



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 47

- OPEN TO:** All Interested Candidates
- POSITION:** Project Management Specialist
FSN-4005-10
- OPENING DATE:** September 19, 2007
- CLOSING DATE:** October 09, 2007
- WORK HOURS:** Full-time; 40 hours/week
(Sunday through Thursday)

The United States Agency for International Development (USAID) in Bangladesh is seeking applications for the PSC position of Project Management Specialist in the Office of Economic Growth, Food and Environment.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidates may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

WHO MAY APPLY: Women and minorities are encouraged to apply.



BASIC FUNCTION:

The USAID Project Management Specialist serves as a) Food Security Specialist, b) Disaster Management Specialist and c) Gender Advisor.

As **Food Security Specialist**, the incumbent is responsible for the planning, formation, and implementation stages of USAID/Bangladesh Title II-supported food aid development assistance and emergency programs. S/he provides strategic guidance in program design, management and evaluation. Liaises with AID/W bureaus such as the Asia Near East (ANE) and Democracy, Conflict, and Humanitarian Assistance (GOB) Bureaus, Mission offices, International Organizations (IOs) and Cooperating Sponsors (CSs) on Title II program implementation issues and impact. S/he serves as team's principle focal person with the World Food Program (WFP) Country Office.

As a senior professional member of the Food and Disaster (FAD) team managing development food aid resources, s/he serves as Cognizant Technical Officer (CTO) of the Save The Children Federation, USA in Bangladesh Jibon-O-Jibika (J&J) Title II and DA supported programs which aim to improve household food and nutrition security, improve maternal and child health, develop rural infrastructure, build local community capacities, and enhance community level disaster preparedness and response in Bangladesh. The incumbent performs CTO responsibilities in accordance with the delegation of authority given by the Agreement Officer, Office of Food for Peace (FFP/W). As a member of the FAD team managing food aid, s/he may provide strategic guidance and periodic backstopping to the CARE Title II-funded "SHOHARDO" program. S/he serves as an Activity Manager for the World Vision/Bangladesh Food Insecurity Reduction Program (FINREP).

S/he serves CTO for the "Comprehensive Food Security Data Collection Activity" contract implemented by The Asia Foundation (TAF). S/he performs CTO responsibilities in accordance with delegation of authority given by the Mission Contracting Officer for the TAF contract. S/he acts as "Monitoring Coordinator" for all activities under the FAD team portfolio; reviews Strategic Objective (SO) 14 Results Framework and Performance Management Plan (PMP) and updates the PMP according to the program priorities and approved strategy and conducts data quality assessment of FAD team PMP indicators.

As a key member of the Mission staff overseeing food aid and disaster management activities, advises USAID/Bangladesh, the Ministry of Food and Disaster Management, Title II CSs, Non-Government Organizations (NGOs), IOs, and donor communities on all aspects of multilateral and bilateral food-



assisted development and relief interventions in Bangladesh. Represents USAID in the Food Security and Nutrition Local Consultative Group and is a working member of

the subgroup on nutrition. As required, s/he participates in meetings of Senior Mission Staff and is actively engaged in all periodic Mission programmatic reviews of food aid and disaster programming.

b) As Disaster Management Specialist s/he serves as a senior FSN on the FAD Unit as well as a member of the USAID Mission Disaster Technical Committee (DTC) chaired by the Mission Disaster Relief Officer (MDRO), and performs tasks as designated by the MDRO. S/he is responsible for providing technical advice to the MDRO in emergency disaster situations; gathering information from various sources; drafting of situation reports; conducting disaster damage needs assessments; and reporting to international donors through the Disaster and Emergency Response local consultative group and the USAID Office of Foreign Disaster Assistance (OFDA). S/he coordinates the provision of appropriate SCF and World Vision food-aid resources to disaster relief activities as provided for in the approved Title II Development Assistance Programs (DAPs). Primary in country coordinator and Mission liaison for OFDA stockpiles with Title II partners and activities of Emergency Working Group of Title II partners.

c) As Gender Advisor s/he is responsible for integrating and ensuring the consideration of gender issues and concerns within the FAD team portfolio of activities. S/he represents the FAD team on the Mission Gender Team for purposes of addressing gender issues in the broader Mission portfolio. The responsibility entails working closely with the USAID Gender Advisor, Mission Gender Team, FAD team's partners, and ANE USAID/W offices, food aid donors and NGOs. S/he is responsible serves as advocate to ensure gender mainstreaming in the areas of food security, nutrition, disaster and emergency response related forums.

