

MISSION NOTICE

USAID Nairobi Complex

NOTICE NO: 12 – 27 (*RE-ADVERTISEMENT*) **DATE:** October 11, 2012

SUBJECT: **EMPLOYMENT OPPORTUNITY – VACANCY FOR PROJECT MANAGEMENT SPECIALIST, AGRICULTURAL STATISTICS, TECHNOLOGY & INNOVATION, REGIONAL ECONOMIC GROWTH & INTEGRATION (REGI), USAID/EAST AFRICA**

OPENING DATE: Immediately
CLOSING DATE: November 7, 2012

Office: **Regional Economic Growth & Integration (REGI)**

Title: **Project Management Specialist, Agricultural Statistics, Technology & Innovation**

Grade: **FSN - (PSC) – 4005-11**

Who May Apply: **All Eligible Kenyans**

BACKGROUND:

The Agricultural Statistics, Technology and Innovation Specialist will be a member of the Agriculture and Food Security Team of the Office of Regional Economic Growth and Integration (REGI). The incumbent will provide analytical, statistical, and knowledge support to the team, to ensure that the programs implemented are economically viable and fulfill the promise of regional integration in terms of increased competitiveness and food security. He/she will participate in the development and management of regional programs designed to implement the Feed the Future strategy. This entails promoting innovation to improve regional food security by opening up access to integrated regional markets for staple commodities; thereby catalyzing increased productivity, increased incomes, and improved nutrition of smallholder farmers. He/she will provide technical support services to African regional partners and USAID bilateral missions, as well as perform a range of other tasks as required.

USAID/East Africa, located in Nairobi, Kenya, assists the region through innovative activities designed to diminish the risk of conflict, support political stability, foster economic growth, increase market integration, improve the environment, promote good health, and mitigate poverty. REGI is the largest technical implementation unit in USAID/EA, with three distinct teams: Agriculture, Trade and Environment. REGI manages a complex and broad portfolio valued at \$45-50 million each year, which represents approximately 75% of USAID/EA's budget.

REGI works in full partnership with African institutions to achieve local development goals and promote U.S. foreign policy objectives. The REGI office and its partners jointly seek to reduce barriers and facilitate increased regional and global trade; to increase the productivity and competitiveness of the region, particularly in agricultural value chains; to support improved transit

corridors; to engage in adaptation and clean energy initiatives in response to global climate change; to improve access to clean water and sanitation; and to help maintain the region's rich biodiversity as a sustainable and globally-recognized asset. REGI also provides services to bilateral USAID Missions in the region on policy, program, and technical issues within its purview.

BASIC FUNCTION OF POSITION:

The Agricultural Statistics, Technology, and Innovation Specialist will play several roles in the Agriculture and Food Security Team as it implements of the regional strategy for the Feed the Future initiative. He/she will be responsible for data analysis and knowledge support, to keep the evidence base up-to-date, and to compile evidence of outcomes and impact. He/she will draw both on published data sources and on the work of REGI's partners, and will produce analyzed charts, tables and other outputs that meet the needs of the other members of the team, mission management, other Feed the Future missions, and USAID/Washington. In addition, he/she will keep abreast of the literature on innovations in agricultural technology relevant to the region. The incumbent will also assist in the design and management of grants and contracts, will provide technical services to partners and to other USAID offices and missions, and will represent REGI and USAID with partners and with representatives of governments and regional organizations.

MAJOR DUTIES AND RESPONSIBILITIES AND % OF TIME SPENT:

Analytical and Knowledge Support: 20%

- Provide analytical and knowledge support to the Agriculture and Food Security Team. This involves staying abreast of key sources of information on the state of agricultural production, trade, and nutrition in the region from the partners and from a range of other available sources, as well as providing statistical analysis, summaries, tables and charts, and other analytical tasks, as requested by the team leader.
- Provide up-to date information on innovation in agricultural science and technology, and maintain linkages with agricultural research and development activities of international and regional organizations active in the region in areas relevant to USAID/EA's portfolio.
- Maintain professional collaborative and/or team working relationship with the technical and analytical branches of other USAID bureaus, missions, offices and staff.

