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TO: ALL INTERESTED CANDIDATES

SUBJECT: RECRUITMENT FOR A "FOOD AID MONITORING AND DISASTER RESPONSE SPECIALIST" WITHIN USAID/MADAGASCAR HEALTH, POPULATION AND NUTRITION OFFICE

METHOD OF EMPLOYMENT: TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT RENEWABLE, SALARY EQUIVALENT TO GRADE FSN-10

APPLICATION CLOSING DATE: 12:00 PM, FRIDAY, JULY 11, 2014

The U.S Agency for International Development (USAID) Mission in Madagascar is soliciting expressions of interest from qualified candidates to serve as a Food Aid Monitoring and Disaster Response Specialist with the Office of Health, Population and Nutrition. The contract is for an initial period of one (1) year subject to renewal based on annual performance review, continuing need for the services, and availability of funds.

BASIC FUNCTION OF THE POSITION

Oversee and monitor the utilization of United States Government (USG) both Title II monetization process and Food Distribution Program for Title II Food Security Programs implemented by Cooperating Sponsors (CSs). Monitor and evaluate food aid commodities and other funding allocated to disaster response interventions. The position is located in USAID/Madagascar office, based in Antananarivo, with frequent visits to the field.

MAJOR DUTIES AND RESPONSIBILITIES

A- PL480 FOOD AID DEVELOPMENT PROGRAM

A-1. Facilitate and oversee both Title II monetization process and Food Distribution Program for Title II Food Security Programs implemented by Cooperating Sponsors (CSs)

- Provide technical inputs in the design of Development Food Assistance Programs (DFAPs);
- Provide technical inputs and work with the Cooperating Sponsors and USAID Madagascar in view of updating the Bellmon study particularly on the storage capacity and facilities and commodities selection;
- Provide technical inputs and comments to the Mission Food Security Programming Framework (FSPF);
- Respond and interact to Food For Peace (DCHA/FFP) requests regarding monetization commodities and commodities for regular program (food for distribution) on a timely basis;
- Serve as the Mission technical resource on DCHA/FFP rules and regulations pertaining to commodities and regular program (food for distribution);

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- Facilitate the closure of all procedures to complete monetization sales;
- Facilitate commodity logistics for the importation of Title II food/commodities for food distribution, monitor , assess and report on the status;
- Prepare draft cables for the monetization and Title II food regular program call forwards;
- Review and provide technical comments to CSs' for the Pipeline and Resource Estimate Proposal (PREP), the Annual Results Report (ARR), evaluation and close out report;
- Provide technical inputs and provide technical assistance to CSs on food/commodity flow (i.e. transportation, commodity loss, food distributions, etc.);
- Responsible for assuring all relevant documents are submitted to Washington as required – i.e., Quality Control Summary Reports (QCSRs), call forwards cables, CSs financial reports;
- Serve as the Mission technical resource on DCHA/FFP rules and regulations pertaining to distribution commodities;
- Undertake analysis of food management issues on a case by case basis and maintain records;
- Oversee the implementation of the CSs food commodity distribution activities, from port to field implementation and/or to end users and report back to the Mission FFP Team.

A-2. Monitor and evaluate FFP Title II food distribution and ensure proper documentation of the evaluations is well tracked and maintained.

- Analyze CSs QCSR, Recipient Status Reports (RSRs) and Loss Status Reports (LSRs) reports and respond to FFP requests, and serve as the liaison between FFP/Washington, FFP/Southern Africa and CSs for the following reports:
 - Quarterly Commodity Status reports
 - Commodity Management and Losses
- In conjunction with FFP institutional contractor partners, develop tools to enhance the capacity of Missions to monitor Title II programs and other field operations, from the management of food to the quality of other services being delivered by operating partners;
- Develop an annual schedule of monitoring visits to the field (at least 2 visits quarterly) to evaluate food distribution storage and use of regular food commodities. Identify problem areas and suggest solutions;

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- Organize Mission team with appropriate technical expertise to review the QCRSSs. Summarize inputs and prepare final report for the Mission;
- Participate as a team member to review technical issues and the impact of the Title II programs.