S/he provides guidance for developing strategic linkages between food security and gender. Prepares Power Point presentation and formally presents materials on gender, food security, disaster management and Monitoring & Evaluation (M&E) before multi-organizational audiences.



MAJOR DUTIES AND RESPONSIBILITIES:

As Food Security Project Management Specialist

A. The incumbent serves as a senior and core member of the Food Security and Disaster Management Team. Advises the Mission on the socio-economic impact and implications of food aid programs in Bangladesh.

Participates in the review and evaluation of all Title II development and emergency food aid proposals. S/he may represent the team before Mission

Senior Staff and shall actively participate in all periodic Mission programmatic reviews. Provides strategic guidance in program design, management and evaluation of food security, and food security-supported disaster mitigation and response activities. Liaises with cooperating sponsors (CSs), Government of Bangladesh (GOB) entities, international organizations, other Mission offices, and FFP/Washington in the conceptualization and design of follow-on Title II activities. S/he serves as team's principle focal person with the World Food Program Country Office.

Ensures timely and appropriate reply to FFP/Washington Title II reporting requirements, drafts Mission comments for /FFP/Washington on Title II program progress, liaises on food security issues with USAID/W Bureaus including FFP/W and ANE, within the Mission and with CSs. Reviews periodic program progress reports and incorporates results achieved into the Mission's Congressional Budget Justification and Annual Report. Coordinates with the USDA local, regional and Washington, DC offices for food aid import related information, such as UMR (Usual Marketing Requirement), and Bellmon analyses. Assists with the review and periodic update of the Mission's annual delegation of authority Memorandum of Understanding with FFP/W.

Interprets complex food aid (Regulation 11) and Agency regulations (ADS); plays a substantial role in facilitating Host Country Food for Peace Agreement (HCFFPA) between the Title II CS and GOB. Where HCFFPA is not applicable or feasible, drafts a Concurrence Letter for the Mission Director's signature that the Title II program can be effectively implemented with the Regulation 11 without such an agreement. Assesses losses and makes recommendations for settlements and coordinates Controller's concurrence. Recommends appropriate program modifications resulting from fluctuating funding levels; develops program contingency plans; and coordinates with the Mission Financial Management Office, Regional Acquisition and Assistance Office, implementing partners and the Regional Inspector General (RIG) for closeout of outstanding audit recommendations. Periodically reviews and reports-out



within and outside the Mission on food security and nutrition conditions in Bangladesh with particular emphasis on the rural areas. As required, s/he participates in meetings of Senior Mission Staff and is actively engaged in all periodic Mission programmatic reviews of food aid and disaster programming.

Serves as an Activity Manager for World Vision Title II Multi Year Development Assistance Program (MYAP). Participates proposal reviews and coordinates with FFP/W for resolution of issues necessary for MYAP approval and program implementation; facilitates the negotiation of host country agreements between Cooperating Sponsors (CS) and partnering GOB Ministries; reviews and advises Mission on Cooperating Sponsor-GOB multi-year agreements, annual budgets and work plans, and associated documents; prepares MYAP review worksheets and reviews Transfer Authorization documentation for MYAP approval and obligation of resources. As a member of the FAD team managing food aid, s/he may provide strategic guidance and periodic backstopping to the CARE Title II-funded "SHOHARDO" program.

S/he serves as a liaison to other food aid donors and represents USAID/ FAD Team Local Consultative Group on Food Security and is a working member of the subgroup on nutrition. Advocates for USAID policies and positions in the areas of food security, nutrition and gender; advises the Mission regarding other donor food security and nutrition initiatives and activities. Reviews food aid programs of other multilateral and bilateral donors and advises USAID management on needed coordination and possible conflicts with USAID-supported activities.

