



Memorandum

DATE: August 23, 2016

FROM: Alexander Bond, A/Supervisory Executive Officer 

SUBJECT: Vacant Position: USAID/Mali Project Management Specialist (PMS Private Sector Engagement)

REFERENCE No.: HR-AEG-002-2016-PMS

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

OPEN PERIOD: August 24, 2016 to September 6, 2016
(5:00 pm Bamako time)

GRADE LEVEL: **FSN PSC-10 (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 Mali is seeking one individual for the position of Private Sector Engagement Project Management Specialist in the Accelerated Economic Growth (AEG).

BASIC FUNCTION:

The incumbent serves as PMS (Private Sector Engagement) 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.

The PMS (Private Sector Engagement) serves as a technical advisor on private sector concerns such as enterprise/business development, competitiveness, micro-enterprise development, financial sector development, commercial legal reform, policy advocacy for business enabling environment reform and trade policy reform; and serves as a point of contact on matters relating to programming in these areas, especially as they relate to the agricultural sector. The PMS (Private Sector Engagement) promotes and/or manages programs to promote greater private sector participation and efficiency in the agricultural sector and agribusiness but also in relation to the wider investment climate. S/he also promotes public-private partnerships to leverage resources and private sector investment. S/he collaborates closely with other USG agencies, senior level government ministry counterparts as well as the private sector, other donors and institutional contractors in advancing economic development through institutional development of public and private sector entities impacting the private sector.

S/he is responsible for providing direction and support to AEG and the Mission on all technical and policy matters, programs, projects, and related activities to be pursued over the course of implementation of the Mission's Country Development & Cooperation Strategy (CDCS). Duties center on the actions resulting from AEG's contribution to the Prosperity, Resilience, and Governance Development Objectives (DO), with a specific focus on improving the linkages between private sector and AEG and Mission programs. In this capacity, s/he oversees a set of concerted measures at both macro and micro levels. The incumbent is expected to design, assess, analyze, negotiate, defend and



oversee/monitor the implementation of programs/activities strengthening Mali's Private Sector Engagement capabilities. Successful execution of these duties requires that the PMS (Private Sector Engagement) stay in frequent contact with the complementary efforts of other donors and implementing partners, and ensure that programs remain on track, and in the best interest of Mali's rural agriculturalists.

MAJOR DUTIES AND RESPONSIBILITIES:

The PMS (Private Sector Engagement) assists in planning and designing of AEG activities, program/project/activity management and monitoring, liaising with partners on AEG topics, and conducting analysis and reporting as necessary for the AEG Team. This position will primarily focus on strengthening the role of the private sector in the agricultural value chains that are part of the FTF strategy, but may include working with the Global Climate Change or Resilience Teams. To this end s/he interacts frequently with fellow AEG team members, other USAID/Mali teams, other relevant programs and implementing partners, cabinet and junior level staff of key Government of Mali (GoM) ministries, directors of GoM institutions and other AEG partners to advance the goals of the AEG team and the new Mission CDCS.

- A. Program Management, Oversight & Reporting:** The incumbent will carry out program/project/activity management and oversight for USAID/Mali AEG programs, serving as either AOR, COR, or activity manager for programs of increasing size and scope as the incumbent progresses at USAID/Mali. While the technical backstopping functions of this position relate directly to private enterprise, finance, and private sector engagement, the incumbent identifies synergies between FTF and other teams, Presidential Initiatives, and donor programs. Specific activities may include but are not limited to: drafting and obtaining approval for resource transfer, ensuring that all USAID reporting requirements are met, providing technical and financial monitoring of the awards for which s/he is responsible, meeting frequently with implementing partners, GoM officials, and other relevant partners, ensuring proper program implementation. **(60%)**
- B. Strategic Planning and Analysis:** The PMS (Private Sector Engagement) will assist in analysis of ongoing programs/projects/activities, and will help to identify synergies both within the AEG portfolio and other Mission Teams. This requires that the incumbent maintain contacts and broad-based knowledge of developments in all sectors within the Mission, and with our regional Missions and headquarters. Specific activities include but are not limited to: conducting studies and analyses relating to private sector engagement; identifying issues impeding effective implementation of AEG programs, liaising with GoM officials and other relevant partners to understand their programs and policies. **(30%)**
- C. Program Design:** The PMS (Private Sector Engagement) will also assist in analysis and design of new programs/projects/activities, again helping identify synergies and ensuring program integration. This will include contribution to the design of scopes of work for the AEG Team and other Mission Teams, collaborating with AEG Team members and members of other offices, and maintaining a strong, technical knowledge of the private sector and investment environment within Mali. **(10%)**

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;
2. Completion of a Bachelor's Degree (or local equivalent) in business management, finance, investment, agronomy, economics, agricultural economics, or a related field of the social and agricultural sciences is required.
3. A minimum of five years of progressively more responsible, professional-level, and relevant experience in private sector and/or private enterprise development is required, with that experience being in Mali is preferred. Experience in agricultural enterprise development is preferred.
4. Level IV (fluency) of English is required. Level IV (fluency) of French is required. Ability to communicate in Bambara or other Malian languages would be advantageous.



5. The Job Holder must have in-depth professional-level knowledge of agricultural and private enterprise development principles, concepts and practices, especially as they relate to building and managing agricultural and economic growth programs in Mali. The Job Holder must also have in depth understanding of the problems and policies in Mali from the economic, 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 private sector in Mali and West Africa. S/he must have knowledge of the resources, and resource constraints, and the related overall development prospects and priorities, for 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.

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 (20%):** Completion of a Bachelor's Degree (or local equivalent) in business management, finance, investment, agronomy, economics, agricultural economics, or a related field of the social and agricultural sciences is required.
- b. **Prior Work Experience (20%):** A minimum of five years of progressively more responsible, professional-level, and relevant experience in private sector and/or private enterprise development is required, with that experience being in Mali is preferred. Experience in agricultural enterprise development is preferred.
- c. **Language Proficiency (20%):** Level IV (fluency) of English is required. Level IV (fluency) of French is required. Ability to communicate in Bambara or other Malian languages would be advantageous.
- d. **Job Knowledge (20%):** The Job Holder must have in-depth professional-level knowledge of agricultural and private enterprise development principles, concepts and practices, especially as they relate to building and managing agricultural and economic growth programs in Mali. The Job Holder must also have in depth understanding of the problems and policies in Mali from the economic, 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 private sector in Mali and West Africa. S/he must have knowledge of the resources, and resource constraints, and the related overall development prospects and priorities, for 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.
- e. **Skills and Abilities (20%):** 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. Skills 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.

Maximum Evaluation Score 100 points

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 must submit the following **required documents**:

1. A cover letter of **not more than two (2)** pages describing how the incumbent's skills and experience fit the requirements of the PMS Private Sector Engagement position.
2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. Copy of Diplômas, 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 requirements are met.
2. Test will 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.
4. Reference checks.
5. Security investigations.



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MALI

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum 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 be tested and interviewed. Applicants will be contacted for testing (Step 2) and interviews. 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&5) prior to advising the TEC of the results of these checks. 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-002-2016-PMS. Emails received without the Vacancy Reference Number indicated above will NOT be considered.

CLOSING DATE FOR THIS POSITION IS: September 6, 2016 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.