

MISSION NOTICE

USAID Nairobi Complex

DATE: December 21, 2012

NOTICE NO: 12-45

SUBJECT: EMPLOYMENT OPPORTUNITY – VACANCY FOR PROGRAM ASSISTANT, AGRICULTURE, BUSINESS & ENVIRONMENT OFFICE (ABEO), USAID/KENYA

EMPLOYMENT OPPORTUNITY – VACANCY FOR PROGRAM ASSISTANT, AGRICULTURE, BUSINESS, & ENVIRONMENT OFFICE (ABEO), USAID/KENYA

OPENING DATE: Immediately

CLOSING DATE: January 11, 2013

Office: Agriculture, Business, & Environment Office

Title: Program Assistant (4 Positions)

Grade: FSN – (PSC) – 4005-09

Who May Apply: Current USG Foreign Service Nationals (FSNs) of the U.S. Mission to Kenya. Employees currently on probation are ineligible to apply.

BASIC FUNCTION OF POSITION:

The position is in USAID/Kenya's Agriculture, Business, & Environment Office (ABEO). ABEO is the USAID Mission's office responsible for strategic development, design, implementation, and evaluation of the Mission's economic growth program in Kenya, which includes, among other primary focal points, USAID's Feed the Future and Global Climate Change Initiatives.

The incumbent is a program management professional who prepares a wide variety of documents, reports, and forms and conducts analyses related to the design, implementation, monitoring, evaluation, and performance reporting on ABEO's portfolio of development projects and programs. The incumbent serves as a vital team member for one of the following four areas of ABEO's program concentration:

- Agri-Food Chain Development which focuses on creating more competitive and equitable value chains for greater food security and improved nutrition;
- Private Sector Development which focuses on improving the enabling environment for private investment and partnerships for economic growth;

- Resilience and Livelihoods which focuses on expanded economic opportunities for vulnerable groups and families, particularly in dry land areas, to better cope with shocks; and
- Environmental Management which focuses on better investments, policies and compliance leading to tangible benefits for biodiversity, global climate change and natural resources.

Consequently, a wide variety of projects are funded and managed by ABEO to achieve the above objectives. Those projects and programs are implemented by Government of Kenya (GOK) institutions, international contractors and educational institutions, and international and national non-governmental organizations.

In sum, the Program Management Assistant (PMA) will develop and process substantial and diverse documentation and provide analytical support to one of the four Team Leaders – and all of the respective team members – dedicated to achieving the four program objectives above. Consequently, there will be one PMA working within each of the four technical teams, and each PMA will also backstop his/her counterpart in the three other teams.

MAJOR DUTIES AND RESPONSILITIES AND % OF TIME:

a. Program Support: 70%

Under the supervisory direction of the Team Leader and/or technical directions of other team members (e.g., Program Management Specialists), the incumbent will:

Draft a wide array of documents related to the conceptualization, design and implementation of ongoing and new projects. Those documentation demands will range from ad hoc “thought pieces” to the completion of numerous electronically based USAID forms related to the procurement of technical services, commodities, and other goods or services required for the successful implementation of ABEO’s portfolio of projects.

Participate in and/or be responsible for various aspects of project administration and reporting in concert with the designated Project Manager, Assistance Officer Representative (AOR), or Contract Officer Representative (COR).

Assist ABEO Project Managers, AORs and CORs with the preparation, dissemination and tracking of project administration documents including, but not limited to: a) Modified Acquisition and Assistance Request Documents (MAARDs); b) Global Acquisition and Assistance System (GLAAS) requisitions; c) Implementation Letters; d) Action Memoranda; e) financial pipeline reports; and f) procurement plans.

Work in conjunction with ABEO’s other PMAs to coalesce, analyze, and/or summarize individual team-generated documents to satisfy ABEO’s broader presentational and reporting requirements.

Assist the monitoring and evaluation (M&E) coordinators of both ABEO and the USAID’s Program Development and Analysis (PDA) Office with monitoring, evaluation and reporting

activities related to the entire ABEO portfolio. This will include, but not be limited to, an understanding of the USAID Automated Directive Systems (ADS) requirements for developing and maintaining Performance Management Plans (PMPs); the development of a tracking system to ensure that all requirements of the PMP are updated; and maintaining a filing system for ABEO PMPs.

Ensure, under the direction of ABEO's M&E staff, that completed and Mission-approved project evaluations and other key documents are filed (electronically and in hard copy) and forwarded to the appropriate USAID/Kenya and USAID/Washington offices.

When requested, accompany ABEO staff or other senior USAID Mission staff on official visits. S/he will provide written and oral translation and reporting services when required.

Assist ABEO, as requested, with donor, government, and private sector meetings, and in the preparation, conduct and reporting on ABEO workshops and retreats.

When appropriate, complete assigned work in close collaboration with the PDA Office (especially with the Program Development Specialists therein), the assigned COR or AOR, and Program Management Specialists within the USAID/East Africa Regional Acquisition and Assistance Office (RAAO), and the Financial Management Specialists and Financial Analysts responsible for the ABEO portfolio within the Controller's Office.