A-3. Serve as Activity Manager for development and emergency programs funded by Food For Peace, or other USAID programs.

- Conduct site visits to program areas to check on implementing partner progress according to work plans and planned program results, including both announced and unannounced spot checks;
- Facilitate implementing partners in the collection and reporting of performance results;
- Guide Data Quality Assessment for relevant Food for Peace Activities;
- Arrange and participate in activity and program evaluations.

B- DISASTER MANAGEMENT

B-1. Responsible for monitoring and evaluation of the FFP Title II and OFDA program funding on disaster preparedness, mitigation and response activities

- As the Alternate Mission Disaster Relief Officer (AMDRO), provide and ensure new information for the Mission Disaster Relief Plan (MDRP) and the Mission Disaster Response Team (MDRT) before the start of each year's Cyclone Season. Ensure key Mission and US Embassy have updated versions before cyclone season starts;
- As the Alternate Mission Disaster Relief officer, maintain close liaisons, interface and interact directly with senior level Ministry Officials, disaster key donors and NGOs to ensure consistency and harmonization of data/information on potential disaster and the emergency response;
- Responsible for monitoring and evaluating OFDA funding to respond to disaster;
- Develop and maintain a tracking system of disaster preparedness and response activities under the Title II Food Security Program, OFDA and other donor activities;
- Coordinate the input of benchmarks/indicators and analysis of results, within the Mission information monitoring system, that will allow the assessment of progress and impact of the Mission's disaster preparedness and response activities;

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- Review, compile, synthesize and provide a brief analysis of all documentation/reports submitted to the Mission pertaining to disaster preparedness. Ensure timely circulation of key documents among the Mission Director, Mission Disaster Response Officer (MDRO), and members of the MDRT;
- Research, develop and analyze the information/data collected from disaster assessments and report to the Mission in view of assisting Malagasy disaster key unit and other key disaster actors to carrying out disaster preparedness and emergency response activities, including major constraints and needs;
- Analyze the potential needs of the Government for disaster mitigation, preparedness and post disaster needs (especially on food gap).

B-2. Track development of potential disasters and response efforts

- Monitor disaster preparedness and mitigation activities, and track development of potential disasters and response efforts;
- In the event of a natural disaster, coordinate with the MDRO all USG interventions (FFP Title II and OFDA or other mechanism) with those other donors and the Bureau national de la gestion de risques et de catastrophes (BNGRC);
- Work closely with Title II CSs and other donor institutions to ensure timely information for decision-making on a rapid, effective and coordinated response;
- During Cyclone Season, report and draft e-mail updates and cables on the status of active cyclones (SITREP);
- Monitor cyclone tracking web sites and the national METEO forecasts center daily and alert USAID and MDRT Core Team and the Mission/US Embassy management by e-mail;
- Draft four types of cables (Disaster Alert, Disaster Declaration, Disaster Situation reports, Final Disaster Report) for the Embassy and USAID information.

B-3. Monitor USG food aid commodities and other funding allocated to disaster response interventions and rapid assessment.

- Monitor, report and evaluate OFDA emergency response grants provided to Title II PVOs or other donors (WFP, FAO) or international/national NGOs implementing partners working in the field;
- Participate actively in the host government BNGRC/CRIC group works (all clusters) for disaster preparedness and rapid (field monitor) post cyclone assessment and report to the mission management;

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- Responsible for monitoring, tracking, evaluation and reporting of the FFP Title II food aid and other USG food aid commodities allocated to address disaster preparedness and response activities.

Perform other related duties as necessary.

REQUIRED MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

A. EDUCATION

Possession of a university degree is required in administration/business management, statistics, or related field.

NB: Additional education may NOT be substituted for prior work experience.

B. PRIOR WORK EXPERIENCE

Minimum of five years progressively responsible work experience in development assistance, administration, or program management and demonstrated ability to work with donors or international non-government organizations are required.