B. Serves as CTO for the "SCF Jibon-O-Jibika" Title II Development Assistance Programs (DAP). Responsible for all tasks related to program management including the following: participates in Development Assistance Program (DAP) proposal reviews and coordinates with GOB/FFP for resolution of issues necessary for DAP approval and program implementation; facilitates the negotiation of host country agreements between Cooperating Sponsors (CS) and partnering GOB Ministries; reviews and advises Mission on Cooperating Sponsor-GOB multi-year agreements, annual budgets and work plans, and associated documents; drafts assigned sections of major USAID activity documents such as Activity Approval Documents, Strategic Frameworks, and Monetization Agreements; prepares DAP review worksheets and reviews Transfer Authorization documentation for DAP approval.

Monitors, evaluates, analyzes and manages activity implementation and advises the FAD Team and Mission on program implementation and progress. Provides Mission review and clearance on call forwards and reviews documentation and reports submitted by the implementing entities for



accuracy and compliance with agreements; tracks results from CS's Monitoring and Evaluation (M&E) systems, reviews Scope of works for local currency audits and program evaluations; reviews/ monitors activity budgets and expenditures, quarterly activity reports and annual activity results reports (CSR4), Title II Annual Estimated Requirements, comprehensive budgets, commodity monetization processes and cost recoveries; reviews Bellmon analysis's prepared by the CSs and provides necessary inputs for Mission Director's certification of the Bellmon; prepares call forward cables for Title II commodity shipments; monitors commodity movements and distributions; oversees mission's commodity tracking system and manages final program close-outs.

Reviews the SCF submission under the DAP for Jibon-O-Jibika and drafts Mission comments/issues/responses. Coordinates with the GOB Food and Disaster Management Ministry, SCF and GOB/FFP/W. Facilitates systematized flow of information and coordination of implementation activities among the Jibon-O-Jibika Management units for synergistic effect.

As CTO for the Jibon-O-Jibika Hybrid Transfer Authorization Agreement (TA) with SCF monitors implementation of the grant activities. Chairs on a rotational basis among SCF, and USAID, the Jibon-O-Jibika implementation review meetings attended by all partners. Coordinates and assures a harmonious and timely obligation, commitment, and use of Title II resources from monetization, 202(e), ITSH, and Development Assistance (dollar) resources. Follows-up with actions required as a result of Regional Inspector General (RIG) Title II program audits, Title II monetization audits and NXP commodity-end-use check audits.

Initiates field visits to monitor project activities to determine if project activities remain economically, socially, and environmentally sound and in line with approved DAP. Monitors progress of activities including the degree, intensity, quantity, and quality of the work; and assists the conduct of audits, evaluations, and impact assessments including the review of remedial actions taken by the CSs. Formulates project monitoring plans and detailed schedules for monitoring USAID's Title II food assistance efforts to assess development and relief impacts, ensuring programmed measurable results.

Represents USAID, often unaccompanied by a USDH, in meetings with high level officials of the Bangladesh Government, International Organizations (IOs), Audit Firms, CSs, other NGOs and PVOs, and other donors in decision making discussions related to the Title II program planning and implementation; provides innovative ideas to partners and GOB officials for best options of program interventions in a cost effective manner; advises partners in all



aspects of decision making in connection with program planning, scheduling, funding, and implementation concerning general USAID food aid policies & procedures; and reviews interventions selection procedures, and Planning and Implementation Guidelines.

C. S/he acts as CTO for the Comprehensive Food Security Data Collection Activity, a contract implemented by The Asia Foundation. S/he performs CTO responsibilities in accordance with delegation of authority given by the Mission Contracting Officer under TAF contract. S/he contributes to the successful achievement of results by conducting site visits; ensures maximum use of available resources by monitoring financial reports; provides administrative review and approval of vouchers; participating in audit management and close-out processes of the Food Security Monitoring Contract.