Design, Management, and Oversight of Regional Programs: 45%

- Assist the Agriculture and Food Security Team and the Regional Acquisition & Assistance Office (RAAO) in the design and management of grants and contracts with regional programs in the areas of agricultural research, agriculture and nutrition, technology transfer, statistics and knowledge management, among others. Play key roles in the writing of technical program descriptions and scopes of work, providing technical support to procurements through an Annual Program Statement (APS) called the African Institutions Innovation Mechanism (AIIM), serving as COR/AOR (Contracting/Assistance Officer's Representative), or alternate COR/AOR for grants or contracts, leading or participating in field supervision visits, evaluation teams, as needed.

Technical Support Services to African Regional Partners and USAID Missions: 15%

- Provide technical support services to partner African institutions and USAID missions in the region. Areas of expertise should include agricultural research, biotechnology, technology transfer, biofortification and other topics linking agriculture and nutrition, statistical analysis, etc.

Representation: 10%

- As a respected development professional, the Agricultural Statistics, Technology, and Innovation Specialist may be called upon to liaise with local, regional, and international private-sector partners, as well as agricultural policy and promotion officials in the public sector. He/she may be required to represent USAID to a number of different stakeholders, including Ambassadors, Mission Directors, other senior USG Agency representatives (particularly the U.S. Trade Representative), regional economic communities, national level counterparts, bilateral and multilateral donors, and corporate executives.

Contribute to REGI Office Tasks: Reporting, Other Writing, etc.: 10%

- As a member of the Agriculture and Food Security Team, participate in the writing of annual and other reports, success stories, press releases, etc.
- Prepare approval documents, budgets, and memos.
- Help manage USAID's internet-based information management systems and respond to tasks from within USAID/EA, Washington, as needed.

REQUIRED QUALIFICATIONS:

Any application that does not meet the minimum requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.

a) Education: A Master's degree in an agricultural discipline: agricultural statistics, agricultural economics, agronomy, agribusiness, or related field, is required.

b) Prior Work Experience (40% of evaluation criteria): A minimum of five years of working experience with organizations directly involved in agricultural research, extension, nutrition education, agribusiness, etc., is required. The position requires a good knowledge of, and practical skills in, statistical analysis. The applicant should be familiar with at least one statistical analysis package, as well as with the common office software such as Microsoft Office Suite.

c) Post-Entry Training: Familiarization and training in specific U.S. Government and USAID procedures, regulations, and methods will be provided. Participation in courses offered for USAID staff will be supported, as appropriate. The incumbent will be expected to successfully complete COR/AOR (Contracting/Assistance Officer's Representative) certification training as practical, in compliance with USAID regulations. Other standard courses, including Programming Foreign Assistance (PFA) and Project Design and Management (PDM), are directly relevant to the performance of core responsibilities. Subject to the availability of funds, the incumbent will be encouraged to participate in courses, seminars, web-based learning opportunities, conferences, and other activities related to the functions of the position. USAID's Automated Directives System (ADS) and related Acquisition and Assistance Policy Directives (AAPDs) provide relevant guidance on topics related to the roles and responsibilities of the incumbent.

d) Language Proficiency: Level IV (fluent) knowledge of English is required. The applicant must demonstrate ability to prepare well-written reports in English.

e) Knowledge (30% of evaluation criteria): The incumbent must have a good knowledge of the institutions in East Africa involved with agricultural research, extension, and statistics. These include the regional economic communities, East Africa Community (EAC), and Common Market for Eastern and Southern Africa (COMESA); regional and national research organizations including Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA), the national agricultural research institutes, policy institutes; international institutes including

International Food Research Institute (IFPRI), Regional Strategic Analysis and Knowledge Support System (ReSAKSS), and the Consultative Group for International Agricultural Research (CGIAR) centers; and private sector organizations such as the Eastern Africa Grain Council (EAGC). He/she should have demonstrated experience in working collaboratively with public institutions and private sector partners to leverage investments in agricultural development.

f) Skills and Abilities (30% of evaluation criteria): The incumbent must have good oral presentation and writing skills; and show evidence of capacity to turn out high quality written work under tight deadlines. He/she must be able to summarize complex quantitative information from multiple sources in graphs and tables, and combine it with text to explain the underlying reality as clearly and unambiguously as possible. He/she must demonstrate ability to develop and maintain strong working relationships across cultures, on teams, and with a broad range of institutional partners. He/she should have a proven track record of working effectively in teams.

Disciplined work habits and capacity to get tasks done on time with a minimum of oversight in high-pressure environment are a must. The position requires proven capacity to develop and nurture good working relationships with staff at all levels in partner organizations, such as regional agricultural development institutions, international agricultural research organizations, non-governmental organizations, etc.

