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MALI

Memorandum

DATE: May 29, 2015

FROM: Debbie Jackson, Supervisory Executive Officer 

SUBJECT: Vacant Position: USAID/Mali Project Management Specialist (Agriculture)

TO: All Malian Citizens and Local Residents at the time of application.

OPEN PERIOD: Monday, June 8, 2015

CLOSING PERIOD: Monday, June 22, 2015
(5:00pm Bamako time)

GRADE LEVEL: **FSN PSC-10, Full Performance Level (FCFA 12,311,218 to FCFA 19,082,374)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a trainee level grade).
FSN PSC-09 Trainee Level, (FCFA 10,567,773 to FCFA 16,380,045)
Additional benefits include allowances for Housing, Transportation, Meals, and miscellaneous, 13th month bonuses; annual and sick leave, medical and severance benefits.

NUMBER OF POSITION: One (1) Vacancy

The U.S. Agency for International Development is seeking one individual as Project Management Specialist (Agriculture), for its AEG Office.

Basic Function of Position

The incumbent serves as Agricultural Specialist to the Accelerated Economic Growth (AEG) Strategic Objective Program, which houses an array of programs and two Presidential Initiatives: Feed the Future (FTF) and Global Climate Change (GCC). Programs in AEG are charged with increasing food security, decreasing malnutrition, decreasing poverty rates, and increasing adaptation to climate change. The majority of these activities are concentrated in the Feed the Future (FTF) Zone of Influence, which is constituted by a set of communes in Mopti, Sikasso, and Timbuktu.

Major Duties and Responsibilities

The Agricultural Specialist assists in planning and designing of AEG activities, program/project/activity management and monitoring, liaising with partners on AEG topics, and conducting analysis and reporting as necessary for the AEG Team. This position will primarily focus on the agricultural value chains that are part of the Feed the Future (FTF) strategy, but may include working with the Global Climate Change or Resilience Teams. To this end s/he maintains frequently a full range of contacts within the Mission, at all levels, and with assigned implementing partners and grantees implementing USAID-funded programs/projects/activities in the sector. Within the Embassy, contacts are with counterpart staffs, and with senior staff as needed. Host-government, local, and other contacts vary widely with the type of program/project/activity, and may be at any level – including Ministerial, “Secrétaire General”, etc. Frequent and substantive personal contacts with senior-level officials of the Government of Mali, and with the private sector, are for the purpose of explaining and defending USAID policies, objectives, and procedures, and to transmit and interpret Government of Mali and private-sector attitudes and concerns to senior USAID officials.

- A. Program Management, Oversight & Reporting:** The incumbent will carry out program/project/activity management and oversight for USAID/Mali AEG programs, serving as either AOR, COR, or activity manager for programs of increasing size and scope as the incumbent progresses at USAID/Mali. While the technical



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backstopping functions of this position relate directly to agriculture and agribusiness within the target Feed the Future (FTF) value chains, the incumbent identifies synergies between Feed the Future (FTF) and other teams, Presidential Initiatives, and donor programs. Specific activities may include but are not limited to: drafting and obtaining approval for resource transfer, ensuring that all USAID reporting requirements are met, providing technical and financial monitoring of the awards for which s/he is responsible, meeting frequently with implementing partners, GOM officials, and other relevant partners, ensuring proper program implementation. In this capacity, s/he oversees a set of concerted measures at both macro and micro levels, aimed at ensuring the success of Mali's agricultural development programs, specifically with regards to Feed the Future (FTF). Overall, the Specialist's duties lie at the heart of USAID/Mali's Feed the Future (FTF) program, which focuses on the value chains of millet, sorghum, rice, and livestock. (60%)

- B. Strategic Planning and Analysis:** S/he is responsible for providing direction and support to AEG and the Mission on all technical and policy matters, programs, projects, and related activities to be pursued over the course of implementation of the Mission's Country Development & Cooperation Strategy (CDCS). Duties center on the actions resulting from AEG's contribution to the Prosperity, Resilience, and Governance Development Objectives (DO), with a specific focus on improving the value chains, from producer to end-user, of the Feed the Future (FTF) value chains. The Agricultural Specialist will assist in analysis of ongoing programs/projects/activities, and will help to identify synergies both within the AEG portfolio and other Mission Teams. This requires that the incumbent maintain contacts and broad-based knowledge of developments in all sectors within the Mission, and with our regional Missions and headquarters. Specific activities include but are not limited to: conducting studies and analyses relating to agricultural production or policy; identifying issues impeding effective implementation of AEG programs, liaising with GOM officials and other relevant partners to understand their programs and policies. (30%)
- C. Program Design:** The incumbent is expected to design, assess, analyze, negotiate, defend and oversee/monitor the implementation of programs/activities strengthening Mali's food security capabilities. Successful execution of these duties requires that the Agricultural Specialist stay in frequent contact with the complementary efforts of other donors and implementing partners, and ensure that programs remain on track, and in the best interest of Mali's rural agriculturalists. The Agricultural Specialist will also assist in analysis and design of new programs/projects/activities, again helping identify synergies and ensuring program integration. This will include contributing to the design of scopes of work for the AEG Team and other Mission Teams, collaborating with AEG Team members and members of other offices, and maintaining a strong, technical knowledge of agriculture within Mali. (10%)

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. Malian citizens or local residents at the time of application;
2. Completion of a Bachelor's Degree in agronomy, natural resource management, economics, and agricultural economics is required.
3. A minimum of five years of progressively more responsible experience managing and implementing programs related to agricultural development activities. Previous experience working with representatives of the donor community, including other donor-funded programs, and/or with PVOs and local NGOs, is an advantage. Previous experience specifically with development programs related to production or marketing of cereals is also an advantage. Past experience working with USG programs would be advantageous but is not a requirement.
4. Level IV (fluency) of English is required. Level IV (fluency) of French is required. Bambara or other Malian languages level III.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the position title.



