



USAID | GUINEA

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1. SOLICITATION NUMBER: SOL-675-15-000005
2. ISSUANCE DATE: September 01, 2015
3. CLOSING DATE AND TIME: September 25, 2015. 16:30 Local Time,
4. POSITION TITLE: PROJECT MANAGEMENT SPECIALIST (FOOD SECURITY MONITOR)
5. OPEN TO: All Qualified Candidates
6. WORK HOURS: FULL TIME; 40 HOURS/WEEK
7. MARKET VALUE OF POSITION: FSN-11 (GNF161,419,513 – GNF 242,129,285) per annum). (*With the possibility of hiring the employee at a lower grade if successful candidate not fully qualified.*)
Final compensation will be based on the individual's salary and work history, experience and educational background.
8. EVALUATION FACTORS: Evaluation of qualifications and experience required of candidates will be conducted on a 100-point scale and weighted as follows: **Education** (20 points); **Work Experience** (40 points); **Knowledge, Skills & Abilities** (30 points); **Language** (10 points).
9. PERIOD OF PERFORMANCE: One year renewably annually for up to a total of five years, subject to availability of funds and satisfactory job performance.
10. PLACE OF PERFORMANCE: Conakry, Guinea
11. SECURITY ACCESS: Background Check
12. AREA OF CONSIDERATION: Foreign Service Nationals
13. NOTE: *Due to the number of applications we Receive, only applicants who have been Short listed will be contacted by USAID.*

ALL ORDINARY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

STATEMENT OF WORK/POSITION DESCRIPTION:

A. BASIC FUNCTION OF POSITION:

Given the significant emergency resources invested by Food For Peace (FFP) in Guinea for the Ebola response, the Incumbent serves as a Food Security Specialist, based in Conakry, Guinea, and will primarily work to improve, monitor, and evaluate the effectiveness and efficiency of emergency food assistance programs; coordinate with United Nations (UN) agencies, Non-Governmental Organizations (NGOs), and the international humanitarian assistance community on appropriate humanitarian responses; conduct and provide assessments on food security issues; coordinate with and provide guidance to other United States (U.S.) government units engaged with food assistance efforts; and make program recommendations to FFP/Washington for food assistance funding.

It is expected that up to 40% of the Food Security Specialist's time will be spent traveling throughout the country to monitor program activities and assess food security conditions and food assistance needs. This may also include travel to Washington to inform programming, engage in technical exchanges, and coordinate and share information and best practices.

B. MAJOR DUTIES AND RESPONSIBILITIES:

The Food Security Specialist is the key person to lead any efforts to effectively manage, monitor and evaluate Food for Peace (FFP) resources in Guinea. His/her primary responsibility is to monitor and give direction within the limits of the donor/recipient relationship to Title II-funded (non-emergency and emergency) food assistance programs and International Disaster Assistance (IDA)-funded humanitarian programs and report on their implementation to the USAID/Guinea and Sierra Leone Mission (Conakry), FFP Regional Office (Dakar) and Agreement Office Representatives (AORs) (Washington, DC). The Specialist will be expected to exercise a very high level of autonomy and act independently with limited direction according to the guidance provided for the implementation of these programs. Working with the Mission's technical teams, the Specialist will also ensure coordination of Title II and IDA funded programs, as appropriate, with other development or humanitarian activities and/or "resilience-building" initiatives in the country.

The Food Security Specialist's duties will include, but not be limited to the following:

Activity Management: 65%

- Conduct monitoring site visits of food assistance activities implemented by NGOs and UN agencies and participate in meetings regularly. Report findings to inform food aid funding decisions or modifications to ongoing programs.
- 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.

- Review and validate implementing partner commodity reports, Pipeline and Resource Estimate Proposals (PREPs), Annual Results Reports (ARR), and Detailed Implementation Plans (DIPs). Draft PREPs, commodity call forward concurrence cable, and other reports as necessary.
- Review and validate NGO or UN proposals, close-out plans, evaluations and conceptions of Data Quality Assessments (DQAs) of programs, in compliance with Agency directives.
- Review and regularly track implementing partner's 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.

