



**See attached.**

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Master's degree in Economics, Management Science, Business Administration, Finance, Marketing, International Development or related fields required with strong technical emphasis or specialization in the areas of business development, trade and investment, finance, and/or competitiveness.
- b. Prior Work Experience:
- At least seven (7) years of work experience in private sector development with USAID and/or other multilateral or bilateral organizations, including experience in the application of trade policy, regional integration, market linkages, and other innovative development finance mechanisms.
  - At least five (5) years as of experience developing or managing public and/or private sector development projects.
  - Demonstrated experience in donor coordination and chairing/leading diverse teams is required.
  - Other relevant trainings or certifications to augment university degrees and work experience.
- c. Post Entry Training: Contracting/Agreement Officer's Representative (C/AOR), Programming Foreign Assistance, Project Design and Management, Supervision Training; Global development Alliance/Alliance Builder, Development Credit Authority. Computer Skills: Basic - Proficiency in Microsoft Word, Excel, PowerPoint, and web-based database systems.
- d. Language Proficiency: Both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read): Minimum of level IV – fluent in English (written and oral) language. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately. The incumbent must be able to draft reports, correspondence, briefings, and other written products in accurate and grammatically correct English with little or no editing required, often under tight deadlines.
- e. Job Knowledge:
- Recent experience in programming of business development services, trade, regional integration, competitiveness, advocacy against constraints to business, public-private partnerships, and private sector growth enabling national economic governance policies (for example, licensing, registration, certification, trade compliance) is required.
  - The incumbent must exercise a considerable degree of specialized knowledge and experience to be applied in identifying and analyzing complex issues related to programs. The incumbent is expected to have an in-depth understanding of U.S. Government foreign assistance to Rwanda and familiarity with central aspects of U.S. Government policy in Rwanda.
  - The incumbent is required to understand and appreciate the U.S. Government Mission's strategic direction, its chief accomplishments, and its challenges in order to skillfully articulate the rationale, objectives and priorities for the provision of U.S. Government foreign assistance to Rwanda.
  - The incumbent must have specific knowledge of partnership building with corporate and/or government partners. Sound knowledge of the way USAID conducts business, including budgeting and programming and procurement procedures is essential. The incumbent is required to understand the objectives, methodology, and status of USAID/Rwanda's programs and projects.
  - Understanding of major problems frequently faced by transition post-conflict emerging economies such as Rwanda, and hands-on experience is valuable.

- a. **Skills and Abilities:** This position requires superb communication skills, commitment to transparency and teamwork, and an outstanding ability to exercise sound and independent judgment, discretion and patience on a daily basis. This position requires flexibility and the ability to accept and react to changing policy direction with sound analyses, professionalism and poise. The position requires working under pressure and the need to assume other job responsibilities for short periods of time. More specifically, the incumbent is required to:
- 1) **Work effectively in teams.** The ability to participate in and/or lead internal and external teams, adapt to the existing management team, and be a good listener is essential. The incumbent must be able to respond professionally and adjust priorities in often fluid, changing, and challenging situations with minimal guidance. The incumbent must be able to resolve complex planning and implementation issues with colleagues in technical offices and other parts of the mission that may arise during the course of work, for which there often is not a clear solution. Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, accepting divergent points of view, able to set forth new ideas, and able to help find consensus to achieve team goals. Able to lead a team when necessary, allowing for two-way communication, bringing divergent views together to consensus, and exercising fair judgment and decision-making. Ability to work in and appreciate a culturally diverse office, and able to translate local customs and culture to American counterparts and senior staff as necessary. The incumbent must be able to provide information and advice with detachment and objectivity, and orient, coach and mentor fellow Rwandan and U.S. personnel, as described in the duties.
  - 2) **Communicate effectively.** The incumbent must be able to communicate information in a transparent, accurate, concise and meaningful oral and written form. The incumbent must be able to exercise excellent communication skills to appropriately represent USAID/Rwanda's programs and priorities to a wide range of outside parties including senior corporate representatives, senior Rwandan officials up to the minister level; USAID senior management, and others. Verbal communication skills will be used to negotiate partnership parameters, manage expectations of resource partners at senior levels, and to resolve activity implementation issues with counterparts, partners and team members. The incumbent must use excellent communication skills to establish and develop sustainable working relationships within the U.S. Government Mission including USAID, State Department, USDA, Treasury Department, Department of Defense, and Peace Corps. Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level Government of Rwanda (GOR) counterparts is a must. The incumbent must have the ability to communicate effectively, both orally and in writing – and able to help others do the same.
  - 3) **Achieve results.** Independently conceive, plan, organize, manage, and evaluate important, diversified and complex work projects efficiently and accurately for individual and team work. Such skills are essential to meet deadlines and to ensure that activities for which the incumbent has the lead go smoothly, particularly in the event of competing priorities and/or time pressures. Excellent technical and project management skills to review and provide substantive feedback on documents including concept papers, proposals, program descriptions/scopes of work, annual submissions for performance reports, operational planning, oral and written feedback to implementing partners, and other technical and programmatic documents.
  - 4) **Be flexible and versatile.** The incumbent must possess the ability to remain calm in a fast moving work environment. The incumbent must also be able to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily duties and responsibilities.
  - 5) **Be a thought leader.** The incumbent must have the ability to identify significant economic, political and social trends in the host country and assess their important and impact on USAID development assistance objectives and programs. S/he should exhibit critical thinking for addressing current assistance challenges, as well as mitigating near future challenges through creative solutions. Incumbent must be able to draft factual and interpretive reports that cover complex subject-matter, and provide recommendations for USAID intervention.
  - 6) **Have excellent computer skills.** These include Microsoft Office, web-based databases, and electronic filing, including the ability to help others, and the ability to learn new programs quickly is required to adequately perform in this position.