Work closely with the projects' implementing partner staff – when requested by the responsible Project Manager, AOR or COR – to collect required project management and financial data and advise partner staff on the format and timing for such data.

b. Program Information and Data Management: 20%

Under the supervisory direction of the Team Leader and/or technical directions of other team members (e.g., Program Management Specialists), the incumbent will:

Develop and maintain a database of the project/program descriptions for all ongoing contractual awards within the respective ABEO program area; manage this database to respond to routine and special requests for information; and prepare "success stories," special briefings or reports, and other program/project material as required.

In concert with ABEO's Program Management Specialist for Budgets, Planning, and Reporting, develop and maintain a database of financial information for all ongoing contractual awards within the respective ABEO program areas; manage this database to respond to routine and special requests regarding project-level obligations, budget planning, quarterly accruals reporting, audit tracking, expenditures, and pipeline reporting and management.

Ensure that all documentation described above (electronic and/or print) are organized, timely and easily accessible to appropriate parties.

c. Other Duties: 10%

The incumbent will perform other duties as assigned by the Team Leader or ABEO Office Chief.

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 Bachelor's degree in agriculture, business, public administration, economics, natural resources management/environment, international relations, or social sciences. A degree in other study areas will be considered depending upon satisfying the prior work experience requirements.
- b. **Prior Work Experience (40%):** A minimum of 5 years of responsible professional experience demonstrating progressive responsibility and leadership, preferably with either a host country development organization, an international assistance organization, or a private sector organization is required. Relevant and substantial experience in report writing, document and database management, financial management, and/or performance monitoring and reporting is also required.
- c. **Post Entry Training/Training Required After Employment:** In-house training in USAID programming and management policies, practices and procedures. Related computer training, as appropriate. Training for preparation and posting of web-based documents. Other USAID formal training as determined by the supervisor.
- d. **Language Proficiency:** Level IV (fluent) knowledge of English is required. Demonstrated strong English verbal and writing skills are essential.
- e. **Knowledge (30%):**
 - Familiarity with U.S. Government, other donor or other development assistance programs is highly desirable.
 - Strong computer word processing skills are essential, specifically knowledge of Microsoft Word, Microsoft Excel, and/or database applications.
 - Required: Knowledge of computer graphics software; experience in using the Internet to conduct searches and collect and share information; and knowledge of economic, political social and cultural characteristics of the country of Kenya.
- f. **Skills and Abilities (30%):** Excellent organizational, analytical, writing, and interpersonal skills are essential. The candidate must have demonstrated ability to work successfully independently and on teams, be flexible, and produce very high quality products under tight deadlines. Candidate must be able to exercise significant professional judgment relating to program development, implementation, monitoring and evaluation, and reporting, and have an ability to prioritize in a multi-task environment.

POSITION ELEMENTS:

- a. **Supervision Received:** Under the direct supervision of the relevant ABEO Team Leader, s/he plans and carries out complex analytical and writing assignments with a high degree of independence. He/she meets regularly with the Team Leader and the broader ABEO team to discuss Mission and ABEO needs, personal responsibilities and work parameters. Once general policy guidance is provided and parameters defined, he/she has considerable latitude to carry out assignments independently and creatively. He/she is held responsible for the quality and timeliness of work produced as well as contributions to overall team and ABEO performance.
- b. **Supervision Exercised:** The position is non-supervisory in nature.
- c. **Available Guidelines:** In addition to oral instructions from the Team Leader and Office Director, guidelines consist of USAID policy and program guidelines, relevant USAID Automated Directives System (ADS) requirements, Standardized Regulations, strategy documents, procedure papers, and budgetary and planning guidance. Given the breadth of assistance programming in Kenya, there will be occasions when published guidance is inadequate and the incumbent will have to exercise his/her own judgment in making decisions.
- d. **Exercise of Judgment:** Professional judgment is required in all aspects of work. This includes the ability to anticipate project and program needs, make appropriate contacts and – in conjunction with the Team Leader, Project Manager, AOR or COR – meet with partners from the host government, donor community and other organizations to collect information and to determine priorities for task completion and time management. The incumbent works with procurement sensitive information and must be discreet in handling this information.
- e. **Authority to Make Commitments:** None
- f. **Nature, Level and Purpose of Contacts:** Professional contacts with USAID direct-hire and locally hired employees who seek the incumbent's assistance and guidance in matters involving ABEO and the technical teams.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:** The incumbent will be expected to work a full 40-hour week. It is expected that one year will be required for the incumbent to become familiar with the complex and varied tasks outlined in this position description.

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:

Follow these two steps:

Step 1: Fill out the job application questionnaire at www.myjobsinkenya.com/usaaid. Complete the questionnaire to the end. Once this is done, go to Step 2.

Step 2: Send a memo explaining your qualifications for the position, your up-to-date resume/curriculum vitae, copies of all relevant academic certificates, and your most recent Performance Evaluation Report (PER) to nairobihr@usaaid.gov. **Scan and send all your attachments as one document. The Notice No. (on the top left-hand side of the vacancy announcement) and the title of the position MUST be included in your e-mail subject line.**

USAID/HR will NOT accept any hard copy applications.

Incomplete application packages will not be considered.

The closing date for receipt of applications is COB December January 11, 2013.

Cleared: **ABEO:** _____

EXO:  _____ 19 DEC 2012