agriculture, and food security in Kenya. Understanding of USAID policies, strategic planning, operational systems and regulations would be an added advantage. The incumbent will be expected to learn the USAID/Kenya Country Development and Cooperation Strategy (CDCS) and implement relevant objectives through his/her portfolio.
- f. Skills and Abilities:** Strong oral presentation and writing skills with demonstrated capacity to turn out high quality written work and effectively communicate complicated policy, strategy, and program issues orally and in writing are required. Program design, budgeting, implementation, monitoring, and evaluation skills are essential. Strong organizational and management skills, disciplined work habits, and capacity to get tasks done on time with a minimum of oversight in high-pressure environment are a must. Ability to summarize complex quantitative information from multiple sources in graphs and tables and combine it with text to explain the underlying reality clearly and unambiguously is required. Demonstrated ability to develop and maintain strong working relationships across cultures, on teams, and with a broad range of institutional partners is required. Proven track record of working effectively in teams is required. Ability to handle sensitive issues diplomatically and use good judgment in speaking on behalf of USAID in high-level meetings and in conferences, seminars, and workshops is required. Proficiency in computer applications, including MS Word, Excel, and Power Point is a must.

## **POSITION ELEMENTS**

- a. Supervision Received:** The incumbent is supervised by the ABEO Resilience and Livelihoods Team Leader, who establishes broad outlines of tasks to be performed. The incumbent handles work assignments independently with limited supervision. The incumbent develops his/her own work schedule, procedures for accomplishing tasks and independently resolve problems which may arise during accomplishment of those objectives.

- b. **Available Guidelines:** ADS, AID Handbooks, the USAID Intranet, AID Policy Papers, Mission Orders, CDCS, and supervisor instructions. There are general technical guidelines that are ever changing and present options and approaches rather than blueprints, therefore, the incumbent must be able to assess alternatives and interpret the guidelines accordingly. Excellent judgment and the ability to deal with ambiguity are essential.
- c. **Exercise of Judgment:** Independent judgment is required for developing, implementing, managing, evaluating, and reporting major resilience programs/projects/activities. 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. The Specialist exercises good judgment, and completes work independently; and, monitors implementation of activities and maintains accountability for results achieved.
- d. **Authority to Make Commitments:** While the incumbent will not make commitments on behalf of the U.S. Government, he/she will deal independently and will be given substantial leeway in discussing development options and alternatives with high-level government officials, other foreign assistance advisors, and members of the Kenya Mission. He/she will be expected to keep the supervisor informed regarding discussions that may result in U.S. Government commitments.
- e. **Nature, Level and Purpose of Contacts:** The incumbent will work with all ABEO technical, program, and administrative staff. He/she will also work internally with other USAID/Kenya staff, particularly other technical offices, their directors and project managers; the Supervisory Program Officer and other staff within the Program Development and Analysis Office; the Deputy Mission Director; and the Mission Director. At the U.S. Embassy, the Specialist will liaise, when requested, with the Economic and Political sections and with the front office including the Deputy Chief of Mission and the Ambassador on technical matters relevant to the responsibilities of the position.

External contacts include high-level officials up to Cabinet Secretaries, Principal Secretaries, county governors, directors of departments/institutions, MDs of the host country government; executives and country directors of local and international NGOs, donor agencies, and private sector. These contacts will be used to transmit and/or obtain specific information (i.e., program and budget information), review progress of programs/projects, check for compliance with USG regulations, relay positions and requests on behalf of the supervisor/ABEO leadership, share experiences, and foster coherent implementation of the USAID resilience program. The incumbent will be expected to ascertain or predict host government official reaction to program plans, USAID policies and through these contacts keep the AID Mission apprised.

- f. **Supervision Exercised:** The position will not have formal supervisory responsibility outside of COR/AOR responsibilities for projects amounting to approximately \$14 million/year. He/she will also be carrying out complex and difficult tasks using independent judgment and initiatives based on extensive knowledge and experience in the resilience and livelihoods development field. The incumbent may allocate work to the Program Management Assistant.
- g. **Time Required to Perform Full Range of Duties:** One year.

**NOTE**

**Current USG employees must meet the "time-in-grade" requirement of 52 weeks in the previous lower grade to qualify for the position at the level in this vacancy announcement or be**

**at the same grade for which the position is being recruited.**

**HOW TO APPLY**

**Step 1:** Register in *MyJobsInKenya* at [www.myjobsinkenya.com](http://www.myjobsinkenya.com)

**Step 2:** Complete the job application questionnaire at [www.myjobsinkenya.com/usaaid](http://www.myjobsinkenya.com/usaaid). The applicant must answer all the questions in the Questionnaire.

**Step 3:** Internal Applicants/Current USG Employees: Attach a memo explaining your qualifications for the position, updated curriculum vitae/resume (*no more than five pages*), a copy of your most recent Performance Evaluation Report, and copies of all relevant certificates. Scan and attach all the documents as one attachment.

External Applicants/Not Current USG Employees: Attach a letter explaining your qualifications for the position, updated curriculum vitae/resume (*no more than five pages*), and copies of all relevant certificates. Scan and attach all the documents as one attachment.

Note: All applications MUST be submitted online. Incomplete application packages will not be considered. The closing date for receipt of applications is **Thursday, July 24, 2014 at 4:30pm East Africa Time.**

**EXO:** \_\_\_\_\_