16. **POSITION ELEMENTS:**

- a. **Supervision Received:** The incumbent will receive broad policy guidance and technical instruction from and will be supervised by the Private Sector and Agribusiness Team Leader. The incumbent exercises considerable latitude in carrying out the duties of the position and routinely is provided only broad guidance and direction. Assignments are primarily in terms of program objectives and desired results. Accomplishments are evaluated for conformance with policy and accomplishment of USAID/Rwanda objectives. The incumbent is required to keep the supervisor updated through copying on relevant correspondence, periodic status reports and verbal briefings, and support supervision.
- b. **Supervision Exercised:** N/A

- c. Available Guidelines: The incumbent is required to master U.S. Government and Agency-specific policies and procedures related to trade and regional integration in development and must often recommend decisions in areas in which clear written guidance is not immediately available. The incumbent shall use host country laws, USAID Automated Directive System (ADS) on project implementation, contracting and policy and other regulations. The ADS is supplemented by Mission Orders governing policy, procedures and regulations, the Foreign Service National handbook, Mission organogram, and position description are available to the incumbent.
- d. Exercise of Judgment: The incumbent will exercise substantial judgment and resourcefulness, taking initiative to help set strategic directions, determine technical priorities, and decide on programming for the Private Sector and Agribusiness Team. In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Considerable judgment is required in priority setting, project design, funding allocation, monitoring, and human resource management, including appraisals to ensure that USAID processes are adhered to, and that the Team Leader is sufficiently informed on all important elements of the portfolio. The incumbent must be attuned to political and other sensitivities and must exercise judgment to consult supervisors and the team with issues as they arise. S/he must have the ability to maintain strict confidentiality relating to all areas of USAID/Rwanda matters as/when appropriate. Diplomatic judgment and tact is required for human resource management as well as in working with mid and senior level officials of the host government. The use of initiative, discretion and patience is expected when dealing with Mission personnel, other U.S. Government personnel as well as representatives from public and private corporations and other donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. The incumbent will be expected to use judgment in deciding between alternatives and in interpreting, adopting, and possibly recommending new ways and techniques for alliance development. The incumbent advises and presents options to Mission Senior Management on complex and high profile issues.
- e. Authority to Make Commitments: The incumbent will neither have the authority to commit funds on behalf of the U.S. Government, nor the authority to make legal determinations that could bind the U.S. Government. However, the incumbent's analysis and recommendations for USAID/Rwanda action are given considerable weight when Mission policy decisions are made.
- f. Nature, Level, and Purpose of Contacts: For smooth and effective implementation of the Mission's Economic Growth portfolio, the incumbent must have the ability to establish and maintain effective working relationships with all levels of staff in the Mission, including the Embassy other U.S. Government agencies. The incumbent will also be required to work closely and regularly USAID's Bureau for Food Security in Washington, foundations, NGOs, and other USAID Missions. The incumbent must also have an extensive range of contacts within the private and public sectors including senior government staff, heads of agencies, development partners, senior representatives from civil society, and the private sector. Contacts are maintained with all levels of Mission personnel and with middle and upper level officials in both the public and private sector for purposes of project implementation and to obtain and interpret information relevant to program activities. Primary contacts are at the level of members of the President's Cabinet, Permanent Secretaries, Directors General, Directors, Commissioners, and Assistant Commissions in the relevant Ministries, high ranking officials in parastatals (i.e. General Managers), and private and donor communities. The purpose of the contacts is to develop and/or clarify strategy or activity designs and to identify problems requiring resolution among USAID, technical assistance and training providers, and Rwandan counterparts and other donors. The nature of the contact will often involve complex issues which significantly impact the direction of the USAID/Rwanda portfolio. The contact will be frequent and often on an independent basis. Incumbent must be capable of a high degree of diplomatic and negotiations skills. For advocacy purposes, the incumbent may be required to explain USAID's vision and priorities at the Permanent Secretary/Director General (senior) level. At donor coordination meetings, the incumbent interacts with heads of donor and multilateral agencies. At regional and international meetings, the incumbent interacts with USAID/Washington senior officers and C/AORs. The incumbent must be able to host and interact with high level U.S.-based and other delegations including conducting briefings, arranging site visits and other interactive events. The incumbent represents EG in technical international meetings and may make state-of-the-art presentations about innovative programs, lessons learned and best practices.
- g. Time Expected to Reach Full Performance Level: 12 months