S/he acts as “Monitoring Coordinator” for all activities under the FAD team portfolio; reviews SO 8 Results Framework and Performance Monitoring Plan (PMP) and updates the PMP according to the program priorities and approved strategy; conducts data quality assessment of FAD team PMP indicators in accordance with the ADS to ensure a) apparent accuracy and consistency of the data b) accuracy of reported data c) procedures for data collection and analysis and document the data quality assessment findings in a memo for record; undertakes site visits, provides feed back, ensures timely submission of partners data, consolidates data for semi annual reviews, annual reports, congressional budget justifications, and CSR 4 reviews.

Reviews CARE, SCF and World Vision (WV) M&E System comprised of: baseline, midterm and final surveys, special surveys on socioeconomic impact assessments; nutrition situation; road passability and road use surveys; pre/post-intervention transport and freight surveys; all of which contribute to reporting on output, effect and impact indicators of the SHOUHARDO, Jibon-O-Jibika and FINREP activities.

S/he provides substantive inputs, technical guidance, and feedback for the development of SOW for mid-term and final evaluation of SHOUHARDO, Jibon-O-Jibika and FINRAEP Title II programs; consolidates FAD team’s comments on draft evaluation reports for incorporation into the final reports; and reviews partners efforts in designing and implementing socio-economic, baseline and issue-based surveys and findings which contribute to reporting on output, effect and impact indicators of DAP activities.



Disaster Management Specialist

The incumbent serves as the Senior FSN on USAID's Disaster Technical Committee (DTC) chaired by the MDRO. Assists the MDRO and the Mission Disaster Technical Committee by providing technical advice, carrying out disaster damage and needs assessments, and conducting disaster situation analysis. These responsibilities entail working with the MDRO and A/MDRO in coordinating the U.S. Mission's responses to natural or manmade disasters and keeping the Mission up-to-date on the GOB and other donors' position on a particular disaster situation. S/he advises the Committees on appropriate response measures including recommendation for disaster declaration, based on damage and needs assessment advises MDRO on appropriate level of OFDA resource request, and monitors disaster response activities. Coordinates the preparation the preparation of event logs and situation reports. Acts as focal person within the Mission during the disaster response period, ensures that final reports of response activities and "lessons learned" are prepared. Serves as Mission representative in the DER (Disaster & Emergency Response) Local Consultative Group.

S/he helps coordinate OFDA/W, other donors, Private Voluntary Organizations and GOB efforts on disaster preparedness and response. Communicates directly with OFDA Regional Advisors in Bangkok and Kathmandu to discuss and coordinate regional disaster mitigation and relief activities.

Monitors implementation of the Disaster Management activities of the SCF and WV activity thereby ensuring the adequacy of partner efforts in disaster preparedness, community level awareness and capacity building for disaster management, contingency planning, stockpiling, and response during disaster situation. Oversees coordination of SCF, WV and its partner NGOs disaster preparedness system, and reviews post disaster studies/reports on distress sales, wasting and stunting under the disaster preparedness component of the Jibon-O-Jibika and FINREP activities and recommends appropriate responses.

Primary in country coordinator and Mission liaison for OFDA stockpiles with Title II partners. Chairs Emergency Working Group on a rotational basis among SCF, World Vision, CARE and USAID.

As Gender Specialist for FAD Team, s/he ensures that the FAD team follows all mandatory gender requirements as per the ADS that apply, e.g., gender analysis in activity design and in activity approval documents; represents FAD on the Mission Gender team and participate in core working groups; provides necessary inputs for overall Mission efforts on gender issues, including assistance in preparation and implementation of Mission Gender Strategy;



provides support to Mission Gender Advisor as well as the gender team in developing tools for implementing Mission gender policy; disseminates and presents information, best practices and research on gender related activities, at workshops and training events.

Assists new program design efforts to incorporate gender issues from the outset; provides guidance to FAD Team Activity Managers and CTOs to enable and ensure appropriate gender integration into all team activities. Equips Activity Managers and CTOs with gender tools for conducting gender analysis, develops and reports gender sensitive indicators in the M&E reporting system and assists them in their utilization. Identifies and distributes lessons-learned and best practices in gender and development within the SO team's technical areas and shares this information with other SO teams and Mission staff. Represents the FAD team in food, nutrition and disaster related gender forums; provides necessary guidance and technical assistance to the larger donor groups of LCG Food Security and Nutrition, and Disaster and Emergency Response on follow-on activities in integrating gender in the area of Food Security and Disaster Mitigation.

