USAID | AFGHANISTAN
FROM THE AMERICAN PEOPLE

Issuance Date: June 02, 31 2012
VAC No: USAID/306/12/77/OAG

United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of **Project Management Specialist-Agribusiness** in the Office of Agriculture (OAG).

JOB SUMMARY: The Project Management Specialist – Agribusiness serves under the supervision of the Agribusiness Team Leader 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.

BASIC FUNCTIONS OF THE POSITIONS

- The Project Management Specialist - Agribusiness will be managing a set of selected OAG-agribusiness activities including Agricultural Credit Enhancement (ACE) program. The ACE program was established to provide technical assistance to the Ministry of Agriculture, Irrigation, and Livestock (MAIL) to manage the $100 million funded Agricultural Development Fund (ADF) .

- In his/her capacity, the incumbent will serve to represent USAID/OAG in meetings, presentations, and dialogues with GIRoA, USG agencies, international organizations, and other donors. He/she will establish and maintain mid–to– high level contact with the Regional Government officials, international organizations, and other USG representatives in the region.

- The Project Management Specialist 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 to ensure 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. Perform a mentoring role in providing technical advice and recommendations to USAID's partners regarding the design and implementation of agribusiness development activities planned or being carried out in Afghanistan. The incumbent will ensure the effectiveness of program implementation through monitoring via site visits and review of technical reports.

- The Project Management Specialist will provide planning, analysis, evaluation and technical advice and recommendations to the USAID Office of Agriculture on the design, management, and implementation of projects focusing on agribusiness development. Tracks and regularly reports on progress toward achieving the goals of the USAID agribusiness development programs. Participates in the reporting for the Mission Performance Plan; Annual Reports; Congressional Notifications; and other strategic planning and reporting documentation for Afghanistan.

- The Project Management Specialist will continuously gather and report on information about the agribusiness development situation for a variety of audiences including USAID/W, USDA, US

State Department,US Congress, and for general public information. Prepares and issues necessary internal USAID program implementation documentation for smooth program implementation, including Action Memos, acquisitions, technical directives and required reporting. Assists with the preparation and submittal of the annual evaluation of contractors' performance as required. Manages all assigned work either independently or, as required, as part of a team according to established Mission policies, practices and programmatic guidance; and in accordance with all applicable USAID regulations and guidance. The incumbent may participate in gathering of information for baseline and annual statistics on the progress of the development program. Other aspect of monitoring and evaluation may be required as well. The incumbent is expected to make independent judgments that can be defended as necessary.

QUALIFICATIONS

EDUCATION: (20) The incumbent must have at least a Bachelor's degree (Master's degree preferred) in agriculture and/or agricultural economics (or equivalent field) or equivalent work experience in fields agribusiness, agricultural trade and marketing or agricultural finance.

EXPERIENCE: (30) The incumbent must have a minimum of 5-7 years experience in working with agriculture, agribusiness, and/or marketing.

LANGUAGE: (20) Fluency in spoken and written English is required. Bilingual fluency in speaking, reading and writing is preferred. Fluency in English should be at Level IV.

KNOWLEDGE, SKILLS AND ABILITIES: (30) Strong knowledge of GoIRA's agriculture policies and programs. Strong knowledge of agriculture issues, analytic planning, evaluation, data dissemination techniques, and policy analysis and development is required.
Ability to plan, implement and monitor project activities by applying proven management principles. Ability to prepare written reports and statistical tables and to use standard computer programs: word processing, spread sheet, and presentation software. Ability to handle sensitive issues diplomatically and to inspire confidence in GIRoA, contractors, communities, and other stakeholders. Skills to negotiate sensitive and complex issues through initiative, imagination, resourcefulness and diplomacy.

HOW TO APPLY
Applicants are required to submit an application package on the attached Employment Application Form along **with a cover letter of interest, which clearly describes individual's qualifications for this position--and their CV** to USAID by e-mail to: AfUSAIDJobs@state.gov Subject line must be: (AG1277) or your application may not be considered. The required application forms can also be downloaded from the two following websites:

1. USAID/Afghanistan: http://afghanistan.usaid.gov
2. Download part of ACBAR website: http://www.acbar.org

A strong and clear cover letter expressing reason for interest in the position and describing candidate's qualifications and contributions which they can provide to USAID's operations are required**.** The successful applicant must be able to obtain and retain the required USAID medical and security clearances. **Applicants who do not provide the required documents stated above and below shall not be considered. Closing date for submission of applications is June 14, 2012**

(1630 hrs)**.** Please note that only short listed candidates will be contacted for an interview.

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. DS-174 form (to be filled out completely)
4. Updated references (3 referees contact info)

Note:

- ∅ Only Short-listed candidates will be notified.
- ∅ This vacancy is only open to Afghan Nationals.
- ∅ No in-person appointments or telephone calls will be entertained.
- ∅ **Women are particularly encouraged to apply.**

COMPENSATION PACKAGE

This position is classified at the FSN-10. However, selected candidates may be hired at career level, initially at the FSN 08/09 grade level due to requisite experience that need to be completed for selected candidates to reach the Project Management Specialist-Agreebusiness's full performance level. Starting salary will be determined on the basis of qualifications, work experience and/or previous salary history. It is the policy of the United States government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age, disability or sexual orientation.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER
ALL ETHNIC GROUPS AND BOTH
GENDERS ARE URGED TO APPLY