## 14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

### 1. Strategic and technical leadership

50%

The incumbent is the Mission's recognized expert in identifying private sector programming to improve trade and regional integration opportunities. S/he develops and implements strategies for effective outreach to public entities, private corporations and other potential partners. Specific duties include:

- Provides senior/high level technical advice to the Mission, the banking sector, and key Ministries on the strategic alignment of trade policies, private sector, the finance enabling environment, and partnership efforts with key USAID/Rwanda goals and objectives. S/he will be involved in strategic decision making, budget allocations, and project designs. S/he negotiates

with GOR on project design and implementation, ensuring that host country officials at the highest level are apprised of program progress.

- Develops relationships that may lead to improved trade and regional integration for USAID/Rwanda beneficiaries. Facilitates the conceptual development of improved trade, reaches out to potential partners to identify areas where USAID priorities coincide with theirs, objectively assesses the commitment of potential partners, identifies due diligence issues, and communicates the Agency's partnership building policies and processes to manage expectations accordingly. Develops and sustains close collaboration, professional relationships with senior GOR officials, key business leaders, other major donors, international organizations, leading economic development research institutes and other private and public sector contacts necessary to build strong, inclusive and sustainable trade, regional integration and finance policies, regulations and programs.
- Develops relationships that may lead to future partnerships in key areas of priority to USAID/Rwanda. Facilitates the conceptual development of new partnerships, reaches out to potential partners to identify areas where USAID priorities coincide with theirs, objectively assesses the commitment of potential partners, identifies due diligence issues, and communicates the Agency's partnership building policies and processes to manage expectations accordingly. Develops and sustains close collaboration, professional relationships with senior GOR officials, key business leaders, other major donors, international organizations, leading economic development research institutes and other private and public sector contacts necessary to build strong, inclusive, and sustainable alliances and partnerships.
- Develops and implements a Mission-wide strategic approach to private sector programming and partnership development in collaboration with other USAID support offices and technical teams as appropriate.
- Responsible for private sector and partnership contributions to the Mission's strategic planning and reporting as part of the Mission Strategic Resource Plan and Foreign Assistance Framework Operational Plan and Reporting Process.
- Represents USAID with stakeholders and external development partners in a wide variety of events sponsored by USAID implementing partners or working groups and forums such as the Private Sector Donor Group where USAID is affiliated. This includes conferences, workshops donor subgroup meetings, and other economic development fora. Actively engages, alongside the Private Sector and Agribusiness Team Leader, in the Private Sector Donor Group and other committees to advise, comment, and participate in strategic decisions affecting private sector programming in Rwanda.
- Serves as primary point of contact with Alliance Builders in other USAID Missions and with USAID's Office of Development Partners in Washington to develop contacts and share information; serves as the Mission's point of contact for the Development Credit Authority, a U.S. Treasury guarantee facility program.
- Represents U.S. Government in multilateral coordination efforts for private sector programming, including giving technical and strategic advice, and input.
- Collects, analyzes, and synthesizes information to inform and strategically guide program planning, including keeping the Mission and team abreast of current events in Rwanda, East African Community, and Common Market for Eastern and Southern Africa that impact on mission goals or cooperation. Conducts consultations with stakeholders and track legislative, policy, regulatory reforms, competitiveness and *Doing Business* developments.
- Provides strategic direction and technical input to key USAID governmental and non-governmental partners on their strategies, work plans, and monitoring and evaluation as it relates to private sector engagement and development.
- Represents EG at appropriate Mission meetings with and/or in the absence of the Private Sector and Agribusiness Team Leader, e.g., interagency meetings, country team, EG staff meetings, USAID Senior Management meetings, etc.
- Provides leadership and occasionally acts as Private Sector and Agribusiness Team Leader in her/his absence.
- Drafts talking points, assisting with high level visits (e.g. Congressional, political appointees, senior representatives from U.S. Government), and develops/updates briefing materials as it relates to private sector activities.
- Other technical and representational duties as assigned.

