

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Rwanda	2. AGENCY USAID	3a. POSITION NO. 354472100144-1
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

USAID. Project Management Specialist,
(Agricultural Engineer)

Position No.: 354472100103 Title: _____ Series: FSN-4005 Grade: 11

b. New Position

c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority: HR/POD	USAID Project Management Specialist (Agriculture and Food Security Specialist), FSN -4005	11	AM	
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title) Agriculture and Food Security Specialist	7. NAME OF EMPLOYEE Vacant
8. OFFICE/SECTION: Economic Growth	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION			
<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p>Vacant</p> <p style="text-align: right;">Date (mm-dd-yy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p>Aimee Mpambara <i>Aimee Mpambara</i> Agriculture Productivity Team Leader 1/27/16</p> <p style="text-align: right;">Date (mm-dd-yy)</p>		
<p>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</p> <p>Malick Haidara, Acting Economic Growth Office Director</p> <p style="text-align: right;">Date (mm-dd-yy)</p>	<p>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p> <p>Marcia Musisi-Nkambwe Deputy Mission Director</p> <p style="text-align: right;">Date (mm-dd-yy)</p>		
<p>Typed Name and Signature of SECTION CHIEF or AGENCY HEAD</p>	<p>Typed Name and Signature of Deputy Mission Director</p>		

13. BASIC FUNCTION OF POSITION

The incumbent is a Senior Foreign Service National (FSN) who serves as Agriculture and Food Security Specialist within the USAID/Rwanda Economic Growth (EG) Office. In this capacity, the incumbent manages activities in support of the Feed the Future (FTF) initiative in Rwanda and is responsible for designing activities and advising on strategy development and policy actions that support the FTF objectives of reducing poverty and malnutrition. The incumbent focuses on strengthening the agriculture-nutrition outcomes in the EG portfolio through the design and management of nutrition sensitive agriculture activities and creating strong linkages with the Mission's Health Office, the Ministry of Agriculture and Animal Resources, the Rwanda Agriculture Board and other relevant agencies of the Government of Rwanda (GOR). S/he also provides a full range of monitoring and evaluation of activity(ies) s/he will be managing.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
<p>Project Management</p> <p>Serve as Assistant Officer Representative (AOR), Contracting Officer Representative (COR) or Activity Manager of assigned FTF activities. Responsibilities include managing a five-year livestock activity with a total budget of \$13 million, reviewing and approving activity work plans, M&E plans and annual and quarterly reports. Incumbent's portfolio of managed activities will also include other activities as assigned.</p> <p>Monitor and evaluate performance of contractors/grantees for compliance with activity requirements and result achievement and advise on best ways to improve performance and other necessary actions. Also conduct site visits to verify reported results and prepare reports.</p> <p>Liaise with the Office of Financial Management to track and review regular financial reports; prepare and present quarterly accruals; verify availability of funds for incremental funding; review activity vouchers and recommend approval of disbursements after confirming that all goods and services are received.</p> <p>Liaise with the Acquisition and Assistance Office and the Program Office on matters related to procurement, funds obligations, and agreement management; liaise as well with centrally funded mechanisms in USAID/Washington for technical or implementation support.</p> <p>Conduct regular reviews of the status of obligations and initiates actions to commit, or de-commit as necessary; track and advise on pipeline management.</p>	<p>40%</p>
<p>Strategic Planning, Activity Design and Advisory</p> <p>Serve as the Economic Growth Office's main technical advisor on strengthening the linkages between agriculture, nutrition and food security.</p> <p>Provide post-wide strategic, technical, and organizational leadership in agriculture development, particularly as it relates to the implementation of the Feed the Future program and the Mission Country Development Cooperation Strategy in Rwanda to achieve targeted agriculture and nutrition outcomes.</p> <p>Provide in-depth analyses of agricultural system transformation and food security, identifying obstacles to agricultural development and nutrition improvement. This includes gathering and analyzing data on agriculture and food production statistics, poverty, and malnutrition to inform policy actions and activity design.</p> <p>Maintain an active and dynamic policy dialogue with local government, private sector and other stakeholders and advise on appropriate policies to enable nutrition-sensitive agriculture and sustainable agriculture.</p> <p>Lead evidence-based design of food security and nutrition-sensitive agriculture activities in collaboration with the Economic Growth team, the Program Office, the Health Office and in consultation with host country government officials and other stakeholders. Design and procure relevant assessments necessary to inform activity designs and strategy development.</p>	<p>35%</p>

Prepare procurement documents required for all new and ongoing activities. This includes writing concept papers, statement of work (SOW), other sections of solicitations, and GLAAS (Global Acquisition and Assistance System) actions.

Reporting and Other responsibilities

25%

Respond to information and analytical requests from within USAID/Rwanda, USAID/East Africa, USAID/Washington, the Ambassador Office, the Government of Rwanda, and multilateral and bilateral donors on specific issues. Draft performance narratives, and budget request justification and narratives.