A written test will be administered as part of the interview process.

POSITION ELEMENTS:

a) Supervision Received: The incumbent will be supervised by the Team Leader of the Agriculture and Food Security Team. He/she will handle assignments independently with minimal supervision according to established policies, previous training and accepted practices. He/she will be expected to develop his/her own work schedule, procedures for accomplishing tasks, and will work independently to resolve problems which may arise during accomplishment of activities. H/she will be expected to provide finished, accurate, concise reports as required, without day-to-day assistance in the preparation of those reports.

b) Supervision Exercised: This is not a supervisory position. Nevertheless, the incumbent will work closely with the REGI staff on analysis, and will advise professionals in partner organizations and oversee contract staff. He/she may assign tasks to lower level FSN personnel in the office, as appropriate.

c) Available Guidelines: ADS, AID Handbooks, the USAID Internet, AID Policy Papers, Mission Orders, and supervisor instructions provide advice and present technical papers during conferences, workshops and seminars, and USAID/EA/REGI websites. There are general guidelines that are ever-changing and present options and approaches rather than blueprints, therefore, the incumbent must be able to assess alternatives and interpret the guidelines accordingly. Excellent judgment and the ability to deal with ambiguity are essential.

d) Exercise of Judgment: The incumbent is required to make judgments on various aspects of the Agriculture and Food Security portfolio in a complex and changing political environment. Excellent judgment and ability to deal with ambiguity are essential. He/she must be able to establish priorities independently, identify problem areas, determine solutions, take action, keep appropriate supervisors apprised, and seek additional guidance assistance when needed.

e) **Authority To Make Commitments:** None. The incumbent will have no authority to make any financial commitments on behalf of the USG. Authority is limited to technical directions contained in the scope of work for the position.

f) **Nature, Level, and Purpose of Contacts:** The incumbent will work with all REGI technical, program, and administrative staff. He/she will also work internally with other USAID/EA office staff, particularly other office directors, the Deputy Mission Director, and the Mission Director. At the US Embassy, the Specialist will liaise, when requested, with the Economic and Political Sections, and with the Front Office, including the Deputy Chief of Mission (DCM) and the Ambassador on technical matters relevant to the responsibilities of the position. External contacts include senior people in regional, multilateral, and donor institutions. The incumbent will maintain regular contact with REGI partner staff, up to, and including, the Chief of Party. External contacts are made to obtain and provide program and budget information needed for management, and to expedite Mission reports and responses to requests. The incumbent will develop professional relationships with counterparts in African regional organizations, host governments, civil society, and the private sector, and relevant stakeholders. The incumbent will maintain regular contact with REGI partner staff, up to, and including, the Chief of Party. The purpose of these contacts is to enhance communications and sharing of experiences, and to foster coherent implementation of the REGI Office. The incumbent will also liaise with individuals in the private sector, agriculture associations, networks, scientists, research organizations, and development partners, as necessary, to coordinate development programming. The incumbent will be expected to provide advice and present technical papers conferences, workshops and seminars relevant to REGI's portfolio.

g) **Time Expected to Reach Full Performance Level:** One year. It is required that six months will be required for the incumbent to become familiar with the tasks outlined in this program description, and twelve months to undertake the full range of duties.

NOTE:

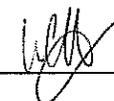
Current USG employees must meet the "time-in-grade" requirement of 52 weeks in the previous lower grade to qualify for the position at the level in this vacancy announcement or be at the same grade for which the position is being recruited. Applicants who meet the job qualification requirements but not the "time-in-grade" requirement may be considered for the position but will have to abide by the in-grade requirement prior to being considered for the next higher grade. In addition the employee must have received a Personnel Evaluation Report (PER) during the most recent rating period which clearly indicated the employee is ready and capable of assuming a more responsible position.

HOW TO APPLY:

Current USG employees should submit a memo explaining their qualifications against our requirements, updated resume/curriculum vitae, copies of all relevant academic certificates, and the most recent Performance Evaluation Report (PER) to the Human Resources Office stating their interest.

All applications must reach the USAID Human Resources Office, Ground Floor, by COB November 7, 2012 at the following address **ONLY**. Upload all your attachments as one document, regardless of the size. **Note:** Incomplete application packages will not be considered.

www.myjobinkenya/usaaid

EXO:  _____