C. LANGUAGE PROFICIENCY

Fluent, professional level, speaking, reading and writing in English, French and Malagasy. At this level, an employee is required to possess a high degree of proficiency in both written and spoken English, French and Malagasy, including the ability to translate Malagasy and/or French language into precise and correct English, and English into French and/or Malagasy. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning.

D. JOB KNOWLEDGE

Working knowledge of food security and disaster response sectors and relevant actors and organizations. Knowledge of the Government of Madagascar (eg: Ministry of Interior Disaster Response Plan) and the functions of the National Emergency Committee (Bureau national de gestion de risques et de catastrophes) and local emergency committees in disaster response. Broad knowledge of the role of international relief organizations in disaster preparedness and response. Strong preference for knowledge of transportation and shipping industries and coastal port authority operations.

E. SKILLS AND ABILITIES

Must be able to establish and maintain counterpart contact in host government, implementing agencies and related Non-Governmental Organizations (NGOs) and other organizations. Must have the ability to obtain, analyze, evaluate and present data and information, and organize and draft clear, concise reports which are primarily factual but also analytical. Must have working knowledge of donor and/or government financial and procurement procedures, and regulations. Understanding of financial management systems and development context in Madagascar. Must have familiarity with computers, including word processing, internet and spreadsheet program.

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Must have excellent interpersonal skills and be able to cultivate a professional network of stakeholders in food security and disaster response. Must be able to exercise oversight of the transport and distribution of valuable food commodities, including reporting on theft/losses, with integrity.

ADDITIONAL SELECTION PROCESS AND CRITERIA

- This vacancy is open to all interested candidates. Non-Malagasy candidates must have the required Malagasy work and residency permits to be eligible for consideration.
- It is essential that candidates address the required qualifications above in the application.
- Current USG employees serving a probationary period are not eligible to apply.

INSTRUCTIONS FOR APPLICANTS

Interested applicants for this position **MUST** submit the following or the application will not be considered:

- 1) A cover letter which specifically addresses each of the selection criteria. This cover letter must be submitted in English and French. The cover letter should provide more details about how the applicant's skills and prior experience make him/her qualified for the position. Applicants who do not include this information in their applications will not receive further consideration;
- 2) Completed and **SIGNED** Federal form OF-612: this form is mandatory and is available at USAID website: <http://www.usaid.gov/madagascar/work-with-us/careers> and at US Embassy Consular Service entrance (opposite to "Leader Price"), Route Digue, Lot 207 A, Point Liberty, Andranoro Antehiroka, Antananarivo;
- 3) Curriculum vitae (CV) with your e-mail address;
- 4) Photocopies of relevant education degrees and certificates demonstrating that the applicant meets the minimum requirements. Applicants are encouraged to submit photocopies. Originals will not be returned;
- 5) Applicants are required to provide at least three (3) references with complete contact information, including e-mail address and telephone numbers, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the OF-612 form. The interviewing committee will delay such reference check pending communication with the applicant.

CLEARANCES

The selected individual must obtain medical and security clearances before starting work. USAID/Madagascar will assist in this matter.

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SALARY

The position is classified at FSN-10 Grade. Salary will be paid in accordance with Local Compensation Plan. Based on the selected candidate's experience, and at the discretion of USAID/Madagascar, s/he may be hired at FSN-9 "trainee" level for the first year of employment. After one year, promotion to FSN-10 will be subject to successful performance. Promotion to the target FSN-10 grade level, after one year, is mandatory, and failure to achieve the required level of performance is a basis for dismissal.

APPLICATION CLOSING DATE

Submit your application by **12:00 pm, July 11, 2014** to:

USAID/ Madagascar
EXO/HR
Lot 207A, Point Liberty (Route Digue)
Andranoro, Antehiroka
Antananarivo 105 Madagascar

or to the following e-mail address: AntananarivoUSAIDHR@usaid.gov
Attachments to your e-mail should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc).

- a) If you submit your application physically, please mark the envelop:
"PERNOT 2014-06"
- b) If you submit your application electronically, please put as subject:
"PERNOT 2014-06 [your name]"

TO BE CONSIDERED, applications must include ALL the required documents and information, and **be received** at USAID Office by the above deadline.

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