



DATE: December 09, 2014

SUBJECT: **JOB VACANCY ANNOUNCEMENT – 2014/32**

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

The AID Development Assistance Specialist position is part of the Economic Growth (EG) Office within USAID/Senegal. The Specialist will be posted in one of the following regions: Tambacounda, Kolda, Velingara, Kedougou, Sediou or St. Louis. The AID Development Specialist will assist Government of Senegal (GOS) agencies, regional development agencies offices, and local governments in the Southern and Northern Feed The Future (FTF) focus regions. The Specialist's primary responsibility will be providing expertise on preparing, planning, reviewing and monitoring in the field the implementation of the USAID Feed the Future Strategy and GOS National Agriculture Investment Plan. The purpose of the Specialists position is to (a) assist the Mission to strengthen local civil society, local government and private sector capacity for better implementation of assistance programs to improve agriculture in Senegal; (b) provide advice and counsel to USAID and GOS on necessary interventions in the FtF regions; (c) maintain up to date data and analysis of agricultural and rural development issues in key Feed the Future focus areas; (d) promote partnerships and joint ventures in the agricultural and rural development sectors between local partners, others donors and USAID programs in the field and (e) assist the Mission in the implementation and monitoring of development assistance in agriculture and NRM programs. The incumbent will establish a network with business associations, local partners, regional development agencies and rural councils, others donors programs and GOS agencies involving in agricultural and rural development sectors in the targeted regions.

USAID's Feed the Future 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, at the local level, to the Mission and GOS to achieve the strategic vision of the FTF Strategy in the agriculture sector. The incumbent will take an active, results-oriented role in building local capacity development leadership for implementation Feed the Future strategy through the USAID/Forward framework.



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 EG Office Director, Agriculture Team Leader, other EGO team members and other Mission Office Directors and technical experts. The incumbent will develop and maintain comprehensive knowledge of current agriculture issues and model interventions in targeted regions and for establishing and maintaining professional working relationships with Regional Development Agency, Rural Councils, local government agencies, local businesses, key implementing partners and local leaders, and other business professionals.

B. MAJOR DUTIES AND RESPONSIBILITIES

A. Advises Mission and GOS on Agriculture and NRM Issues (15%)

1. Provides advice and assist local partners on developing programs and contracts for agriculture and rural development related activities in support of USAID Feed the Future and GOS National Agriculture Investment Plan. In this context, liaise with other mission staff and partners to ensure USAID agriculture programs and implementing mechanisms used by local partners are realistic and follow USAID regulations.
2. Researches and develops thorough analyses of opportunities and constraints to improve agriculture and NRM. 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 agricultural trends.
3. Maintains close contact with GOS and other actors active in agriculture and NRM. 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 to USAID, GOS and local governments on best agriculture practices, Senegalese agriculture and NRM 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 Agriculture and NRM Field Activities (50%)

1. Supervises the implementation of agriculture and NRM programs and activities with the goal of ensuring that program design and implementation will achieve planned results and USAID goals. Position could include the design development programs to meet Mission strategic objectives. This includes preparing statements of work or program descriptions, requests for proposals/applications, Acquisition and Assistance requests, decision memos, Congressional Notifications, inter-agency agreement letters, etc.
2. Follows the development of a performance management plan for agriculture and other NRM-related activities and contribute to data collection and synthesis and reporting. Ensure project and/or sectoral assessments are carried out and participate in developing Statements of work, field trips, data analysis and dissemination.
3. Acts as an AOTR (Agreement Officer's technical representative) or COTR (Contract Officer's Technical Representative) for one or more USAID agriculture programs.
4. Ensures program implementation achieves planned results, document developmental impacts and resolve any implementation issues in an efficient and professional manner.
5. Participates actively in the USG procurement process, including program advocacy, design, communication with USAID and USG stakeholders, to gather consensus and develop alliances in effective foreign assistance programming.
6. Performs Monitoring & Evaluation function: The AID Development Assistance specialist will be responsible for performance monitoring, and regular evaluations of USAID-managed activities. This includes: review of quarterly and annual program and financial reports from program partners; review the reports paying particular attention to the data pertaining to:
 - activity performance indicators as identified within the Performance Management Plan (PMP) and Operational Plan;
 - program objectives achievement, methodology and lessons learned paying particular attention to inputs, output and expected outcomes including economic, social, cultural, and technical factors; and
 - financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities) and the need for incremental funding.
7. Works closely with the USAID Senegal's Office of Financial Management to review and assess monthly accruals and disbursements, and track funding pipelines to ensure compliance with the ADS guidelines.
8. Maintains active dialogue with other donor programs, local organizations, and various GOS offices on agriculture and NRM, building contacts to facilitate dissemination of information and coordination of activities.



9. Identifies and facilitate public/private partnerships and/or global development alliances that improve agriculture development.

C. Coordinates Mission Agriculture and NRM Activities with GOS, Local Governments and other Donor supported Projects (35%)

1. Maintains contacts with a variety USAID/Dakar staff to keep abreast of current developments and successful interventions. Liaises and actively supports various local government institutions.
2. Ensures USAID agriculture activities are coordinated with, and integrated, into local government management systems. This will include providing assistance to local governments to strengthen coordination systems.
3. Responds to periodic requests from partners, USAID/DAKAR, the GOS and other donors on USAID's agriculture and NRM programs, activities and results.
4. Actively cultivates and maintains professional relationships, partnerships and joint ventures with partners, traders, donors and the GOS to improve agriculture and NRM. Develops and maintains an extensive range of contacts with representatives of the Senegalese public and private sector in agriculture and NRM.

C. DESIRED QUALIFICATIONS

- a. **Education:** Completion of a Masters degree, or equivalent, in agriculture, rural development, international development, natural resources management or other closely related field is required.
- b. **Prior Work Experience:** Six to eight years of prior work experience in the agriculture or NRM sectors required. Intimate knowledge of Senegalese agriculture policies and laws highly desired and the GOS agricultural programs. 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:** Training in USAID programming procedures and AOTR/COTR certification will be required.
- 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.



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 Senegal.

- a. **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. Proficiency in MS Office “Word” and “Excel”.

D. POSITION ELEMENTS

- a. **Supervision Received:** The incumbent works under the supervision of the Agriculture Team Leader of the Economic Growth Office. 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 USAID 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 other NRM and Climate Change activities.
- 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.