



DATE: May 29, 2015

SUBJECT: JOB VACANCY ANNOUNCEMENT – FSN/2015/01

TO: All Qualified Applicants

JOB TITLE: AID DEVELOPMENT ASSISTANCE SPECIALIST
(Food Security Specialist) FOOD FOR PEACE 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

Given the significant emergency resources invested by Food for Peace (FFP) in West Africa, the Incumbent serves as a Food for Peace Specialist (FFPS), based in Dakar, Senegal, and will primarily work to improve, monitor, and evaluate the effectiveness and efficiency of emergency food assistance programs; coordinate with United Nations (UN) agencies, nongovernmental 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 U.S. government agencies engaged with food assistance efforts; and make program recommendations to FFP/Washington for food assistance funding.

It is expected that approximately 40% of the FFPS's time will be spent traveling throughout the region 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 Incumbent will primarily support Food For Peace (FFP)'s ability to respond to major emergency food crises and ensure effective responses. While largely focused on new-evolving emergency situations in the region, the Food for Peace Specialist (FFPS) would provide monitoring and surge capacity support to large, ongoing emergency programs in the West Africa region where additional short-term staffing support is needed. The Food for Peace Specialist will also support the design and oversight of development food assistance programs in the region, as assigned.

The full range of specific duties, some of which are in direct support of specific programs and some in support of general Food for Peace (FFP) office responsibilities, may include the following:

A. Program Monitoring

50%

1. Conduct assessments; carry out field monitoring, evaluations, and analyses of Title II emergency activities; complete assessments of commodity logistics capacity; and assist in design of food aid activities to address the food security gaps identified.
2. Actively participate in regular host country, Private Voluntary Organization (PVO) and UN/Donor coordination meetings to review food situation in assigned countries and analyze the country's current and projected food needs.
3. Coordinate with the country team (consisting of the USAID mission, U.S. embassy, and/or other United State Government (USG) in-country staff), as well as host governments, Non-Government Organization

(NGOs), Public International Organizations (PIOs), donors, and others to address issues pertaining to emergency Food for Peace (FFP)-funded food assistance in assigned countries.

4. Support Food for Peace (FFP) development activities in assigned countries, including monitoring and reporting on implementation and progress, and addressing problems encountered by grantees.

B. Program Management

50%

Report on all food security issues, to include changes in the food security situation and food assistance requirements, government policies and actions affecting food assistance programs, government food assistance programs, and donor pledges and programs. Maintains close liaison with the Food for Peace (FFP)-funded Famine Early Warning Systems Network (FEWS-NET).

Collaborate with Non-Government Organizations (NGOs) on preparation of work-plans and program modifications, and with Public International Organizations (PIOs), such as the World Food Program (WFP), on new appeals or revisions to ongoing ones.

Technically review food assistance proposals, and progress reports, and identify key program issues that need to be addressed.

Prepare follow-on recommendations for modifications, improvement and activity management needs to Food for Peace (FFP) through Regional Food for Peace (RFFPO).

Provide guidance and counsel to Cooperating Sponsors with the objective of ensuring adequate compliance with USAID regulations, monitoring and achievement of objectives of Title II development programs, including application of appropriate regulations, budget analysis, activity progress and general project implementation management.

Serve as member of Food for Peace (FFP) Technical Evaluation Committees to provide the field perspective to the review of concept papers, applications, evaluations and other documentation.

C. DESIRED QUALIFICATIONS

- a. **Education:** Masters degree in development technical field (such as agriculture, environment, education, health, nutrition and/or micro-enterprise) required.
 - b. **Prior Work Experience:** At least five-years of professional experience with United State (US) Government agencies, United Nations (UN) agencies, Non-Government Organization (NGOs), or international organization in emergency or development capacity required.
 - c. **Language Proficiency:** Fluency in both English (4/4) and French (4/4) is required).
 - d. **Knowledge required by the Position:** Knowledge of the key policy and technical issues related to emergency food security programming in developing countries.
- a. **Skills and Abilities:** Strong computer skills required, especially Microsoft Office applications. Excellent organizational and communication skills required.

D. POSITION ELEMENTS

- a. **Supervision Received:** The Incumbent will report to the Food for Peace West Africa (FFP/WA) Regional Director or Deputy Director, or designate, based in Dakar, and may receive regular guidance and substantive direction from the Food for Peace (FFP) Office in Washington, D.C.
- b. **Available Guidelines:** Food aid regulations and Food for Peace Washington (FFP/W) guidelines.



- c. **Exercise of Judgment:** : The Incumbent is expected to take initiative and act independently and will have wide latitude for the exercise of independent judgment in responding to food assistance issues.
- d. **Authority to Make Commitments:** The Incumbent has no authority to make financial commitments on behalf of the United States (U.S). Government. The Incumbent is expected to exercise authority in making decisions with regard to technical issues as they arise in the course of the fulfillment of her/his duties and responsibilities.
- e. **Nature, Level, Purpose of Contacts:** Represent USAID with senior level management of United Nations (UN), including World Food Program (WFP), Office for the Coordination of Humanitarian Affairs (OCHA), UN Children’s Fund (UNICEF), UN Food and Agricultural Organization (FAO), International Organization of Migration (IOM) and others in the region. Non-Government Organization (NGO) engagement is also necessary with key personnel to discuss issues related to the effective targeting, direction of programming and distribution of emergency and development food aid resources. Represent USAID to a wide range of senior government officials in the countries of operation at the provincial/district and national levels as well as with regional government organizations. Represent USAID in working groups as well as strategic level meetings. Engage with donors at the regional level in West Africa and in the countries of operations as needed. Engage with beneficiaries, community members and leaders related to Food for Peace’s (FFP’s) food security programs as needed. Represent USAID/FFP to Mission Directors and Ambassadors, as directed.
- 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: June 21, 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.

Route des B.P. 49 Dakar, Sénégal Téléphone : (221) 33 879 4000 - Fax : (221) 33 869 4101
Internet : <http://www.usaid.gov/senegal>