



DATE: December 16, 2014

SUBJECT: **JOB VACANCY ANNOUNCEMENT – FSN/2014/31**

TO: **All Qualified Applicants**

JOB TITLE: **AID DEVELOPMENT ASSISTANCE SPECIALIST
(Agriculture Specialist) ECONOMIC GROWTH OFFICE**

GRADE: FSN-11 with the possibility of hiring the employee at the lower grade
if he/she does not meet all the position’s requirements

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. BASIC FUNCTION OF POSITION

This position is located in the Economic Growth (EG) Office, USAID/Senegal. The Agriculture Specialist’s primary responsibility is to serve as a technical advisor on all issues pertaining to agriculture and rural development. As such, the Agriculture Specialist provides expertise on reviewing and tracking the implementation status of the GOS development policies for agriculture and rural development writ large. This position is responsible for the design, planning, monitoring and evaluation of agriculture, rural development activities within the EG Office and is expected to provide input into forestry and fisheries programs. The purpose of the Specialist position is to (a) serve as an advisor to the Mission on necessary policy reforms to promote agriculture growth (b) assist the Mission to develop assistance programs to improve agriculture in Senegal; (c) provide advice and counsel on necessary agriculture policy reforms; (d) perform analysis of agricultural issues; and (e) promote partnerships and joint ventures in the agricultural sector and USAID programs. The incumbent establishes a network with business associations, other donors and GOS agencies developing agricultural policy to keep abreast of agriculture related reforms.

USAID’s strategy for transformational development in Senegal seeks to boost economic growth by improving the enabling environment to attract more investment, increase competitiveness and the volume of trade, and creating wealth through better management of Senegal’s agricultural and natural resources. The main function of this position is to provide leadership to the Mission to achieve this strategic vision in the agriculture sector. The incumbent will take an active, results-oriented role in promoting market-led agriculture policy reforms, improved strategic planning, improved quality and availability of agricultural data, and trends analysis in the agriculture sector. The incumbent will coordinate closely with members of the EG Office dealing in natural resource management, trade and investment, and private sector development.

The incumbent will provide advice and counsel to the Mission Director and Deputy Director, the EG Office Director, other Mission Office Directors and technical experts. In addition, the position is

responsible for developing and maintaining comprehensive knowledge of current agriculture issues and model interventions and for establishing and maintaining professional working relationships with senior Government of Senegal (GOS) officials, local businesses, key implementing partners and local leaders, and other business professionals.

B. MAJOR DUTIES AND RESPONSIBILITIES

A. Advises Mission on Agriculture Issues (25%)

1. Provides expert advice on agriculture development, production, transformation of agricultural products and improved provision of agricultural inputs to private farmers and enterprises. This includes advising USAID and partners on developing programs and contracts for agriculture related activities. In this context, liaises with other mission staff, trade professionals and partners to ensure USAID agriculture programs are realistic and follow USAID regulations.
2. Researches and develops thorough analyses of opportunities and constraints to improve agriculture development from domestic or international sources. Follows closely current political, social and economic trends in Senegal and provides analysis on how these trends effect the development and implementation of the Mission's agriculture programs. This includes preparing analytical reports on agriculture trends in production, sales, exports, access to credit and rural infrastructure within Senegal's political, economic and social context.
3. Maintains close contact with GOS and other actors active in agriculture and rural development. Gathers both published and raw data on agriculture from a wide variety of sources both nationally and internationally. Maintains up to date, accurate information on trends, opportunities, international businesses active in the agriculture sector in Senegal, and key international and regional players in the sector.
4. Provides expert advice and counsel on Senegalese agriculture policies and related international agreements or conventions. Provides analysis and proposes policy reforms to the mission and partners including effective means to promote policy changes.
5. Provides expert advice on the development, procurement and monitoring of public-partnerships within the missions agriculture activities and to the GOS..

B. Management of Mission Agriculture activities. (60%)

1. Serves as Contracting or Assistance Officer Technical Representative (AOTR/COTR) for Mission contract and grant activities promoting agriculture and rural development which include constantly monitoring and evaluation program performance and financial oversight of programs managed under his/her supervision. Provides technical guidance to contractors and grantees within the scope of the grant agreements. Accepts deliverables from contractors on behalf of the mission.



2. Assists USAID's liaison with donors group on rural development and agriculture, preparing necessary documents, presenting USAID's positions at meetings, and briefing USAID management on issues and discussions.
3. Maintains active dialogue with other donor programs, local organizations, and various GOS offices on agriculture, building contacts to facilitate dissemination of information and coordination of activities.
4. Identifies and facilitate public/private partnerships and/or global development alliances that improve agriculture development. Assists in the development of loan guarantee programs in support of other USAID programs through the Development Credit Authority and other mechanisms.
5. Works with Mission personnel and partners on agriculture policy reforms, coordinating closely with USAID Staff, donor organizations, GOS officials, and the private sector.
6. Contributes to regular reporting requirements such as field trip reports, quarterly accruals, procurement obligations and pipeline reviews and the semi-annual portfolio reviews.
7. Works closely with Mission monitoring and evaluation specialists and implementing partners to develop results frameworks for economic growth contract and grant activities and track and evaluation results achievement. Analyzes data and results needs to confirm their continuing validity. Takes a lead role in developing performance information for annual results reporting to AID/W. Conducts analysis of program performance and recommends changes in strategic and/or implementation approaches as required.

