



Solicitations open to: Afghan Nationals Only
Position Title: Project Management Specialist (Agribusiness)
Type of vacancy: Single
Opening date: February 7, 2016
Closing date: February 21, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-10

Vacancy announcement #: USAID/306/16/19/OAG

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan is seeking applications from qualified Afghan Nationals to provide personal services as a **Project Management Specialist (Agribusiness)** under a personal services contract described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The Project Management Specialist – Agribusiness serves under the supervision of the Markets and Trade Team Leader (Project Management Specialist [Team Leader – Agribusiness]) 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:

A. Performance Management and Reporting:

The incumbent will manage (and eventually assume COR/AOR responsibilities for) selected OAG agribusiness projects to which s/he is assigned, and will perform all related project management actions. S/he will provide inputs/participate in the review and approval of the concerned implementing partners' work plans (life of project [LOP] and annual), monitoring and evaluation plans, branding and marking plans, gender analyses, environmental mitigation and monitoring plans, and other required core project documents.

The incumbent 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. S/he will provide technical advice and recommendations to USAID's partners regarding the design of planned agribusiness development activities or implementation of ongoing ones in Afghanistan.

The incumbent will help in the tracking and reporting of project progress on a continuing basis, especially the key performance indicators that measure the achievement of the main outputs and outcomes. S/he will review and approve draft progress reports (i.e., inception, quarterly, annual,

and final), perform all applicable tiers in compliance with the Mission's multi-tier monitoring system, and conduct site visits, among others. The incumbent will provide necessary inputs to and participate in performance reviews (Mission-wide and project specific). S/he will alert the Markets and Trade Team Leader of challenges being faced by the projects assigned to him/her, and will ensure that all identified issues are discussed and eventually resolved. The incumbent will contribute to the reporting for the Mission Performance Management Plan; Annual Reports; Congressional Notifications; and other strategic planning and reporting documentation.

The incumbent will continuously gather and report on information about the agribusiness development situation in Afghanistan for a variety of audiences including USAID/W, USDA, US State Department and other USG organizations, US Congress, and for general public information. S/he will prepare and issue necessary internal USAID program implementation documentation for smooth program implementation, including Action Memos and technical directives. The incumbent will prepare and submit the annual evaluation of contractors' performance as required. S/he may participate in the gathering of information for baseline and annual statistics of the projects s/he manages.

B. Financial and Contract Management:

The incumbent will perform necessary actions to effectively manage the financial and contracting aspects of project implementation, including Global Acquisition & Assistance System (GLAAS) requisitions, partner vetting requests, and project close-out, as well as any possible Modified Acquisition and Assistance Request Documents (MAARDs).

Under the supervision of his/her Team Leader, the incumbent assists in the provision of technical guidance to the concerned implementing partners on USAID budgetary/financial and accounting requirements. S/he will help monitor project budget planning and implementation in accordance with USG requirements, and will work closely with both the Project Management Specialist (PMS) and Project Management Assistant (PMA) for Budget of OAG to routinely update project budgeting. The incumbent will also help provide to the same OAG staff any project-related inputs in the Quarterly Financial Review (QFR) exercise, and will prepare accruals to keep the pipeline within forward funding guidelines.

C. Supervision and Other Duties as Required:

The incumbent supports the projects assigned to him/her as well as the Markets and Trade Team Leader, and carries out duties as required. S/he assists in the development of Mission reports and data gathering, contributes to various taskers with aspects related to agribusiness in particular and agriculture in general (includes different data calls from the Special Inspector General for Afghanistan Reconstruction [SIGAR], USAID Office of Inspector General [OIG] and the Government Accountability Office [GAO]), and coordinates meetings and visits with counterparts and other donors. The incumbent will serve to represent USAID/OAG in meetings, presentations, and other dialogues with the Government of Islamic Republic of Afghanistan (GIROA), other USG agencies, international organizations, and other donors.

The incumbent will also draft routine documentation and ensure their clearance and approval on a timely manner. S/he will participate in team meetings and other team activities, and will also join coordination events with GIROA and other activities as determined appropriate, and will perform other duties as required.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: The incumbent must have a Bachelor's degree in agriculture, agricultural economics, agricultural trade and marketing or agricultural finance.

Experience: The incumbent must have a minimum of five years of experience working with agriculture, agribusiness, and/or marketing. Of the five, a minimum of three years of technical project management experience should be spent working in Afghanistan. Experience with a USG agency (such as USAID), an international development organization, and/or non-governmental organization implementing development assistance, is very desirable.

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

Knowledge, Abilities and Skills: The incumbent should have a strong background in and understanding of agribusiness best practices and issues. S/he must be familiar with Afghan agriculture policy and relevant laws especially those that pertain to agribusiness. Must have good knowledge, or the potential to acquire such knowledge, of USAID procedures, processes and regulations.

The incumbent should be skilled in analytic planning, evaluation, data dissemination techniques and policy analysis and development. S/he should have the ability to plan, implement and monitor project activities by applying proven management principles; ability to analyze data and prepare written reports and statistical tables; and ability to use standard computer programs (word processing, spread sheet, and presentation software) are required. S/he should be able to handle sensitive issues diplomatically and to inspire confidence in GIRoA, contractors, communities, and other stakeholders. The skill to negotiate sensitive and complex issues through initiative, imagination, resourcefulness and diplomacy is needed.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Project Management Specialist (Agribusiness) (OAG1619)**

ANY/ALL application submissions after the closing date of February 21, 2016 will not be considered.

REQUIRED DOCUMENTS:

- 1. Cover memo/email outlining your qualifications and experience against the selection criteria.**
- 2. Application for Employment (AE) 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 DS-174 form;**

(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 open only 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 Female candidates are strongly encouraged to apply.
- Ø Applications submitted as RAR files will not be accepted by the system.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**