

**POSITION DESCRIPTION FOR
PROGRAM COORDINATING SPECIALIST**

BASIC FUNCTION OF POSITION

This position is located in the USAID/WA Regional Program Office, which currently consists of one US Direct Hire (USDH) Supervisory Program Officer, one USDH Deputy Program Officer, one USDH Project Development Officer, one Foreign Service National (FSN) Program Budget Management Specialist, one FSN Program Assistant, one FSN Administrative Assistant, and one US Personal Service Contract Development Outreach & Communication Specialist. The office provides leadership and strategic direction to regional program planning, analysis, performance monitoring, evaluation and reporting for complex regional programs in 21 West African countries.

The primary purpose of this position is to serve as the Program Coordinating Specialist in program matters within the USAID/WA Regional Mission. The incumbent reports to the Supervisory Program Officer or his/her designee and provides advice in all aspects of program operations and has a full range of consultative, advisory, monitoring and information gathering functions of a broad scope and complexity. The incumbent assists the Supervisory Program Officer and Program Office staff in maintaining relationships and representing USAID/WA with senior USAID officials in the Mission, key USAID/Washington staff and USAID Africa Bureau on budget and programmatic issues.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. 1. Program Planning, Analysis and Reporting

(60%)

The Program Coordinating Specialist advises and assists the Supervisory Program Officer in various aspects of program planning, analysis, and reporting. This includes:

- Coordinate the preparation of the Operational Plan; Performance Plan Reports; Mission Resources Requests; Congressional Budget Justification and other reporting requirements to ensure that timely and accurate information is provided when needed by the Mission and USAID/Washington.
- Serve as team member as needed for the design and development of proposals for programs, activities (projects). Collaborates with the Mission's technical teams and other staff to identify and arrange for services of experts to assist with these efforts;
- Assist in planning for program portfolio reviews and analyzing submissions by program managers for accuracy and consistency with planned results, benchmarks, funding levels, pipeline guidelines, meeting planned earmarks, and addressing cross-cutting themes (e.g. gender);
- Track program actions and issue resolution arising from program portfolio reviews and preparing status reports for Mission management;
- Assist in the preparation of activity/program design and approval documentation and its authorization, and evaluation plans for the mission;
- Assist in the preparation of briefing materials on the USAID program;
- Other reporting and program analysis duties as required.

B. Program Implementation

40%)

The Program Coordinating Specialist assists the Supervisory Program Office and the Budget Specialist in obligating program funds and advising the regional technical teams regarding issues affecting programming, budgeting, implementation, monitoring, and managing for results of USAID development assistance activities. This also includes:

- Assist the Budget Specialist in reviewing and drafting in collaboration with program managers accurate and timely pre-obligation action memos, Strategic Objective Agreements (SOAGs), Limited Scope Grant Agreements, and regular program Implementation Letters;
- Liaise with the Regional Legal Advisor (RLA) for clearances, drafting Mission's activity checklists for SOAGs and preparing the annual Brooke Amendment update for regional programs operating in or benefiting countries in West Africa that are in violation of the Brooke Amendment;
- Coordinate Mission response to unsolicited proposals and assistance requests in collaboration with program managers and in accordance to Agency and Mission Orders.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE/SELECTION CRITERIA

1. **Education:** A minimum of Bachelor's degree in development studies, economics, social science, business or public administration is required.
2. **Prior Work Experience:** A minimum of five years of progressively responsible experience in program-related work, including analyzing problems; working with teams to develop solutions; writing analytic reports and using empirical data to improve the effectiveness of the work product is required.
3. **Language Proficiencies:** Level IV (fluent) in English is required and French proficiency is preferred.
4. **Knowledge:** A solid knowledge of basic development principles, program and project development, budgeting, management, and analytical skills to assess activity feasibility is required.
5. **Skills and Abilities:** Incumbent must have the ability to analyze programming issues and to develop a way to solve them; excellent writing and speaking skills; good interpersonal skills, including an ability to work as a member of a team, build consensus, provide leadership and effectively coordinate with internal and external stakeholders in a multi-cultural setting. S/he must be able to organize work, develop schedules, and meet deadlines; use word processing, e-mail and spreadsheet computer applications.