

## INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST Hanoi, Vietnam	2. AGENCY: USAID	3a. POSITION NO : VN-029
---------------------------	------------------	--------------------------

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND /OR ESTABLISHED AFTER THE "YES" BLOCK.  Yes  No  N/A

4. REASON FOR SUBMISSION

a. Reclassification: This position replaces  
 Position(s) No. \_\_\_\_\_, \_\_\_\_\_ (Title), \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)  
 Position(s) No. \_\_\_\_\_, \_\_\_\_\_ (Title), \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

b. New Position \_\_\_\_\_ (Title), \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

c. Other (Explain):

5. CLASSIFICATION Action	Position Title and Series Code	Grade	Initials	Date
a. Post Classification Authority RDMA/EXO	A.I.D. Program Management Specialist, FSN-4005 (Economic Growth)	FSN-11		
b. Other N/A				
c. Proposed by Initiating Office: RDMA/Hanoi Field Office	A.I.D. Finance and Program Management Specialist, FSN-XXXX	FSN-11		

6. POST TITLE OF POSITION (if different from official title) Program Management Specialist (Economic Growth)	7. NAME OF EMPLOYEE : N/A as this is a new position
---	---

8. OFFICE SECTION Economic Growth Office – USAID/RDMA/Hanoi Field	c. Third Subdivision N/A
--	-----------------------------

a. First Subdivision N/A	d. Fourth Subdivision N/A
-----------------------------	------------------------------

b. Second Subdivision N/A	e. Fifth Subdivision N/A
------------------------------	-----------------------------

9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ Typed Name and Signature of Employee <span style="float: right;">Date</span>	10. This is a complete and accurate description of the duties and responsibilities of this position.  Richard Whelden, Acting Country Manager Signature of USDH Supervisor- <span style="float: right;">Date</span>
--	--

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.  Michael Trott, Supervisory EXO, RDM/A - Thailand Signature of USDH Supervisory Executive Officer <span style="float: right;">Date</span>	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.  _____ Signature of U.S. Embassy Regional HR Officer <span style="float: right;">Date</span>
---	--

13. BASIC FUNCTIONS OF POSITION

See Attachment 1

14. MAJOR DUTIES AND RESPONSIBILITIES

See Attachment 1

**13. BASIC FUNCTIONS OF THE POSITION:**

**Background:** The position of FSN Program Management and Economic Sector Specialist is located within the RDMA/Hanoi Economic Growth Office (EGO). The EGO manages a portfolio of program activities that are predicated on the principle that trade and competition, and a predictable business environment, and rule of law combine to create new wealth and prosperity; and, a free market economy is essential for sustained growth, employment creation, and poverty reduction. The lion's share (90% of the approved \$21 million life-of-portfolio funding) of the EG portfolio is concentrated in three principal areas: 1) modernization of the justice system and good economic governance including assistance to the National Assembly; 2) improvement of the trade and investment enabling environment; and 3) improving the business enabling environment for enhanced private sector competitiveness.

The portfolio includes five other pioneering and catalytic-type activities: 1) a GDA Alliance to promote sustainable cocoa production by small ethnic and minority households in the Central Highlands; 2) two public-private partnerships to help narrow the digital divide in rural communities by improving access to IT, distance learning, and connectivity to the world wide web; 3) a DCA activity aimed at leveraging private capital for improving SME access to credit; 4) a SEC-SSC centrally-funded capital market development initiative; and 5) a regionally funded ASEAN facility providing FTC/DOJ competition policy TA.

USAID support for improved economic growth aligns with the GVN legal and economic reform agenda. The EG program supports the widening and deepening of rule-of-law to further the Bilateral Trade Agreement (BTA) and WTO implementation. USAID support is helping to transform the judicial system for greater independence and transparency, improve economic governance, accelerate private sector-led economic expansion, enhance global competitiveness and create desperately needed employment. The result is Vietnam's deeper engagement in the global economy and an improved understanding of U.S. interests. With USAID assistance, the Supreme Court began publishing judicial decisions and the first handbook for judges. Further, USAID pioneering work on provincial regulatory reforms showed that good economic governance leads to higher GDP growth.