Qualifications Required:

- a. Education: Completion of a Bachelor's Degree in agronomy, natural resource management, economics, and agricultural economics is required. (20%)
- b. Prior Work Experience: A minimum of five years of progressively more responsible experience managing and implementing programs related to agricultural development activities. Previous experience working with representatives of the donor community, including other donor-funded programs, and/or with PVOs and local NGOs, is an advantage. Previous experience specifically with development programs related to production or marketing of cereals is also an advantage. Past experience working with USG programs would be advantageous but is not a requirement. (25%)
- c. Language Proficiency: Level IV (fluency) of English is required. Level IV (fluency) of French is required. Bambara or other Malian languages level III. (15%)
- a. Knowledge required by the position: The Job Holder must have in-depth professional-level knowledge of agricultural development principles, concepts and practices, especially as they relate to managing agricultural and economic growth programs in Mali. The Job Holder must also have an in depth understanding of the problems and policies in Mali from the agricultural, economic, environmental, political, civil society and social perspectives. The Job Holder must have knowledge and understanding of the agricultural, economic, environmental, political, civil and social characteristics of Mali, specifically with respect to agricultural development constraints in Mali and West Africa. S/he must have knowledge of the resources, and resource constraints, and the related overall development prospects and priorities, for Mali and West Africa. S/he should also have knowledge of, or the ability to quickly acquire knowledge of, USG legislation, policy, and practice relating to the agricultural production and agribusiness sectors, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. S/he must have knowledge and understanding of the organization and respective roles of the different levels of the Government of Mali in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation. (20%)
- b. Skills and Abilities: The ability to plan, organize, manage, and evaluate assigned programs/projects/activities is required. The Job Holder must have excellent verbal communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior- and mid-level Government of Mali officials, and with public and private organizations, such as primary USAID technical contacts in the development area. Verbal communication skills are used to explain and interpret GOM attitudes, priorities, and concerns to USAID officials, and to negotiate program/project/activity plans and resolve program/project/activity implementation issues with appropriate GOM ministries, technical advisors, implementing partners, counterparts, and peers. Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers. Good analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans. Skills in developing project programming, policies, and plans, and in developing strategies for implementation is desired. The ability to work effectively in a Team environment, and to achieve consensus on policy, program/project/activity, and administrative matters is necessary. The work requires good computer skills in order to manage the achievement of goals and objectives, technical, financial, and social. (20%)

Maximum Evaluation Score 100 points

Position Elements

- a. Supervision Received: The PMS (Agricultural Specialist) works under the supervision of the PMS (Livestock Specialist), both under the very general supervision of the AEG Office Director and/or his/her designee. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Job Holder is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Job Holder will seek advice and assistance as required. Work is reviewed in terms of results achieved.
- b. Supervision Exercised: None



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- c. **Available Guidelines:** Available guidelines include USG, USAID, and sector-related guidance, rules, and requirements of the profession; USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); and, USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation on the part of the Job Holder.
- d. **Exercise of Judgment:** Independent judgment is required for developing, implementing, and managing the assigned program/project/activity portfolio, for reporting, and for other assignments. Judgment is required in order to make decisions, based on a careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact; exercises good judgment, and completes work independently; and, monitors implementation of the assigned portfolio and maintains accountability for results achieved.
- e. **Authority to Make Commitments:** The Job Holder will exercise the authority given to all USAID activity managers and CORs/AORs once they have successfully completed the requisite courses and certifications, and may make administrative arrangements consistent with ADS guidance and Mission policy. The Job Holder takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. The Job Holder may not independently commit the USG to the expenditure of funds; but, within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. The Specialist may negotiate a referendum for the immediate supervisor.
- f. **Nature, Level, and Purpose of Contacts:** The Job Holder maintains a full range of contacts within the Mission, at all levels, and with assigned implementing partners and grantees implementing USAID-funded programs/projects/activities in the sector. Within the Embassy, contacts are with counterpart staffs, and with senior staff as needed. Host-government, local, and other contacts vary widely with the type of program/project/activity, and may be at any level – including Ministerial, “Secrétaire General”, etc. Frequent and substantive personal contacts with senior-level officials of the Government of Mali, and with the private sector, are for the purpose of explaining and defending USAID policies, objectives, and procedures, and to transmit and interpret Government of Mali and private-sector attitudes and concerns to senior USAID officials.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:** One (1) year.

SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent’s skills and experience fit the requirements of the Project Management Specialist (Agriculture) position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate’s ability to perform the duties set forth in the application and must not be family members or relatives.



5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All incomplete applications will be rejected.

HOW THE SELECTION WILL BE MADE

The successful candidate will be selected based upon:

1. A preliminary review of the applicants submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint, and any technical skills test that might be deemed appropriate.
3. Reference checks.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.

Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

SUBMIT APPLICATION

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov

Detailed statement of duties and the qualification requirements for the position is available on the following websites: <http://www.usaid.gov/mali/partnership-opportunities/local-vacancy> or <http://mali.usembassy.gov/job-opportunities.html>

CLOSING DATE FOR THIS POSITION IS: June 22, 2015 at 5:00pm

The US Mission in Mali 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. The Department of State 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.