

1. BASIC FUNCTION OF POSITION

This position is located in the Program Office, USAID/Rwanda, Kigali. The incumbent is responsible for developing and managing the Mission program budget and advising senior managers and staff on all aspects of program budget planning, implementation, and tracking. S/he serves as the Mission's primary point of contact with the Government of Rwanda (GoR) for negotiating, managing, and monitoring Development Objective (DO) agreements. S/he also serves as a Mission expert on the design, development, and management of Government-to-Government (G2G) and other host country system assistance mechanisms. S/he liaises with the GoR and other donors to ensure that Foreign Assistance programming is consistent with USG and host country priorities.

2. MAJOR DUTIES AND RESPONSIBILITIES

Budget Document Development: Under the Program Office Director's general direction and in collaboration with the Deputy Program Officer, serves as the principal liaison between the Mission and USAID/Washington on all matters relating to program budget. In this capacity and in collaboration with the Controller's staff and DO offices, prepares and tracks overall Mission program budgets utilizing FACTS Info and OPS Master. Independently drafts all budgetary documentation in the USAID program cycle including budget planning documents, the Congressional Budget Justification (CBJ), field support, OYB submissions, individual Country Narratives, Operational Plan preparation, and mortgage and pipeline analyses in compliance with the Agency Forward Funding guidelines. Coordinates the development of Quarterly Financial Review (QFR) materials and facilitates the QFR meeting. Reviews, comments on, and/or recommends amendments to, USAID/Rwanda Grant Agreements or Strategic Objective Agreements (SOAGs) and DO Agreements. Advises the Program Office Director on the most appropriate means of reprogramming funds to achieve greater development impact within the Mission; ensures that all reprogramming actions comply with Agency guidance and regulations.

Budget Data Management: Serves as the Mission's primary point of contact for OPS Master, a data management tool that tracks all USAID planned programming and expenditures within the Mission. Utilizes OPS Master to prepare for QFRs, respond to senior staff inquiries, and analyze pipeline issues. Manages OPS Master database, ensuring that discrepancies are resolved, standardized queries are accurate, and data is updated on a monthly basis.

PRO Liaison with DO Offices: Carries out senior liaison duties with the DO offices as directed by the Program Office Director. Participates in DO office meetings within USAID as senior advisor on policy, strategy, budget, and all program-related matters. Serves as resource person to assist DO offices in preparation of program documents such as Strategic Objective Grant Agreements and DO Grant Agreements (and Amendments), Implementation Letters, Reprogramming Memos, and official correspondence on policy issues. Builds capacity among USAID staff on budget-related issues including OPS Master, budget planning, and budget execution.

Program Office Liaison with GoR Senior Officials: Acts as the main communication link

between USAID and the GoR's highest levels regarding negotiation and execution of Strategic Objective Grant Agreements or DO Grant Agreements (and their Amendments). (The Agreement is the bridge between activity designs and implementation and must be fully executed before implementation activities may begin). Within that framework, s/he serves as the principal contact with the Ministry of Finance and Economic Planning on matters related to planning and budget, including the GoR's Economic Development and Poverty Reduction Strategy. Serves as a member of ad-hoc and continuing working groups to develop mechanisms for institutionalizing systems and procedures. Of critical priority, s/he serves as a primary Mission expert on the design, development and management of Government-to-Government (G2G) mechanisms. Coordinates closely with the GoR on all G2G planning, development, and negotiations. Represents the Mission, at times, in meetings with GoR officials at high levels. Monitors compliance with agreed commitments, drafting related letters for Mission Director's signature. Participates in negotiations with senior USAID and director-level personnel in GoR Ministries to obtain agreement on Strategic Objective or DO achievement, budget levels, counterpart contributions, and changes requested by the two parties to ensure that new activities will be properly implemented. Meets and briefs senior USG official visitors and accompanies them in their various meetings with GoR senior officials as escort and interpreter. These efforts are all geared to furtherance of jointly-agreed objectives between the GoR and USAID.

Other: Perform other duties as assigned.

DESIRED QUALIFICATION:

a. *Education:*

Equivalent of A.B or B.S. collegiate degree in business administration/management, accounting, finance, or other closely related field. Post-graduate study in business administration/management, accounting, finance, economics, public administration, or development studies is highly desirable.

b. *Prior Work Experience:*

A minimum of seven years of progressively responsible professional experience in accounting, financial analysis, financial management, or budget planning and management is required. Six to eight years of experience in development or relief work, ideally with an international development partner, international NGO, or other international organization in Rwanda, or with the GoR in a senior position, is highly desirable. Ideally, this experience will include project or activity design and program planning, budgeting, and management.

c. *Post Entry Training:*

Relevant USAID courses in managing development activities (Programming Foreign Assistance; Project Design and Management; OPS Master; PHOENIX accounting system overview) and the Agency's core values (managing for results, customer focus, teamwork & participation, honoring diversity, empowerment & accountability) will be required and pursued.

d. Language Proficiency:

Level IV (fluent) ability is required in both written and spoken English, and similar fluency in French and Kinyarwanda is preferred.

e. Knowledge:

Familiar with political and administrative structure of the GoR: GoR laws, policies and procedures; financial institutions and systems; societal values; the economic and fiscal structure and dynamics of Rwanda; and Rwandan and American social and cultural values. A sound theoretical knowledge of political and economic development issues is highly desirable. While a thorough knowledge of USAID policies, goals, procedures and regulations is desirable from the outset, it may have to be acquired on the job and through participation in the Post Entry Training mentioned in Item 15c, above.

f. Skills and Abilities:

Must have the ability to identify actions required by both the GoR and the Mission in order to move toward implementation of the policies which have been jointly identified as critical to the host country. Must be able to develop and maintain an extensive network of contacts at high levels of the GoR, donor organizations, and the private sector. Must be able to inspire their confidence and trust and to accurately judge the limits – social, political and economic – to the conditions being negotiated between USAID and the GoR. The position also requires strong management and communication skills. Must have demonstrable tact and extreme discretion so as to enjoy the full confidence of the Mission Director, the U.S. Ambassador, and the GoR, ensuring that reports, analyses, advice, and recommendations rendered are both objective and accurate.

POSITION ELEMENTS:

Supervision Received: Broad general supervision is from the Program Office Director, who outlines assignments in terms of policies, suggested approaches, and desired results. Completed work is evaluated in terms of accomplishments and compliance with policies. Within this framework, the incumbent functions with great latitude and independence.

Available Guidelines: GoR laws and regulations; USAID Automated Directives System (ADS), USAID/Rwanda Mission Orders and policy papers.

Exercise of Judgment: Incumbent exercises substantial independent judgment. S/he functions as a recognized expert and is given wide latitude in planning, coordinating, developing, and negotiating with GOR officials to establish parameters prior to formal negotiations and in successfully completing negotiations.

Authority to Make Commitments: Exercises considerable latitude in the discussion of economic policy issues one-on-one with officials at the highest levels. The SPO clears all major

written communications to parties outside USAID and provides guidance to the extent necessary on USG policy positions, regulations and procedures. Given the hiring category of the position, the incumbent cannot make final policy or financial commitments on behalf of the U.S. Government.

Nature, Level, and Purpose of Contacts: Frequent contacts within and outside the Mission concerning design and program issues, policies, coordination and consultation. Contacts include senior GoR officials in relevant ministries and senior officials from the donor community and the private sector.

Supervision Exercised: The position is non-supervisory.

Time Required to Perform Full Range of Duties after entry into Position: Six months.