Currently, funding of the EG portfolio is sourced from the DA and ESF accounts. In FY '08 the authorized funding level increased by 50% over FY '07 from approximately \$4.4 million to \$6.5 million and DA is the sole funding source. This trend is expected to continue in FY '09. Resources will support Vietnam's accelerated pace of business reforms, and implementation of recently enacted legislation for spurring economic growth, Trade Agreements and WTO Protocols. Also, to maintain the USG's recognized leadership in supporting market-led growth, improving economic governance, advancing the Administration's transformational development agenda, and stimulating U.S. private investment flows and two-way trade with Vietnam, new program initiatives will be designed and implemented.

In anticipation of the expansion in coverage and the deepening and widening of the EG program, there was agreement at the Annual EG Program Portfolio Review of November 26, 2007 for one additional FSN professional, program funded staff to be recruited immediately for the EG Office.

The incumbent FSN Program Management and Economic Sector Specialist will complement the existing EG staff of one USPSC Program Manager/Team Leader, one FSN Development Assistance specialist (Activity Design, Technical Guidance and Program Management), and one half-time secretary. The incumbent is expected to play a key role in the formulation, implementation, management, and results reporting of the finance-related aspects of the USAID EG program portfolio in Vietnam. Under the guidance of the EGO Program Manager s/he performs the full range of professional consultative, advisory, monitoring, analytical, operational and informational services in connection with the complex \$8-10 million/year U.S. assistance EG program in Vietnam.

In discharging its functions the EG Office works closely with the RDMA/Hanoi and RDMA/Bangkok Program Offices to ensure the highest quality control for all program activities and strategy-related documentation. As well the EGO exercises due diligence in overseeing compliance with agency rules and procedures, and Automated directives System – Series 200 (ADS) guidance, and statutory and pre-obligation requirements (specific to Vietnam) prior to recommending all new obligations. The incumbent must be a quintessential team player and quick on-the-job learner, and demonstrate flexibility, strong leadership, and communication skills in addition to demonstrating technical proficiency in the business financial and banking sub-sector in order to perform effectively.

Serving as the second RDMA/Hanoi Field Office EGO FSN professional, the Program Management and Economic Sector Specialist assists the EG Program Manager and team in overseeing and supporting the economic growth portfolio. His/her efforts are oriented toward administrative and financial aspects of the Program Objective (formerly Strategic Objective-SO) management, including assistance in budget formulation, preparation of MAARDs (Modified Acquisition and Assistance Request Documents) and obligation of new and incremental funding and earmarks, monitoring commitments, and assuring that ongoing activities are implemented in accordance with sound financial policy and procedures.

The incumbent will also play an integral role in supporting the Economic Growth team in technical assistance projects and initiatives, stakeholder networking and relationships, as well as monitoring, reporting and evaluation of grant and cooperative agreement activities in the field. Additionally, s/he will independently perform, with minimum supervision, the full range of technical backstop functions including analysis of the challenges, gaps and opportunities for USAID's continuing support for improving the performance of Vietnam's financial sector including access by small and medium-sized entrepreneurs to private capital.

#### **14. MAJOR DUTIES AND RESPONSIBILITIES:**

The incumbent is expected to carry out a wide range of planning, design, implementation and monitoring functions. This requires frequent interactions and close collaboration with the RDMA/Hanoi Program Office staff, the application of knowledge of USG foreign assistance goals for Vietnam and experience with applying the agency's ADS. To this end, the incumbent must demonstrate strong leadership, and communication skills to ensure USAID program activities are designed and implemented in accordance with applicable USG laws, agency regulations and policies.. As appropriate, the incumbent assists with the generation and coordination of input by the other members of the EGO team, and program and activity TA

contractors for drafting select EGO sections of the Annual Operational Plan (OP), and Strategy Statement and Mission Strategic Plan (MSP) for Vietnam. Further, the incumbent is responsible for ensuring that all new program activities and activity approval documents (AADs) are consistent with the ADS guidelines and satisfy all requirements of USAID/Washington and RDMA.

## **1. Program Planning and Achieving (Time 55%)**

The incumbent:

- A. Assists in liaising with implementing contractors/grantees to plan and monitor program performance including assessment of the reliability, timeliness, accuracy and integrity of their performance data, and validating the effectiveness of their data collection methodology and analysis techniques.
- B. Supports the EGO Program Manager, and EGO team in monitoring and evaluation of activities including measuring program progress against established targets and goals; identifying existing and potential performance issues, concerns, and problem areas, and suggesting solutions; and independently conducting inquiries into the effectiveness of contractor/grantee/cooperative agreement operations.
- C. Participates in explaining USAID operating procedures, policies and regulations for implementing and alliance partners, and guiding partners to appropriate contacts and sources of information within the Agency.
- D. Participates substantially, together with other EG staff, in reviewing, editing and drafting assigned sections of reports and program documents including but not limited to the Annual Operational Plan and Performance Reports, Activity Approval Document, Initial Environment Examination, Performance Management Plan, Monthly Progress Report, and related process/planning/reporting documentation, as well as clearance process by relevant staff.
- E. Coordinates with the RDMA/Bangkok Executive and Procurement Offices(EXO and ROP) to ensure compliance with USAID procurement and awards regulations including but not limited to contractor staffing and travel, procurement, and competitive sub-award/sub-grants issues). To this end, the incumbent is responsible for substantively assisting the EGO Program Manager in preparing procurement plans, MAARDs, RFPs, RFAs, and other documentation.

## **2. Program Financial Management (Time 25%)**

The incumbent:

- A. In accordance with the approved fiscal year (FY) budget for the EGO program activities, works with the RDMA/Hanoi Program Office to ensure the optimal allocation, obligation and utilization of various funding sources (DA, ESF, OYB

transfers) and the convergence of the EGO program portfolio's activities within the overall approved program strategy framework of the Vietnam office.

- B. Serves as the principal assistant to the EGO Program Manager in activities financial management, including monitoring and maintaining a financial database of each contract/grant/cooperative agreement/public-private alliance with respect to previous and new FY obligations, earmarks, commitments, disbursements, accruals and funding pipelines, and in the case of the latter ensure agency guidelines are exercised.
- C. Prepares quarterly reports, on the financial status of EGO activities, reviews and clears invoices/vouchers assuring compliance with the terms and conditions of contracts/grants/ agreements, and recommends to the Program Manager administrative approvals or remedial/corrective actions when discrepancies are observed.

### **3. Program Information Dissemination and Technical Support (Time 20%)**

The incumbent:

- A. Supports active public affairs processes, working in collaboration with the RDMA/Bangkok and RDMA/Hanoi Documentation Outreach and Communications Specialists (DOCS) and serving as the EGO focal point for branding/outreach activities. This includes:
  - identifying appropriate program-generated results and impacts;
  - submitting material on a timely basis for drafting press releases on program successes; and
  - preparing briefing papers and other communication materials for Washington visitors, including Congressional Delegations and the Embassy.
- B. Assists the EGO with carrying out various functions and activities essential for developing a new generation of activities and building local capacity. This includes:
  - conducting technical research and discussions;
  - organizing technical workshops in Hanoi and other provinces, and Ho Chi Minh City;
  - working with the Vietnam and Regional Program Offices to organize training programs, and study tours within Asia and to the U.S. for important and potentially prominent Vietnamese public and private sector participants; and
  - providing technical input to the programming and implementation of new initiatives.
- C. With guidance from the EGO Program Manager leads the administrative support functions and represent EGO on the inter-office program synergy team for ensuring:
  - liaison/coordination with the Embassy Front Office;
  - program synergy, and leverage of resources and team efforts;
  - maintenance of filing and report tracking systems in hard copy and E format;
  - timely draft responses to general correspondence;

- translation/interpretation services to the Program Manager and USG Officials as required;
- smooth scheduling and logistic arrangements for important visitors including developing meeting agendas with relevant contractors and grantees; and
- effectively planned and executed field trips for visitors and USAID staff.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a. Education:** Bachelor or equivalent degree in economics, business administration, trade, finance/banking or related fields. Post graduate education and training, including a Masters Degree in an appropriate field (Business Administration/ Finance/Economics, etc) is desirable.
- b. Prior Work Experience:** Three to five years of progressively responsible professional experience in program and financial management in the public or private sector, , including public/private partnership initiatives, at least two years of which should have been working with or for a foreign government, international NGO, donor agency, or international company. Previous experience should include having responsibility for exercising judgment and providing solid analysis leading to sound financial decision-making on development assistance projects. Experience creating and maintaining budget spreadsheets and working with relevant computer software is also required.
- c. Post Entry Training:** The incumbent is expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures, and regulations that govern: 1) USAID-specific program planning and design, managing for results, and budget planning responsibilities/duties; 2) USAID-specific activity management and procurement systems; and 3) USAID--sponsored training in project design and activity management. Organized/formal training (both internal & external) determined to be in direct support of EG program activities may be provided from time to time depending on the availability of Program funds.
- d. Language Proficiency:** Level 4 (fluent) English, and level 4 (native) Vietnamese language proficiency is required. Given the nature of the position, effective written and oral communications are critical to perform successfully in the position. Incumbent must be able to communicate effectively and accurately with: 1) all categories of Mission employees; 2) the USAID-Washington EGAT Office and Asia and Near East Bureau; and 3) the general public. The incumbent is required to be able to prepare briefing documents, including participation in and leading the drafting of certain sections of annual technical, programmatic and financial reports. The incumbent must also be able to prepare reports, correspondence, and documents in English in a professional and competent manner requiring few or no editorial changes.
- e. Job Knowledge:** A good knowledge of the concepts, principles, techniques, and practices of economic development, banking, investment and/or trade. He/she must have a thorough knowledge of the Vietnamese economic, political, social, and cultural

