



## VACANCY ANNOUNCEMENT

The United States Government, represented by the U.S. Agency for International Development (USAID) is seeking applications from qualified individuals for the position of **Agriculture Development Specialist** for its Mission in Liberia.

**VACANCY#:** VA-669-17-000004  
**OPEN TO:** ALL INTERESTED QUALIFIED LIBERIAN CITIZENS  
Current employees serving a probationary period are not eligible to apply.  
**POSITION:** Agriculture Development Specialist  
**OPENING DATE:** March 14, 2017  
**CLOSING DATE:** March 29, 2017  
**WORKING HOURS:** Full-time, 40 hours/week  
**SALARY:** Ranging from US\$ 44,047.00 – US\$ 68,379.00 p.a. depending on experience, qualifications and salary history

### **Basic Function of the Position**

The incumbent is a senior Foreign Service National (FSN) who serves as the Mission's technical advisor on agriculture and food security. This position involves oversight of agricultural development projects funded by USAID including coordination with other donors and with the Ministry of Agriculture (MOA). The incumbent additionally supports complementary programming including, but not limited to, vocational educational programming, nutrition, agri-business, infrastructure, natural resource management, agriculture and food security policy and private sector development. The incumbent also provides support to USG funded Food for Peace Development programs. S/he maintains extensive contacts with other donors and with the GOL, in Monrovia and in the field. The incumbent will also provide field coordination and monitoring support.

### **A. Major Duties and Responsibilities**

#### **Technical and Managerial Leadership (50%)**

- Serves as a principal strategic advisor and coordinator with and amongst USG-funded agriculture projects, including, but not limited to, Feed the Future (FtF) programs, USDA program, Food for Peace (FFP) programs, and USAID-funded programs relevant to FtF implementation, including energy and road infrastructure, natural resource management, vocational education and other educational activities, nutrition, agriculture policy and private sector development. The incumbent will be aware of planning, ongoing projects and coordination opportunities of other donors and of the GOL that will strengthen the impact of USG and other-funded FtF programs.
- The incumbent will be aware of planning, ongoing projects and coordination opportunities of other donors and of the GOL that will strengthen the impact of USG funded programs. The incumbent will coordinate with the MOA on agriculture development. The incumbent will track progress of USG programs against relevant GOL agriculture development strategies.

- Supports the USG in the conceptualization, design and drafting of new agricultural, agriculture related and private enterprise activities.
- Maintains extensive contacts with the GOL, NGOs and other relevant stakeholders to follow trends in the agriculture and private enterprise development sectors.

**Management of one or More Awards (25%)**

- The incumbent will serve as the Agreement Officer's Representative (AOR) and/or Contracting Officer's Representative (COR) for one or more awards.

**Technical Oversight and Coordination (25%)**

- The incumbent will provide oversight to field activities including field monitoring and coordination and organizing field coordination workshops and events to strengthen collaboration between USG and other donor-funded agriculture and food security initiatives.
- The incumbent may assume additional responsibilities, as directed by the Economic Growth Office Director.

**B. Qualifications**

**Education:** A Master's Degree or PhD in an agriculture-related field, including, e.g., soil science, agriculture, economics, environmental science, or natural resource management. Any of the aforementioned fields is preferred.

**Prior work experience:** At least 10 years of progressively responsible experience working in a position in the management of agriculture development assistance programs, including four years of supervisory/managerial responsibilities.

**Language proficiency:** Level IV English (fluency) is required for oral and written expression.

**Knowledge:** Incumbent must be knowledgeable in the areas of agri-business, agriculture extension, agriculture marketing and administration. He/she must be familiar with program management, including monitoring and evaluation. Fluency in Microsoft Office applications is essential.

**Skills and Abilities:** The incumbent is expected to have and be able to apply strong management skills and technical knowledge. The incumbent should be able to work at the highest professional standard, with minimal supervision. He/she should monitor and analyze activities, and identify possible solutions to overcome obstacles. He/she must be able to analyze development projects, work plans and project budgets in order to determine their appropriateness. The incumbent must be able to communicate effectively both orally and in writing. He/she should have strong interpersonal skills and be able to establish and maintain productive and collaborative relationships with implementing organizations, other donors, Government of Liberia officials and commercial sector executives.

**Supervision received:** The incumbent is supervised by the Agriculture Team Leader in the Office of Economic Growth or his/her designee.

**Exercise of Judgment:** The incumbent is required to use independent judgment and apply appropriate US government regulations in dealing with implementing organizations, GOL officials, and all other key stakeholders. He/she must be able to work with confidence at the highest levels of the GOL.

**Authority to make commitment:** The incumbent does not commit U.S. Government financial resources but does participate in formulating, monitoring and managing budgets for programs he/she serves as Activity Manager.

**Nature, Level and Purpose of Contacts:** The incumbent has frequent contact with GOL officials; heads of United Nations missions to Liberia (e.g. Food and Agriculture Organization (FAO) Representative); heads of non-governmental and civil society organizations; private sector representatives, and other stakeholders for the purpose to enhance USAID activities and develop innovative and useful synergies.

#### **ADDITIONAL SELECTION CRITERIA**

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

#### **SELECTION PROCESS**

After initial screening of applications, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted.

#### **HOW TO APPLY**

Interested candidates for this position should submit the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for this position.
2. Resume
3. The names and contact details of three references that can attest for your professional qualifications and/or work experience.
4. Documentation (e.g. copied of certificates, awards, degrees) that address the minimum requirements of the position.

#### **SUBMIT APPLICATION TO:**

**Agriculture Development Specialist**

**USAID/Liberia, C/O American Embassy**

**Service Entrance, Gibson Street, Mamba Point, Monrovia**

**Or by E-mail to: [Sbrowne@usaid.gov](mailto:Sbrowne@usaid.gov) & [amangou@usaid.gov](mailto:amangou@usaid.gov)**