



UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT



No.030

Job vacancy

April 2, 2008

OPEN TO: All Colombian Citizens

POSITION: DEVELOPMENT ASSISTANCE SPECIALIST
(0011875C)

OPENING DATE: **Wednesday, April 2, 2008**

CLOSING DATE: **Wednesday, April 16, 2008**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC-10 Col. Ps. \$65,000,625.00-
Col. Ps. \$107,251,029.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Recursos Humanos-Vacante".

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 24B-27
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Development Assistance Specialist.

BASIC FUNCTION OF POSITION

This position is part of the Alternative Development Office (ADO) of the USAID/Colombia Mission in Bogotá. The primary purpose of this position is to serve as the ADO's specialist in matters associated with monitoring and evaluation of the performance, indicators, results and impacts of its programs and as an overall team member of the Alternative Development Office. The position requires travel (10%-20% of time) to activity sites to monitor and evaluate progress and to identify and resolve problems.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Information Systems Management

1. Design, oversee development, and manage USAID/ADO information and related systems for monitoring and evaluation of AD social and economic indicators. Provide information for planning and development work plans and budgets at the overall Program level in order to ensure consistency with the AD strategic and programmatic priorities.
2. The incumbent takes the lead role in integrating monitoring & evaluation methodologies with information management system utilization.

3. Prepares data application design documents for IT-developers to use in the construction of information systems.

B. Analysis and Reporting

1. Provides activity-specific and program related documents for the preparation of high-level reports, including but not limited to performance reports, quarterly reports, and annual reports for the ADO.
2. Prepares Program Monitoring Plan (PMP) documentation for the ADO.
3. Performs analyses and evaluations and prepares input to the Mission Portfolio Review (MPR) for the ADO.
4. Participates in this and other USAID/Colombia internal reviews.
5. Prepares a variety of reports in response to the technical, programmatic and financial requirements of the AD program.
6. Prepares briefing documents for high-level visitors on status of program, including budgets, funding projections, implementation, earmarks, reservations, directives and commitment and obligation documents, financial plans, pipeline analysis, feasibility studies and other documents.
7. Assists with coordination of visits of VIPs to project areas and provides briefings to these visitors.
8. Oversees aspects of the inter-institutional verification process, including design methodology, field site visits, and data analysis.
9. Provides the technical and advisory support to the ADO to respond to AD-related issues, including responses to external inquiries and communications.
10. Prepares scopes of work and program descriptions for technical assistance (TA).

C. Project Design, Management and Monitoring

1. Meets with the implementing entity's technical and administrative officials on matters of project administration and implementation.
2. Travels to activity sites to observe progress, identify and/or solve problems and takes action and follows up to ensure that assigned

actions are, in fact, successfully completed in accordance with USAID regulations.

3. Prepares reports with findings and recommendations on project progress.
4. In coordination with the Mission Environmental Officer (MEO), ensures that Reg. 216 environmental responsibilities and the Mission's environmental policies and procedures with respect to monitoring and evaluation (such as the Sistema Informatica de Gestion Ambiental - SIGA) are adhered to by contractors and grantees under his/her management.

D. Coordination/Supervision and Liaison Activities

1. Coordinate/supervise and maintain effective liaison with the ADO's program implementers' (currently 5) information management activities to ensure compatibility of information and reporting, including field site visits to determine activity progress and indicator measurements. This includes the technical supervision and coordination of each program implementer's respective M&E leader.
2. Establishes and maintains an extensive range of high level contacts with other donors and NGOs who work with private sector, employment creation and licit production activities. Meets with representatives of these entities to exchange information, coordinate efforts and to prepare documentation.
3. Liaises with the other USAID technical (Democracy, Internally Displaced and Vulnerable Persons and Demobilization/Reintegration) and administrative (Controller, EXO and Program Office) offices to ensure successful coordination and value added to activity results.

E. Incorporates the Five Core Values into His/Her Work

1. Customer Focus: Identifies and communicates with USAID customers regularly (in Spanish and English); surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers needs are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customers' service with other USAID employees and partners.
2. Managing for results: Reviews baseline information against which to plan actions and identify targets and milestones. Defines specific operational and program results needed for his/her area of

- responsibility. Puts strategic plan in place and uses it as a framework for decision making. Regularly reviews progress against targets and milestones; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned when possible. Serves as a knowledgeable advocate for the results orientation with other USAID employees and partners.
3. **Empowerment and Accountability:** Emphasizes results rather than oversight, and service outreach rather than internal control, in carrying out his/her responsibilities. Is clear about his/her own performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.
 4. **Teamwork and Participation:** Contributes to strategic planning, performance monitoring, and major program decisions of the ADO office. Demonstrates ownership of the team's plans, performance, and decisions. Proactively participates in team processes and activities. Includes other team members, customers and partners and assists in their performance, and decisions. Assumes responsibility for specific results assigned by the team.
 5. **Diversity:** Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. Realizes the synergy and benefits of differing backgrounds and skills to accomplish our strategic goals. Uses the synergy of core and extended teams to plan and works together to achieve results while accepting accountability for own actions.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

a. Education:

A Masters degree is desired or local equivalent in Natural Resources Management, Agribusiness, Public Policy, Development, Economics, Business Administration, Information Management Systems, or a related field is required.

b. Prior Work Experience:

A minimum of five years of progressively responsible experience in the monitoring and evaluation of project activities involving international partners or implementers. Experience in development assistance or related work is required. Experience is required in the collection, analysis

and presentation of information related to AD projects. Two years of the experience in the field of analysis and presentation of findings or similar work, particularly in work related to relocation or other humanitarian services is highly desirable.

