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AFGHANISTAN

Solicitation open to: All Interested Afghan Nationals
Position Title: Project Management Specialist (Agriculture)
Type of vacancy: Multiple Positions
Opening date: November 03, 2013
Closing date: November 17, 2013
Vacancy announcement #: USAID/306/14/07/OAG
Work Hours: 40 hours (Full time)
Position Grade: FSN-10

USAID/Afghanistan is seeking individuals for the position of Project Management Specialist (Agriculture) in the Office of Agriculture (OAG).

BASIC FUNCTION OF THE POSITION:

Agriculture Program Specialist will provide analytical and intellectual leadership in promoting agriculture development, food security, and creation of an enabling agribusiness environment to support USAID agricultural programs in Afghanistan. The position will be based in the Office of Agriculture (OAG) at USAID, which has the objective of promoting a sustainable, thriving agricultural economy. The senior professional will provide managerial oversight for one of the Regional Agricultural Development programs (RADPs). Each of the RADPs will focus on improving the productivity and profitability for three to four value chains to increase licit farmer and agribusiness incomes and strengthen employment opportunities for rural Afghans. This individual also will support the capacity building of the Ministry of Agriculture, Irrigation and Livestock (MAIL) and regional Departments of Agriculture, Irrigation and Livestock (DAILs) to provide an improved macro-and microeconomic operating environment. Through this individual leadership, the vision for selected value chains will be better coordinated among private, public and donor stakeholders leading to increased agricultural sector efficiency and competitiveness. The position will require familiarization with USAID procedures and processes, and necessitate independence in fulfilling the requisite functions in a dynamic environment.

MAJOR DUTIES AND RESPONSIBILITIES:

The employee will serve as a senior member of the Agricultural Development Team within USAID's OAG. The employee will assume primary responsibility for defining, managing, and reporting results from USAID investments in agricultural development, alternative development, and food security projects. As required the individual will provide substantial assistance in modifying on-going activities and supporting the preparation of new undertakings within OAG. The following is a list of main responsibilities:

Program Management

- Serve as a Contract Officer Representative (COR) or Agreement Officer Representative (AOR) for one or more USAID agricultural development projects.
- Ensure program compliance with USAID Mission Orders. The Program Specialist shall support all audit and evaluation activities by OAG and other USG partners.
- Guarantee adequate program planning to align the strategic objectives of the program with USG and the Government of Islamic Republic of Afghanistan (GIROA) priorities. This will include addressing government enabling environment issues at the macro and micro-levels which impact competitiveness of the targeted sectors and businesses.

- Review results and quality of monthly, quarterly and annual program reporting to identify risks and opportunities to achieve performance targets and contribute to USAID's Annual Report preparation for Afghanistan.
- Provide leadership in the implementation of the performance monitoring system for the regional agricultural development program. The Program Specialist will work with members of the Office of Agriculture to develop practical information tracking systems for project activities and assist in the verification and analysis of data and throughout the development, implementation and close-out stages. Required information will be updated into USAID Afghan Info and other databases as required.
- Manage archiving of paper and electronic program documentation according to USAID requirements.
- Manage the financial obligations for implementing partners. This includes tracking commitments, obligations and de-obligation actions.
- Conduct site visits at least once bi-monthly to support monitoring of program activities.

Strategic Leadership, Technical Advice and Policy Dialogue

- Analyze agricultural development and agribusiness related topics which contribute to effective agricultural program design and support of alternative development. On a wide range of issues, such as the structure of rural farms as relates with tendency to innovate, impact of existing policies on development of the agricultural input industry, or opportunities for Afghanistan to improve monitoring of imports and exports.
- Provide substantial assistance in planning and preparing new undertakings. Serve as a team-member for the design and development of new or modified programs, activities, and feasibility studies.
- Lead coordination with other USG partners, such as USDA, Provincial Reconstruction Teams (PRTs) and other donors to ensure synergy of activities and identify opportunities and risks for farmer and agribusiness development.
- Provide expert advice on agricultural value chain development and policies analysis to support the capacity building of government institutions, such as the Ministry of Agriculture, Irrigation and Livestock (MAIL) and other related government ministries and departments.

QUALIFICATIONS REQUIRED:

Education: A Bachelor's degree in agriculture, agricultural economics, business administration, management, agronomy or a related social science field is required. A Master's degree in any of the above listed disciplines is preferred.

Experience: A minimum of four years' experience in program/project management in the area of agricultural development, policy development, analysis and project/program planning with governmental or non-governmental organizations required.

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

Knowledge, Abilities and Skills: A strong grasp of the agribusiness, the macro-level (e.g., fiscal policy and foreign exchange) and micro-level (e.g., firm level issues and corruption issues) policy environment, emerging technologies, and other public and private institutional factors impacting the development of the agriculture sector in Afghanistan. Proficiency in computer use, including specific programs such as PowerPoint, Excel, and Word is important.

Strong knowledge of the Government of Islamic Republic of Afghanistan agriculture policies programs. Strong knowledge of agriculture issues, analytic planning, evaluation, data dissemination techniques, 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 the Government of Islamic Republic of Afghanistan, 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: (Project Management Specialist (Agriculture) OAG1407)**

ANY/ALL application submissions after the closing date of November 17, 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**