C. Coordinates Mission Agriculture Activities with Partners, Donors, and the GOS (15%)

1. Maintains contacts with a variety USAID/Washington staff to keep abreast of current developments and successful interventions. Liaises with the Economic and Commercial Officer in the US Embassy to maintain up to date knowledge of US investors, or potential investors in Senegal.
2. Responds to periodic requests from partners, USAID/Washington, the GOS and other donors on USAID's agriculture programs, activities and results.
3. Actively cultivates and maintains professional relationships, partnerships and joint ventures with partners, traders, donors and the GOS to improve agriculture. Develops and maintains an extensive range of contacts with representatives of the Senegalese public and Agricultures, international financial institutions, investors, banks and microfinance institutions..



C. DESIRED QUALIFICATIONS

- a. **Education:** Completion of a Masters degree, or equivalent, in agriculture, forestry, soil science, resource economics or other closely related field is required.
- b. **Prior Work Experience:** Six to eight years of prior work experience in the agriculture and rural development sector required. Intimate knowledge of Senegalese agriculture policies and laws highly desired. Experience working with local communities and farmer's associations, development alliances, information dissemination and communication of agriculture issues is also desirable.
- c. **Post Entry Training:** None.
- d. **Language Proficiency:** Refined oral presentation and writing skills in French and English that allow employee to make effective presentations and development relationships with partners. Speaking skills in one or more local languages. Level IV proficiency in spoken and written English and French is required for this position..
- e. **Knowledge required by the Position:** Thorough knowledge of development theory and programming in general and agriculture programming in particular. Comprehensive knowledge of agriculture programs and policies, agricultural trade and food policies, land tenure and macro-economic, legal and policy framework of the GOS, specifically as it related to agriculture development. Broad knowledge of current political, social, economic and strategic factors in Senegal and an excellent understanding of the complexity of Senegal organizational structure, bureaucracy and the reform processes which are on-going. Considerable familiarity with approaches and goals of development organizations and other partners and their approaches to agriculture programs. Must have an understanding of the changing direction of the agriculture sector in Senega.
- f. **Skills and Abilities:** Capacity for critical analysis of current agriculture issues and initiative in carrying out assigned tasks and strong interpersonal qualities are essential. Originality of ideas and creative thinking highly desired. Plans, organizes, and executes complex agricultural related activities. Prepares precise, accurate reports using rigorous analytical and interpretive skills. Prepares internal reporting documentation in English. Establishes and maintains professional and effective contacts with GOS counterparts, other donor technical staff and implementing partner Chief-of-Party

D. POSITION ELEMENTS

- a. **Supervision Received:** The incumbent works under the supervision of the Senior Agricultural Specialist. He is expected to carry out assigned duties with minimal technical supervision
- b. **Available Guidelines:**
 - a. Employee implements activities in accordance with applicable ADS regulations and Mission guidelines. Employee develops working knowledge of Africa Bureau directives.
 - b. Working within the parameters established by ADS regulations and Mission guidelines, the employee draws on experience and professional judgment to make program implementation decisions and undertake policy discussions.



- c. Exercises delegations of authorities granted in USAID/Senegal Mission Orders and those for Cognizant Technical Officers (CTO). Clears key written communications with Team Leader.
- c. Exercise of Judgment:** Incumbent exercises a broad scope of independent judgment. Refers to immediate supervisor on matters pertaining to policy, priority or resolution of problems for which there is no clear precedent. Incumbent must demonstrate a keen sense of timeliness in exercising judgment and completing an array of simultaneous actions.
- d. Authority to Make Commitments:** Exercise authority in accordance with delegation granted in USAID Mission Orders
- e. Nature, Level, Purpose of Contacts:** Develops and maintains an extensive range of high level contacts with business and GOS officials, community leaders and multilateral and bilateral donor missions represented in Senegal for the purpose of obtaining or verifying published and unpublished information on Senegal's agriculture trends and events, and for following developments in finance and PPP development and business associations and groups.
- f. Supervision Exercised:** Position is non-supervisory.
- g. Time Required to Perform Full Range of Duties after Entry into Position:** One year.

HOW TO APPLY: Interested applicants with existing Senegalese Work Permits or who possess Senegalese Work Permits **MUST** submit a complete application package which includes:

- A cover letter,
- An OF-612 form (form can be found on this web site: <http://senegal.usaid.gov> under “doing business with USAID - Job Opportunities – Application form”) and
- A detailed resume plus 3 References.
- Copies of relevant degrees.

All the above mentioned documents are **REQUIRED** and must be prepared in English and should be addressed to:

Human Resources Management Specialist

Routes des Almadies

B.P. 49 - Dakar, Senegal

Or

Email address: usaiddakar-hr@usaid.gov

Deadline to receive applications: January 02, 2015

EQUAL EMPLOYMENT OPPORTUNITY: *The US Mission in Senegal 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. USAID/Senegal 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.