C. Post Entry Training:

Appropriate modules of the Cognizant Technical Officer training program, Financial Management, Leadership and Program Operations Training Initiatives such as Managing for Results, Organization and Operations, Team Skills, etc.: training in agency database systems and in other special areas related to duties when available.

d. Language Proficiency:

Level IV (fluent) English ability and equivalent in Spanish is required. Excellent written and oral communication skills required.

e. Knowledge:

In-depth understanding of USAID Performance Monitoring Plan procedures, indicators and intermediate results framework and their application to program design, management, and monitoring is required. Superb knowledge of computer systems and database management. Fair knowledge of remote sensing and GIS technologies. The applicant must have high knowledge of agribusiness models of host country. A thorough knowledge of USAID/Colombia policies, goals and procedures is essential. S/he must be thoroughly familiar with USAID documentation preparation and processing. S/he must also have a good working knowledge of the ADS handbooks pertaining to project development, implementation and management or willingness to learn.

f. Abilities and Skills:

Ability to obtain, analyze and evaluate a variety complex data relevant to Colombia political and development contexts. Ability to synthesize complicated data and figures. Must be able to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports using computer software program applications; and to develop and present briefings. Common problems solved include the identification of erroneous information reported (calculation of indicators) by contractors and grantees and then request for clarification of the information to maintain the highest quality of information possible.

Must possess strong communication and interpersonal skills. Must have a high level of diplomacy and negotiation skills.

The ability to work in a team setting is essential. Ability to convey complex information in simplified formats and build consensus and understanding of PMP is essential.

POSITION ELEMENTS

A. Supervision Received:

The incumbent will report to the Director of the ADO, who will be responsible for reviewing and approving the individual's work plan and performance measures and establishing deadlines. In carrying out specific assignments, the individual will work closely with other ADO team members. S/He will carry out tasks under his/her own initiatives, foreseeing constraints and opportunities and taking appropriate action to optimize benefits for the USG. The incumbent will work within the policy guidance of the Mission. The incumbent is responsible for his/her own compliance with policy and USAID regulations.

B. Available Guidelines:

Plan Colombia provisions, ADS Sections pertaining to project management, Mission Orders and other established USAID/Colombia administrative procedures and regulations.

C. Exercise of Judgment:

Considerable judgment is required in analyzing data and preparing relevant reporting documents, planning programs and projects activities; in organizing and presenting data during the presentation of briefings. Judgment is required in identifying the problems partners are having with the implementation of activities and in determining when to make a recommendation for solution on the spot and when to report the problem, with recommendation, to the Office Chief.

D. Authority to Make Commitments:

When dealing with grantees, sub-grantees, partners and clients, is authorized to suggest resolution of both technical and non-technical problems and to make recommendations. The incumbent is not authorized to make monetary commitments on behalf of the U.S. government.

E. Nature, Level and Purpose of Contacts:

Continuous contact is maintained with high-level officials of GOC Ministries, other donors and NGOs to collaborate on program development and implementation, as well as to obtain unpublished and published information

concerning the AD program and its projects and activities; to resolve problems with clearances on documents and to provide information. Close contract is also maintained with the Office Chief and the Embassy's Narcotics Affairs Section personnel. Drafts documentation and conducts liaison activities with other donors, high-level representatives of the Government of Colombia (GOC), US Embassy Personnel, NAS, State/INL, grantees and contractors as well as STAFFDELS and CODELS. Work most closely with GOC Acción Social officials in this effort.

Work entails occasional travel to dangerous areas of the country to advise, supervise, monitor and evaluate programs and projects. Because of travel restrictions for U.S. citizens, the incumbent is, in many cases, the only USAID contact that regional and local authorities and the beneficiaries themselves have.

F. Supervision Exercised: This is non supervisory position.

G. Time Required to Perform Full Range of Duties: One year.

SELECTION CRITERIA

40 points: Demonstrated work experience in design and management of agricultural or similar projects involving international partners or implementers and development assistance.

35 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills. Demonstrated ability to analyze complex information and prepare succinct, professional quality analytical pieces and make oral presentations. Demonstrated thorough knowledge of agri-business related matters.

15 points: Evidence of strong English/Spanish writing and oral skills. Writing sample and budget analysis exercise will be required of individuals who reach interview stage.

10 points: Strong technical education background or specialization on agriculture, agri-business management, agri-business development or rural development.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY APRIL 16, 2008 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

DISTRIBUTION: "BB"