

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

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|--|---------------------------|--------------------------------|
| 1. POST: Kigali | 2. AGENCY USAID | 3a. POSITION NO. C70019 |
| 3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| Agencies may show the number of such positions authorized and/or established: | | |

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| 4. REASON FOR SUBMISSION |
| <input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Grade: _____ <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain): Revision of Duties |

| 5. CLASSIFICATION ACTION | Position Title and Series Code | Grade | Initials | Date (mm-dd-yy) |
|--|--|-----------|----------|--------------------|
| a. Post Classification Authority: A/Executive Officer | USAID Project Management Specialist (Agriculture Productivity Team Leader) FSN-4005 | 11 | TB | 4/30/14 |
| b. Other: | | | | |
| c. Proposed by Initiating Office: | | | | |

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|--|------------------------------------|
| 6. POST TITLE POSITION (if different from official title) Agriculture Productivity Team Leader | 7. NAME OF EMPLOYEE |
| 8. OFFICE/SECTION: EG Office | a. First Subdivision: EG Office |
| b. Second Subdivision: | c. Third Subdivision: |

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|---|---|--|--|
| APPROVALS AND SIGNATURES SECTION | | | |
| 9. This is a complete and accurate description of the duties and responsibilities of my position. | 10. This is a complete and accurate description of the duties and responsibilities of this position. Daniel Handel EG Deputy Office Director | | |
| Typed Name and Signature of EMPLOYEE <div style="text-align: right;">Date (mm-dd-yy)</div> | Typed Name and Signature of SUPERVISOR <div style="text-align: right;">Date (mm-dd-yy)</div> | | |
| 11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Malick Haidara Economic Growth Office Director | 12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Marcia Musisi-Nkambwe, Mission Director | | |
| Typed Name and Signature of SECTION CHIEF or AGENCY HEAD <div style="text-align: right;">Date (mm-dd-yy)</div> | Typed Name and Signature of Deputy Mission Director <div style="text-align: right;">Date (mm-dd-yy)</div> | | |

13. BASIC FUNCTION OF POSITION

The incumbent is the Agriculture Productivity Team Leader. As such s/he provides supervisory and leadership to a two-member team that manages USAID/Rwanda's agricultural productivity, food security and nutrition portfolio. As the principal agricultural advisor to the Economic Growth Office Director, the incumbent will keep up to date on all news and development in the Rwanda agricultural sector, maintain close contact with various stakeholders in the agricultural sector (donors, government officials, farmer groups, agribusinesses) in order to provide policy advice and strategic direction to the Economic Growth office. The Agriculture Productivity Team Leader leads strategy development and program design. S/He manages USAID-funded agricultural development projects and also oversees implementation of all projects managed by her/his staff. As the Feed the Future coordinator, the incumbent serve as the main point of contact of the USAID/Washington Bureau for Food Security. S/he will lead the preparation of the Feed the Future portfolio review, and coordinate the EG office response to the Feed the Future annual data call. S/He supervises two full time staff members: one Agriculture and Rural Development Specialist (FSN) and one Agriculture and Food Security Specialist (FSN).

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME****A. TECHNICAL SUPPORT AND PROGRAM DEVELOPMENT AND MANAGEMENT****35%**

- 1) Serves as Agreement/Contracting Officer Representative (AOR/COR) for designated activities. Responsibilities include managing the implementation of activities under the agricultural productivity portfolio.
- 2) Identifies and develops opportunities and assesses constraints within the agricultural sector, including in the natural resources management and climate change areas, and recommends methods and strategies to reduce or eliminate these constraints.
- 3) Drafts scopes of work and initiates concepts for new projects.
- 4) Ensures environmental compliance through application of 22 CFR 216 & ADS Chapter 204 Environmental Procedures across all Mission programs (DG, Health [including PEPEFAR and PMI], EG, and Education). Monitors and audits all Mission activities to ensure compliance.
- 5) Manages Mission-wide pre-obligation environmental review. None of the over \$140 million annual Mission-wide budget can be accessed without the incumbent's review for environmental compliance.
- 6) Performs in-depth analysis on various topics within the agriculture, food security, nutrition and climate change areas
- 7) Develops activity design papers and scopes of work, concept papers and others procurement documents.

B. PROGRAM COORDINATION**35%**

- 1) Serve as the Feed the Future Coordinator. This include being the main point of contact for the USAID Bureau for Food Security (BFS) and leading performance reporting to BFS.
- 2) Establishes, expands, defines and leverages strategic partnerships with appropriate Ministries/organizations/resources (MININFRA, MINICOM, MINAGRI, RDB, IFAD, EU, World Bank, local and international NGOs, multi bilateral donors, and financial institutions)
- 3) Interacts with senior GOR officials at national and district levels to ensure good relationships and cooperation between the GOR, USAID and USAID's implementing partners in order to optimize coordination, results, and sustainability.
- 4) Works closely with all technical teams to design, review and monitor activities for environmental compliance regardless of funding source.
- 5) Participate in the agriculture sector working group meetings and the agriculture joint sector review.

