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AFGHANISTAN

Solicitation open to: All Interested Afghan Nationals
Position Title: Project Management Specialist (Agribusiness)
Type of vacancy: Single Position
Opening date: October 27, 2013
Closing date: November 10, 2013
Vacancy announcement #: USAID/306/14/12/OAG
Work Hours: 40 hours (Full time)
Position Grade: FSN-10

USAID/Afghanistan is seeking an individual for the position of Project Management Specialist (Agribusiness) in the Office of Agriculture (OAG) Section.

BASIC FUNCTION OF THE POSITION:

The Project Management Specialist-Agribusiness serves under the supervision of the Agribusiness Team Leader in the Office of Agriculture (OAG) USAID/Afghanistan. The incumbent will assist the team leader in managing and providing technical guidance on USAID agribusiness and/or agricultural finance portfolio including: agricultural credit, agribusiness value chains development, agricultural production and process financing, agricultural associations and cooperative development, and agricultural trade and marketing. The incumbent should be able to provide technical advice and leadership in the conceptualization, development, design, administration, and monitoring of OAG's agribusiness development portfolio and represent the Mission at mid-to-high level interagency meetings.

MAJOR DUTIES AND RESPONSIBILITIES:

1. The Project Management Specialist - Agribusiness will be managing (and eventually assumes COTR/AOTR responsibilities for) a set of selected OAG-agribusiness activities including Agricultural Credit Enhancement (ACE) program. The ACE program was established to provide technical assistance to the Ministry of Agriculture, Irrigation, and Livestock (MAIL) to manage the \$100 million funded Agricultural Development Fund (ADF) agricultural lending activities.
2. In his/her capacity, the incumbent will serve to represent USAID/OAG in meetings, presentations, and other dialogues with GIRoA, other USG agencies, international organizations, and other donors. He/she will establish and maintain mid-to-high level contact with the Regional Government officials, international organizations, and other USG representatives in the region.
3. The Project Management Specialist will manage and provide technical guidance on USAID's portfolio of agribusiness development activities, including: negotiating work priorities; expediting activity implementation matters; identifying and resolving program issues; monitoring that development activities are carried out in a technically-sound, timely, and cost-effective manner; assuring that activities are carried out in accordance with all applicable Mission and Agency directives and requirements.

Perform a mentoring role in providing technical advice and recommendations to USAID's partners regarding the design and implementation of agribusiness development activities planned or being carried out in Afghanistan. The incumbent will ensure the effectiveness of program implementation through monitoring via site visits and review of technical reports.

4. The Project Management Specialist will provide planning, analysis, evaluation and technical advice and recommendations to the USAID Office of Agriculture on the design, management, and implementation of projects focusing on agribusiness development. Tracks and regularly reports on progress toward achieving the goals of the USAID agribusiness development programs. Participates in the reporting for the Mission Performance Plan; Annual Reports; Congressional Notifications; and other strategic planning and reporting documentation for Afghanistan.
5. The Project Management Specialist will continuously gather and report on information about the agribusiness development situation for a variety of audiences including USAID/W, USDA, US Department of State and other USG organizations, US Congress, and for general public information. Prepares and issues necessary internal USAID program implementation documentation for smooth program implementation, including Action Memos, acquisitions, technical directives and required reporting. Assists with the preparation and submittal of the annual evaluation of contractors' performance as required. Manages all assigned work either independently or, as required, as part of a team according to established Mission policies, practices and programmatic guidance; and in accordance with all applicable USAID regulations and guidance. The incumbent may participate in the gathering of information for baseline and annual statistics on the progress of the development program. Other aspect of monitoring and evaluation may be required as well. He is expected to make independent judgments that can be defended as necessary.

QUALIFICATIONS REQUIRED:

Education: The incumbent must have a Bachelor's degree in agriculture, agricultural economics or equivalent field. A Master's degree is preferred.

Experience: The incumbent must have a minimum of 5 years experience in working with agriculture, agribusiness, and/or marketing field.

Language: Level IV (Fluent) speaking/reading English and Level IV (Fluent speaking/reading Dari and/or Pashto is required.

Knowledge, Abilities and Skills: Strong knowledge of Government of Islamic Republic of Afghanistan's (GoIRA) agriculture policies and programs. Strong knowledge of agriculture issues, analytic planning, evaluation, data dissemination techniques, and policy analysis and development is required. Ability to plan, implement and monitor project activities by applying proven management principles. Ability to prepare written reports and statistical tables and to use standard computer programs: word processing, spread sheet, and presentation software. Ability to handle sensitive issues diplomatically and to inspire confidence in GoIRA, contractors, communities, and other stakeholders. Skills to negotiate sensitive and complex issues through initiative, imagination, resourcefulness and diplomacy.

HOW TO APPLY

Applicants are required to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: (OAG1412).**

ANY/ALL application submissions after the closing date of November 10, 2013 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Universal Application for Employment as a Locally Employed Staff (DS-174) http://kabul.usembassy.gov/job_opportunities2.html <http://www.state.gov/documents/organization/136408.pdf> and/or
3. A current resume or curriculum vitae that provides the same information found on the UAE;

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.

Note:

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is only open to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Women are encouraged to apply.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY