

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

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|---|------------------|-------------------------|
| 1. POST | 2. AGENCY | 3a. POSITION NO. |
| | USAID | |
| 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: | | |

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| 4. REASON FOR SUBMISSION |
| <input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____ |
| <input type="checkbox"/> b. New Position |
| <input type="checkbox"/> c. Other (explain): |

| 5. CLASSIFICATION ACTION | Position Title and Series Code | Grade | Initials | Date (mm-dd-yy) |
|-----------------------------------|---|-------|----------|--------------------|
| a. Post Classification Authority: | Project Management Specialist (Trade Advisor)FSN -4005 | 11 | | |
| b. Other: | | | | |
| c. Proposed by Initiating Office: | | | | |

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| 6. POST TITLE POSITION (if different from official title) Trade Advisor | 7. NAME OF EMPLOYEE |
| 8. OFFICE/SECTION: USAID/RWANDA | a. First Subdivision: Economic Growth Office |
| b. Second Subdivision: | c. Third Subdivision: |

| APPROVALS AND SIGNATURES SECTION | | | |
|---|---|--|--|
| 9. This is a complete and accurate description of the duties and responsibilities of my position. | 10. This is a complete and accurate description of the duties and responsibilities of this position. Fina Kayisanabo Private Sector & Agribusiness Team Leader | | |
| Typed Name and Signature of EMPLOYEE Date (mm-dd-yy) | Typed Name and Signature of SUPERVISOR Date (mm-dd-yy) | | |
| 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. Malick Haidara Acting Economic Growth Office | 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. Marcia Musisi-Nkambwe Deputy Mission Director | | |
| Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy) | Typed Name and Signature of Human Resources Officer Date (mm-dd-yy) | | |

13. BASIC FUNCTION OF POSITION: The incumbent is the lead technical specialist for the EG Office on all trade issues. The Specialist is responsible for managing, coordinating, monitoring, and evaluating the Mission's trade, regional integration and private enterprise development portfolio. The incumbent will provide substantive oversight in the formulation, design and administration of the Mission's trade programs, coordinating, engaging and negotiating with development partners, private and public institutions and USG stakeholders involved in promoting national trade, regional integration and private enterprise development. The incumbent will ensure effective communication and coordination with USG Trade Africa interagency platform, the USAID/Kenya and East Africa Office of Regional Economic Integration.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

a. Trade, Private Sector development Strategic Planning and Program Design (30%)

The USAID Trade Specialist provides substantive technical and managerial support in the conceptualization, planning, implementation and monitoring of the regional integration and trade development strategy. The incumbent engages with implementing partners of USAID-funded projects and major stakeholders (including GOR ministries and agencies, and private companies and investors,) to identify components of effective trade facilitation, competitiveness and promotion strategies, and determine achievable results that will ultimately improve the economic condition of women and men in Rwanda. The incumbent obtains Mission-level approval for the initiation of new activities; provides substantive support and input for the drafting of relevant EG trade plans and activities, such as sections of Mission strategy statements, and concept papers, result frameworks, budgets, background documentation, and performance monitoring and evaluation actions. The incumbent coordinates the drafting of activity design, analysis, and assessment documentation and related technical, policy, economic, and budgetary analyses; takes a leadership role in implementing changes to existing trade activities; and, serves as a member of Mission technical review teams for trade related (and other) concept papers, solicited or unsolicited proposals, and proposed awards under USAID-funded activities. The incumbent will be the point of contact for guiding and informing USAID/Kenya and East Africa strategic planning and program design on trade and regional integration, as needed.

b. Trade and Private Sector development Policy and Technical Advice (30%)

The incumbent serves as a Senior trade expert, with a strong knowledge of trade policy; supports implementation of regional and international trade commitments at the national level; keeps abreast of trends and issues in Rwandan regional and international trade; reviews and analyzes developments and advises Mission management and, as required, Embassy officials on highly specialized and complex issues relating to trade in Rwanda and the region, particularly those bearing on bilateral assistance or other USG interests. The incumbent assists Mission staff and visiting officials in preparing for and participating in field trips, public meetings, conferences, and negotiations with the GoR. The incumbent will occasionally be involved in planning events, managing field activities and logistics, and serving as a control officer for field visits. The Trade Specialist maintains contact with USAID/Washington and USAID/Kenya and East Africa staff and exchanges information, advice, and feedback, as needed. The incumbent serves as the principal USAID Foreign Service National (FSN) employee responsible for interpreting, explaining, and clarifying US Mission policies, programs, and strategies in the trade sector, through regular contact with the GoR, IPs, other donors, businesses, and civil society organizations. The incumbent will be the liaison point of contact for ensuring complementarity and coordination between bilateral and regional programs, informing USAID/Kenya and East Africa funded interventions which impact Rwanda's policy reform process, and raising awareness to the Rwanda Mission on the regional integration agenda and progress.

c. Program Management and Monitoring (40%)

The incumbent monitors trade projects and activities, collaborating closely with team leaders, and with Mission senior management. The Specialist establishes and maintains senior-level contacts with GoR counterparts, donor agencies, the private sector, and a wide range of research institutions, and universities. The Trade Specialist ensures coordination with other USG and GoR agencies active in the Trade and the Private sector development in general, to the extent that these are complementary to or integrated with USAID-funded trade programs.