C. MONITORING AND EVALUATION**15%**

- 1) Monitor the performance of all activity under her/his management. This includes meeting with the implementing partner and the beneficiaries, conduct project site visit, review and approved all project-produced reports, review and approve project monitoring and evaluation plan.
- 2) Participate in the evaluation of activities under her/his management.
- 3) Advises implementing partners on USAID regulations and procedures on contract and grant management.
- 4) Monitor the finances of the projects under her/his management. This will include reviewing and approving project annual budget, preparing accruals, process incremental funding, etc
- 5) Assists audit teams and coordinates the review and closure actions of all audit deficiencies and recommendations.
- 6) Monitors and periodically audits all technical offices' activities to ensure their environmental compliance by following-up on IEEs' conditionalities and implementation of IEE provisions.

D. REPORTING AND DOCUMENTATION**15%**

- 1) Responds to information and analytical requests from within USAID/Rwanda, USAID/East Africa, and USAID/Washington in addition to the US Embassy, Government of Rwanda, and multilateral and bilateral

donors on agricultural and Feed the Future related issues.

- 2) Lead the EG office response to the Feed the Future annual data call
- 3) Lead the preparation of the Feed the Future portfolio review.
- 4) Drafts environment (forestry, biodiversity, and climate change) and agriculture productivity sections of Mission reports and program descriptions.
- 5) Performs other duties as assigned.

E. SUPERVISION

1. Supervises two full time staff members: one Agriculture and Rural Development Specialist (FSN) and one Agriculture and Food Security Specialist (FSN)
2. Oversees all projects managed by the agriculture productivity, ensuring adequate implementation monitoring and reporting quality.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. *Education:* Master's Degree in the field of agriculture, economics, environment or other related field is required.
- b. *Prior Work Experience:* Minimum of 5 years of progressive responsibilities, professional level experience in project development and management. At least 4 years of demonstrated technical leadership or senior managerial experience in agriculture, infrastructure or environmental projects is desirable.
- c. *Post Entry Training:* The incumbent must take AOR/COR and Environmental Compliance courses offered by USAID in addition to other technical workshops as appropriate.
- d. *Language Proficiency:* Level IV (Fluent) French, English, and Kinyarwanda fluency are required.
- e. *Knowledge:* A thorough knowledge of the concepts, principles, techniques and practices of the assigned professional field is required. A thorough knowledge of the host country's economic, political, social, and cultural characteristics required. A thorough knowledge of the host country's development prospects, practices in the tourism, infrastructure environment and rural development required. Up to one year after recruitment, the incumbent must be familiar with of 22 CFR 216 & ADS Chapter 204 Environmental Procedures and must have a working knowledge of the Administrative Determination Systems as well as relevant Government of Rwanda policies.
- f. *Skills and Abilities:* The incumbent must have a proven ability to communicate quickly, clearly and concisely, both orally and in writing, including in preparation of technical reports and presentations and briefings. The Team Leader must demonstrate strong human resource management experience. S/He must be able to explain USAID agricultural program policies, objectives and procedures as well as U.S. Government legislation relating to agricultural development to technical and non-technical audiences and should have demonstrated ability to produce professional quality analytical pieces and deliver authoritative, persuasive oral presentations to senior USG officials from multiple agencies, other donors, foreign government, and local governments. The incumbent must demonstrate ability to write quality reports and constructively edit work of others, including Foreign Service Nationals. The incumbent must also have a high degree of technical, analytical, and quantitative skill in the analysis of statistical data, public policy, and market-related data for decision-making. Successful candidates must demonstrate the ability to manage a complex portfolio of multiple development activities. The following skills and abilities are also sought: interpersonal skills, operational and management skills; computer skills, including ease and skill in using word processing and power point programs, email, databases and spreadsheets; and the ability to conceptualize both strategically and programmatically.

16. POSITION ELEMENTS

- a. *Supervision Received:* The incumbent works under the direct supervision of the Economic Office Director. The incumbent is required to take initiative in day-to-day functions and only general guidance is provided by the Supervisor in difficult and unusual situations. Incumbent expected to resolve problems for activities under his/her purview independently.

- b. *Available Guidelines:* Environmental Guidelines for Small-Scale Activities in Africa, Title II Environmental Compliance Guidelines, source materials from Environmental Assessment and Environmental Sound Design and Management Training; 22CFR 216, ADS Chapter 204, Rwanda Environmental Management Authority regulations, and Pesticide Evaluation Report and Safer Use Action Plan.
- c. *Exercise of Judgment:* The incumbent must be able to make independent judgments and recommendations in managing the portfolio of activities, during field trips to USAID implementing partners and meetings with commercial banks, GOR officials, and other donors. Must be able to interpret correctly and succinctly USG and GOR environmental compliance regulations for USAID partners.
- d. *Authority to Make Commitments:* The incumbent cannot commit resources but does make valuable recommendations in administering the contracts and grants under his/her purview.
- e. *Nature, Level, and Purpose of Contacts:* Maintain close contacts with host-government officials at ministerial and near-ministerial rank and very influential persons in the private sector in order to present and explain USAID policies and programs, to obtain host-country reactions and receptivity to program and operations, and to serve as a general liaison between senior USAID officials and high-level personnel of the host country.
- f. *Supervision Exercised:* The Agriculture Productivity Team leader supervises two full time staff members: Agriculture and Rural Development Specialist and one Agriculture and Food Security Specialist.
- g. *Time Required to Perform Full Range of Duties after entry into Position:* 1 to 2 years depending on education and prior experience.