S/he provides guidance for identifying and developing strategic linkages between gender and multi- dimension food security issues such as food aid, nutrition, disaster management/risk mitigation, M&E. Prepares and formally presents materials on gender, food security, disaster management and M&E before multi-organizational audiences.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.



Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

- 1. Education:** A Masters degree from a recognized university in Economics, Statistics, Social Science, International Relations, Business Administration/Management or agriculture or a closely related development field is required. Possession of Disaster Management Training Certificate from international/recognized institution is desirable.
- 2. Language Proficiency:** Level IV: At this level an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning.
- 3. Prior Work Experience:** Not less than seven years progressively responsible experience in design, management, and accountability of development and relief activities through food aid in combination with other resources, and knowledge of PL-480 Title II requirements and procedures is required. At least three years of experience as a Disaster Management Specialist is required. Experience in USG response mechanisms and implementing organizations, damage and needs assessments, situation reporting, and related relief and rehabilitation efforts are required.
- 4. Knowledge:** A thorough knowledge of host government, international NGOs, Foreign government and donor agency policies, laws, regulations, and operational procedures related to food security policy and food aid with particular understanding of Title II supported activities; donor project documentation, design and implementation procedures; and Government of Bangladesh (GOB) food supply and distribution systems. Knowledge of GOB and donor agency policies and regulations relating to disaster management. Knowledge of gender in development principles and demonstrated experience in their application.



5. Skills and Abilities: The position requires a high degree of competence, professional maturity and experience in the understanding of food security issues such as access, availability, utilization and risk. Requires excellent technical, managerial and inter-personal skills with an in-depth understanding of the inner-workings of the Bangladesh Government, particularly of the livelihood security improvements and disaster management sectors. Ability to prepare and make formal power point presentations on cross-cutting issues such as gender, M&E, disaster management and food security, to internal and external audiences. Able to prepare short papers on sector strategy, performance and progress on program implementation. Must be able to quickly review and comment on reports, studies and other documents prepared by implementing partners. Ability to discuss issues and negotiate with government officials on matters of food aid and disaster management policy. Ability to analyze and anticipate outcomes created by GOB policy decisions. Ability to direct or guide expatriate resource personnel in the conduct of their assignments that deal with a multitude of stakeholders. Computer skills in using statistical software, spreadsheet and power point including ability to obtain, analyze and evaluate a variety of data and to organize and present meaningful terms others is required. The ability to draft factual and interpretive reports covering complex subject matters is required. Ability to use special Geographical Information System(GIS) features to analyze technical and complex data on food security, flood forecast, inundation maps, and related satellite imagery and develop various forms of graphic maps for the Mission reporting and response. Excellent social and professional judgment, strong interpersonal skills in cross cultural and multi-level organizational logistical/administrative ability for application in extensive field trips, sometimes in insecure and hazardous situations.

HOW TO APPLY: Interested candidates are requested to submit the completed "Application for Employment as a Foreign Service National" Form or a Resume along with a one-page cover letter stating their level of education, experience, etc. that describes key experiences and perspectives which demonstrates how they qualify for this position to

USAID, Human Resources Section, Room 64, Executive Office, American Embassy, Dhaka, no later than close of business October 09, 2007.

Blank application forms are available at Gate 1 (Reception booth) and in the USAID Human Resources Section, Ext. 2502/2503. A copy is also attached at the bottom of this message for your convenience.

Only complete and up-to-date applications with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false



statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.



Application Form.doc

SELECTION PROCESS: After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is **one year**.

ADDITIONAL SELECTION CRITERIA: The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

NOTE: Employees in probationary status are not eligible to apply. "Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency." They may be employed in different agencies.

Clearance:

FAD/WShepherd (in draft 9/16/07)

Ellen Zehr/EXO (in draft 9/16/07)

Shefali Saha (in draft 9/16/07)

EXO/HR:SKhan
Dated: 09/15/07