Organize site visit for high level guests. This will include coordinating with the implementing partners to select the site and preparing all briefing materials. Review and comment on various documents and reports as requested.

Performs other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** A Master's degree in a field of Agriculture such as, but not limited to, Agronomy, Livestock, Animal Science, or Agriculture Economics; or Nutrition with specialization in such areas as food systems, human nutrition or food science is required.
- b. **Prior Work Experience:** A minimum of five years post-graduate, progressively responsible experience in program design and management, strategy development, food and nutrition systems, and project monitoring and evaluation is required. Prior experience as a program manager and/or grant or contract manager with a government or large international organization and/or in a similar level of complexity is highly desirable. Equivalent experience may be considered at the discretion of the hiring committee.
- c. **Post Entry Training:**
 - Programming Foreign Assistance,
 - Project Design and Management,
 - A/COR Certification,
 - GLAAS
 - and/or other technical training as required or deemed necessary.
- d. **Language Proficiency :** Level IV (Fluent) in spoken & written English and Kinyarwanda is required.
- e. **Job Knowledge:** The incumbent is expected to have expert technical knowledge in agricultural areas such as livestock, animal science, agricultural statistics, and food and nutrition systems. A strong working knowledge of Rwanda's agriculture policy environment, including the Crop Intensification Program, the National Nutrition Policy, and Rwanda's Strategic Plan for the Transformation of Agriculture is essential, as is a strong capacity in project monitoring and evaluation. Knowledge of the host country's economic, political, social and cultural history and characteristics is also important. An understanding of USAID project development, management, performance monitoring and reporting, and procurement policies and procedures is highly beneficial.
- f. **Skills and Abilities:** The position requires entrepreneurial, results-oriented approach to assistance and the ability to diplomatically and tactfully confront and resolve institutional and interagency bureaucratic challenges while maintaining collaborative relations. Demonstrated ability to initiate and broker dialogue and bring such dialogue with senior government officials, policy makers, NGOs and private sector representatives to closure is required. Proven, demonstrated ability to work independently within agreed upon parameters with minimal supervision or guidance and while exercising sound judgment is required and demonstrated communication skills are critical.

The incumbent must have a proven ability to communicate quickly, clearly and concisely, both orally and in writing, including in preparation of technical reports and presentations and briefings. The advisor must be able to explain USAID agricultural program policies, objectives and procedures as well as U.S. Government legislation relating to agricultural development to technical and non-technical audiences and should have demonstrated ability to produce

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professional quality analytical pieces and deliver authoritative, persuasive oral presentations to senior USG officials from multiple agencies, other donors, foreign government, and local governments. The incumbent must demonstrate ability to write quality reports and constructively edit work of others, including Foreign Service Nationals.

The incumbent must also have a high degree of technical, analytical, and quantitative skill in the analysis of statistical data, public policy, and market-related data for decision-making. Successful candidates must demonstrate the ability to manage a complex portfolio of multiple development activities.

The following skills and abilities are also sought: interpersonal skills, operational and management skills; computer skills, including ease and skill in using word processing and power point programs, email, databases and spreadsheets; and the ability to conceptualize both strategically and programmatically.

An understanding of cultural systems/norms and business practices in Rwanda or the region is critical.

16. POSITION ELEMENTS

- a. **Supervision Received:** The incumbent reports to the Agriculture Productivity Team Leader. Daily supervision should be minimal and routine work should be performed independently with minimal instructions. Employee should be able to identify and solve problems as they arise. The Agriculture Productivity Team Leader will review and approve the Specialist's work plan and performance measures. Supervision will be generally confined to weekly staff meetings and informal daily and/or weekly consultations.
- b. **Supervision Exercised:** None.
- c. **Available Guidelines:** Agency correspondence and style manual, Automated Directives System (ADS) regulations, Mission Orders, U.S. Embassy administrative procedures, AID Handbooks 1, 3 and 21, Budget and Congressional Presentation guidance, Public Voluntary Organization Handbooks, and supervisor's guidance and instructions.
- d. **Exercise of Judgment:** Incumbent must exercise a professional level of judgment and initiative in prioritizing work and responding to intra-office and Mission activities. The Specialist is also required to use sound judgment in dealing with implementing partners, other U.S. governmental entities, host government officials, local NGOs, and donor organizations.
- e. **Authority to Make Commitments:** Incumbent is not authorized to engage funds independently, but will prepare all program implementation documents and tracks expenditures. S/he will interact with partner organization representatives at various levels.
- f. **Nature, Level, and Purpose of Contacts:** Regular contact and information exchange with all EG staff is essential. The incumbent will interact with host country government mid- to senior-level officials. S/he must maintain excellent professional relations and must coordinate with implementing partners and relevant Government of Rwanda ministries.
- g. **Time Expected to Reach Full Performance Level:** One year.