characteristics, development prospects, potential, priorities, and resources in the above sectors. Also, knowledge of the Government of Vietnam (GVN) development priorities, policies and procedures is essential. Also, familiarity with (or capacity to learn about) relevant U.S. Government legislation, programming policies, project design methodology, procedures, and documentation related to development assistance.

- f. Abilities and Skills:** The incumbent must be able to take concepts and intellectual constructs, and hard primary and secondary data and fuse them into powerful, yet objective and user-friendly oral and written presentations that aim to inform decisions in the RDMA/Hanoi EG program activities. The incumbent must have strong analytical and conceptual skills to identify wide-ranging key program budget and operations issues and establish and evaluate relevant data; maintain contacts with mid-to-high level officials of the GVN, private sector and donors; must have wide latitude in exercising his/her responsibilities and in planning and executing work assignments, be a skilled communicator, be able to work under pressure and produce results quickly, be able to predict issues of concern and recommend remedial measures. Must have strong communication, interpersonal, and leadership skills; ability to prepare and present factual and interpretative reports covering complex subject matters into appropriate written and oral formats. Computer word processing (MS Word) and spreadsheet (Excel) skills are essential.

#### **16. POSITION ELEMENTS:**

- a. Supervision Received:** The Program Management and Economic Sector Specialist will work under the direct supervision of the EGO Program Manager who will prepare his/her performance evaluation report. In collaboration with the incumbent the immediate supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; 3) provide regular feedback to incumbent throughout the Performance Evaluation Period; 4) prepare the annual Evaluation Report as/when required; and 5) obtain 360 degree input from the appropriate peers, counterparts, and team members. The incumbent is expected to work with a high degree of independence following a 3-6 months of orientation and on-the-job training. To this end, s/he must be able to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance. The incumbent must be proactive as well as self-motivated.
- b. Available Guidelines:** The incumbent is required to understand Mission and Agency-specific policies and processes which govern program and budget planning, project design and activity management in addition to the Mission's established administrative operating procedures, policies and formats. Oral guidance from the RDMA/Hanoi Field Office EGO Program Manager and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving agency guidelines and policies which affect overall program and budget activities within the RDMA/Hanoi Field Office, including but not limited to USAID program planning policies as set forth in the ADS,

Mission Orders/Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents. In addition, the RDMA/Bangkok Support Offices, RDMA/Hanoi Program Development Office, and other Hanoi technical or support staff and counterparts in USAID/Washington are available as resources to provide advice and guidance.

- c. **Exercise of Judgment:** In instances not clearly covered by written guidelines, the incumbent will use her/his professional, well-informed judgment with full knowledge and understanding of nature and goals of the position and of the program budget. Considerable judgment is required; the incumbent works with procurement-sensitive information and must be discrete in handling this information. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.
- d. **Authority to make commitments:** Incumbent provides on behalf of RDMA/Hanoi EGO development assistance cleared program related information to GVN, other donor agencies, U.S. Embassy/Hanoi and other USG agencies. The incumbent is not authorized to make any financial commitments on behalf of USAID.
- e. **Nature, Level and Purpose of contact:** Incumbent maintains day to day contacts with EGO Program implementing partners and as required GVN officials at various levels.
- f. **Supervision Exercised:** None. He/she will provide guidance to existing and new Technical Assistance Contractor staff on USAID policies and procedures on administrative and financial management, as well as on planning and results achieving.
- g. **Time Required to Perform Full Range of Duties:** 12 months. Based on completion of the required probationary period and on an overall Summary Ratings of Fully Successful (or better i.e. Commendable) on the annual Performance Evaluation Reports (PERs), the incumbent is eligible to be recommended by the immediate supervisor for promotion to the full performance grade level of this position (**FSN-11**) upon completion of 12 months at fully successful service within grade.