The Specialist directs, coordinates, and monitors activities necessary to attain policy reforms and trade results; manages implementation mechanisms, provides advice and constructive feedback, and exercises specific COR/AOR approval authority. The incumbent manages daily activities through interface with IPs and the GoR; conducts on-site visits and inspections; and, ensures IPs receive needed information on USAID regulations, policies, and regional-level operation and coordination issues. The Specialist monitors and evaluates progress of IPs towards achievement of results through regular field trips, and meetings with senior IP management and project officials. The Trade Specialist provides technical support in establishing performance monitoring systems for results frameworks in coordination with Mission management and IPs; and, ensures appropriate accounting of resources by tracking quarterly accruals, maintaining project pipeline information,

and providing leadership in meeting audit recommendations.

The incumbent applies knowledge of Rwandan and regional trade organizations to assess the suitability of activity or sub-activity proposals, to provide regular analysis and reports on the trade and investment policy situation in Rwanda, including the information on the status and impact of USAID and other donor programs in trade. The incumbent provides recommendations to Mission management on longer-term trade trends; prepares and submits regular progress reports, both on a periodic and ad hoc basis for situation updates, website updates; and maintains regular contact with selected offices in USAID/Washington in order to provide information and advice as required. The incumbent provides input on trade-related budgetary issues to Mission management, provides analyses of budgetary needs for the existing and planned EG trade sector portfolio, and participates in decisions about funding allocation within the portfolio.

The incumbent will be the point of contact for coordinating, where needed, Mission's management support to USAID/Kenya and East Africa funded interventions on trade and regional integration in Rwanda.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Master's degree in Economics, Management Science, Business Administration, International Development, Finance, Marketing or related fields required with strong technical emphasis or specialization in the area of political economy, regional integration, industrialization, business development, finance, trade and investment, and/or competitiveness.
- b. **Prior Work Experience:** The incumbent is required to have a minimum of 7 years of progressively responsible, professional level experience in private sector development including in the application of trade policy, regional integration, market linkages, investment promotion and/or other innovative development finance mechanisms such as lending, equity investment and public-private investments. Demonstrated experience in development assistance or related work for donor organizations, host government organizations, or private sector institutions is required. At least (5) five years' experience in developing or managing public and/or private sector development projects is desirable.
- 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:** The incumbent should have a high degree of proficiency in written and spoken English; and highly desirable being fluent in written and spoken Kinyarwanda and/or French. Effective written and oral communication is absolutely critical to perform successfully in this position. The incumbent must be able to communicate effectively and accurately.
- e. **Job Knowledge:** The incumbent must exercise a considerable degree of specialized knowledge and experience to be applied in identifying and analyzing complex issues related to EG programs. The incumbent is required to understand and appreciate USAID procedures and policies in trade, agribusiness, private sector development and finance, its chief accomplishments and its challenges in order to skillfully articulate the rationale, objectives and priorities for the provision of U.S. foreign assistance to Rwanda. He/she must have a good knowledge of host-country contacts (governmental and non-governmental). Knowledge of USAID/Rwanda's history in trade, private sector and entrepreneurship development, efforts is recommended.
- f. **Skills and Abilities:** The incumbent must be able to learn and apply USAID activity implementation procedures and demonstrate management and organizational skills. The incumbent must have the ability to exercise sound judgment he/she must be able to communicate effectively, both orally and in writing, to obtain and transmit information to local and U.S. officials. 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. Ability to plan, to develop, manage, and evaluate projects of the scope and complexity described is required. Good interpersonal skills required to work with trade and investment, and private sector development implementing partners. He/she must have the ability to establish and maintain an extensive range of contacts with ministerial-level officials and influential persons in the private sector, international and non-governmental organizations. The incumbent must have demonstrated skills in the operation of word processing, office information systems and personal computers. The incumbent must have also strong data processing - Excel, etc.

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:** None
- 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 possible 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:** The incumbent must have the ability to establish and maintain effective working relationships with all levels of staff in the Mission, including the Embassy, the USAID East Africa Regional Integration office, Trade Africa, and other U.S. Government agencies. The incumbent will work with a full range of people including but not limited to permanent secretaries, directors general of Ministry of Trade and Industry, Ministry of East Africa Community, Ministry of Agriculture and Animal Resources, the Rwanda Development Board, as well as the, Chiefs of Party or Country Representatives of Economic Growth Office implementing partners, project coordinators of bilateral and multilateral funded projects, foundations heads, other stakeholders such as local platform organizations such as the Private Sector Federation and its chambers, NGOs and CSOs towards strengthening, leveraging, and coordinating efforts and investments. 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. The 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: 6 to 9 months after joining the agency considering required post entry training to fulfill all the position functions.