Technical Assistance and Support: 35%

- Serve as point of contact for all issues pertaining to Food for Peace food assistance in Guinea for the USAID Mission, USAID/Washington and USAID/Senegal.
- Work with the Feed the Future team in Guinea to promote integration of food assistance with other programs to increase the effectiveness of the overall program.
- Advise on the preparation of Embassy Operational Plan (OP) and Performance Plan & Report (PPR) narratives and budgets annually.
- Participate in food security assessments so that proper and efficient food relief activities may be designed and implemented by International Organizations and Non-Governmental Organizations, and in close collaboration with other humanitarian assistance, to assure food aid achieves its objectives.
- Provide quarterly reports when needed to the Regional Food For Peace (FFP) Office in Dakar, Food For Peace Washington (FFP/W), and the Mission, 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.

C. QUALIFICATIONS/SELECTION CRITERIA:

Education: (20 POINTS)

Master's degree in business administration, economics, international development, social sciences, technical field (e.g., agriculture, public health, nutrition) or a related area is required.

Work Experience: (40 POINTS)

At least five years of relevant work experience in a managerial or technical capacity in an international organization is required

Knowledge, Skills & Abilities.: (30 POINTS)

Knowledge of the function and operation of foreign aid programs, and familiarity with humanitarian relief operations. At least three years of experience in one or more aspects of managing development or humanitarian assistance projects -- such as performance monitoring, management of monitoring and evaluation plans and their components, information management is required.

Demonstrated capacity for perceptive analysis and the ability to write logically and speak effectively are required. A writing sample may be requested. A high degree of professionalism, discretion, team work and excellent interpersonal skills is essential, in addition to sound judgment. Computer literacy in MS Office applications including Word, Excel, Power Point, and Outlook, as well as internet competency is also required. Technical experience in sectors such as agriculture, health, nutrition or food security is desired

Language (10 POINTS):

Level IV (Fluent) speaking, reading and writing in English and French is required.

TOTAL: 100 POINTS

D. POSITION ELEMENTS:

- a. Supervision Received: The Food Security Specialist will be supervised on a day-to-day basis by the Agriculture and Environment Officer in the USAID/Guinea Mission in Conakry. Given the twinned Mission status between Guinea and Sierra Leone and Guinea, she/he will also maintain close contact with designated staff in the Freetown Office and in the FFP regional office based in Dakar for additional direction, guidance and support.
- b. Supervision Exercised: None.
- c. Available Guidelines: Regulation 211 and 216, ADS, FFP and OFDA guidelines.
- d. Exercise of Judgment: The incumbent must be able to exercise independent judgment in prioritizing and carrying out assigned duties.
- e. Authority to Make Commitment: 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 key stakeholders 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 food assistance activities and humanitarian relief efforts in an efficient manner.
- g. Time Expected to Reach Full Performance Level: One year.

E. INSTRUCTIONS TO APPLICANTS:

Applying: For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

- i). **Marking Applications:** To ensure consideration of applicants for the intended position, please *reference the solicitation number on your application*, and *as the subject line in any cover letter*, as well as *using the address/delivery point specified in this solicitation*.
- ii). **CV:** An up-to-date curriculum vitae (CV) or resume. Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.
- iii). **Form AID 302-3 OR DS-174:** The submitted form *must* be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the form AID 302-3. Form AID 302-3 is available on USAID Website <http://www.usaid.gov/forms> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL>

Form DS-174 can be found at: http://conakry.usembassy.gov/job_opportunities.html or at the U.S Embassy's main entrance;

- iv). **References:** Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.
- v). **Posting address:** Completed package Applications should be sent to Conakrypscjobs@usaid.gov or ConakryHR@state.gov.

F. SECURITY AND MEDICAL CLEARANCES

- i). **Medical Clearance:** Prior to signing a contract, the selected individual and eligible dependents will be required to obtain a medical clearance or waiver for the country of performance specified. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.

ii). **Security Clearance**: Prior to signing a contract, the selected individual will be required to obtain a Security Background Check. This temporary security clearance will be requested while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.