## **2. Managing for Results**

**50%**

The incumbent is the Mission's source of technical and organizational leadership on the design, implementation, monitoring and evaluation of trade and regional integration development programs. S/he ensures that trade and regional integration activities achieve their intended results. The incumbent:

- Analytically assesses the trade and regional integration portfolio, performance of partners, available budget, need for additional activities or ending activities, and designs new projects or activities appropriate to achieve objectives including, but not limited to (i) Feed the Future (ii) Africa Growth Competitiveness Initiative and (iii) Microenterprise/program impact on poverty.
- Fully participates or takes the lead on each stage of project design for new activities, including drafting and getting approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects.
- Ensures that implementing partners for the trade, regional integration and finance portfolio abide by their reporting requirements, including quarterly reports, trip reports, accruals, Performance Management Plans, annual reports, and other requirements such as reporting for the Operational Plans or other requests. This includes supporting other project managers in the Private Sector and Agribusiness Team as necessary.
- Participates in routine USAID/Rwanda implementing partners' meetings to discuss technical and programmatic direction of the USAID/Rwanda EG and/or Feed the Future strategy.
- Manages projects as C/AOR and/or Activity Manager, which includes review and approval of work plans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits, and ensuring that financial reporting (accruals/vouchers) are submitted to the Office of Financial Management as required.
- Identifies opportunities and strengthens existing opportunities for integration of private sector/partnership programming other areas of the Mission programming.
- Technically advises and makes recommendations on the need for short-term technical assistance from USAID/Washington central projects and writes the technical components of the scope of work for the consultants.
- Works with the Program Office, Office of Financial Management, and Office of Acquisition and Assistance to help track private sector/partnership projects/activities, annual funding amounts, field support, management units, etc.
- In collaboration with the EG Monitoring & Evaluation officer, manages relevant portions of the EG analytical agenda for private sector programming and partnership development.
- Manages relevant parts of the EG Program Monitoring Plan for the Agribusiness and Private Sector Development team
- Supports the Private Sector and Agribusiness Team Leader in coordinating the portfolio and pipeline reports and the procurement plans for the Private Sector and Agribusiness portfolio.
- Leads budget allocation discussions for trade, regional integration and finance funds and makes recommendations to the Private Sector and Agribusiness Team Leader.
- Prepares reports and responses to USAID/Washington requests for information.
- Supports the Private Sector and Agribusiness Team Leader EG to monitor the Private Sector and Agribusiness Team budget and works in collaboration with the EG Financial Analyst to ensure that budgets are up to date, reprogramming is completed, and budgetary changes are approved by the Private Sector and Agribusiness Team Leader.
- Monitors the trade and regional integration budget through quarterly accruals and pipeline analysis for projects in the Private Sector and Agribusiness Team and participates in Mission portfolio and pipeline reviews.
- Performs other duties as determined by the Private Sector and Agribusiness Team Leader or EG Director.