

FIELD PROGRAM MANAGER - AGRICULTURE ADVISOR

Grade: GS-13

A. BASIC FUNCTION OF THE POSITION:

The Agriculture Program is a major component of the U.S. Government's assistance to the Islamic Republic of Afghanistan's (GIROA) agriculture strategy. The Field Program Manager supports the Office of Agriculture (OAG) Director in managing over \$1.2 billion worth of ongoing activities that seek to raise incomes, create jobs and improve the capacity of the Afghan Ministry of Agriculture, Irrigation and Livestock (MAIL). The Field Program Manager - Agriculture position requires professional knowledge and technical expertise in promoting high value but licit agricultural production, economic growth and other avenues of agriculture. Particular skills and experience required include business development skills, particularly agribusiness, agricultural private sector development; an appreciation of the substantive nature of agricultural and economic growth and environmental programs and their interrelationships; civil military relationships and understanding and performance of program/project management and oversight supervision. In addition to technical and administrative functions, s/he will provide guidance to implementing partners in making adjustments to program and administrative plans to achieve targeted results. S/he will also keep abreast of economic, political and social developments which may affect activities, identifying and assessing their importance and impact on overall agriculture program objectives. At various times s/he will be required to travel throughout Afghanistan to assist with site visits, monitoring of activity compliance with Mission administrative and implementation requirements. During field visits to work sites, s/he will live and work in field conditions. He/she will report to the OAG Director or his/her designee.

B. Duties and Responsibilities

The incumbent will be responsible for:

- 1. Technical and Implementation Issues:** Under the general direction and supervision of the OAG Office Director, or his/her designee, in Kabul, the Field Program Manager-Agriculture will manage and resolve technical and implementation issues and programs pertaining to agriculture in Afghanistan. Activities managed include, but are not limited to, business development, agricultural development, private sector development, enterprise development and other economic initiatives centered on expanding the licit economy and increasing livelihood opportunities. The Field Program Manager- Agriculture coordinates and integrates USAID field activities within

the region assigned which is expected to be one of the Southern or Eastern provinces of Afghanistan where agriculture funding is concentrated or other provinces as needed. The Field Program Manager-Agriculture provides oversight of USAID partners implementing programs in the field; ensures that Mission activities are coordinated with, complementary to, and supportive of the assistance activities of other USAID programs and other U.S. government agencies; and ensure the design and implementation of all USAID activities are coordinated with Afghan counterparts, international organizations and donor activities in Afghanistan.

2. Representation, Coordination, Technical Advice, and Policy Dialogue:

The Field Program Manager-Agriculture represents USAID in her/his assigned region in the OAG activities including economic development of agriculture, trade, policy, environment, education, and enterprise sub sectors. S/he participates in, coordinates, and manages USAID inputs into agriculture assessments conducted in conjunction with the GIROA, other USG agencies, international organizations, or other donors. The Field Program Manager-Agriculture establishes and maintains high level contact with the regional Government officials, international organizations, and other USG representatives in their assigned region.

3. Strategy Development: Provide planning, analysis, evaluation and technical advice and recommendations to the USAID Office of Agriculture and senior Mission management in Afghanistan, on strategies for agriculture, and the design, management and implementation of agriculture programming. Tracks and regularly reports on progress toward achieving the goals of the USAID agriculture programs in their assigned region. Participates in the reporting for the Mission Performance Plan; Operational Planning; Annual Reports; Congressional Notifications; and other strategic planning and reporting documentation for Afghanistan.

4. Program Management and Oversight: The Field Program Manager-Agriculture will manage and provide technical guidance on USAID's portfolio of agriculture activities in their assigned region, including: negotiating work priorities; expediting activity implementation matters; identifying and resolving program issues; monitoring that development activities are carried out in a technically-sound, timely, and cost-effective manner; assigning responsibility for program management and implementation actions to FSN staff as appropriate; and assuring that activities are carried out in accordance with all applicable Mission and Agency directives and requirements.

The advisor may be a Contracting Officer's Technical Representative (COTR) or Agreement Officer's Technical Representative (AOTR) (formerly Cognizant Technical Officers, CTOs) on one or more activities or programs to be determined after hiring. S/he will also be expected to serve as Alternate COTR/AOTR and 2nd Alternate COTR/AOTR as necessary given staff leave schedules and staff shortages. Perform a mentoring role in providing technical advice and recommendations to USAID's partners regarding the design and implementation of alternative development activities planned or being carried out in Afghanistan. This includes chairing workshops and other meetings related to implementation of the OAG programs. The Field Program Manager-Agriculture insures the effectiveness of program implementation through monitoring via site visits and review and clearance of technical reports.

5. **General Management:** The Field Program Manager-Agriculture will continuously gather and report on information about the agriculture situation in the assigned region for a variety of audiences including USAID/W, US State Department and other USG organizations, US Congress, and for general public information. Provide mentoring, staff development, supervision to one or more Foreign Service National (FSN) professional staff. Prepares and issues necessary internal USAID program implementation documentation for smooth program implementation, including Action Memos, Modified Acquisition and Assistance Request Documents (MAARDS), technical directives and required reporting. Assists with the preparation and submittal of the annual evaluation of contractors' performance as required. Manages all assigned work either independently or, as required, as part of a team according to established Mission policies, practices and programmatic guidance; and in accordance with all applicable USAID regulations and guidance. The incumbent may participate in the gathering of information for baseline and annual statistics on the progress of the development program. Other aspect of monitoring and evaluation may be required as well. S/he is expected to make independent judgments that can be defended as necessary.
6. The Field Program Manager-Agriculture will be stationed at a Provincial Reconstruction Team (PRT) site with other US government civilians, US or ISAF military representatives, and government civilians from coalition partners. He/she will assist in providing direct oversight to an implementing OAG contractor or grantee who works from offices close to the PRT. Most PRT's have a USAID representative that acts as a field program officer with responsibility for assisting with management, oversight and implementation of USAID projects. The PRT staff may

include State Department and USDA representatives as well. The incumbent will have frequent contact with the Contractor/Grantee and will be fully informed on the activities being implemented. The incumbent will meet with, give briefings to, and provide insight on the progress of the program(s) in the region where assigned.

C. EVALUATION CRITERIA/SELECTION CRITERIA:

Candidates will be evaluated and ranked based on the following selection criteria:

- 1. Education: (20 Points)** A relevant Bachelor's degree plus 7 years of relevant experience of which three (3) relevant years of overseas experience; OR a Master's degree in a relevant major plus 5 years of relevant experience of which three years is relevant overseas experience; or a Ph.D relevant major with three years of relevant experience of which 2 years is relevant overseas experience. Relevant majors are economics, agriculture, agriculture economics, biotechnology, international economic redevelopment, business, finance, international relations, etc.
- 2. Work Experience: (25 Points)** From five to seven years of progressively responsible experience in demonstrating activities that include business development and/or market-led agriculture is required.
- 3. Communication: (10 Points)** Fluent English speaking, reading and writing proficiency is required. Must have demonstrated excellent communication skills. Strong operational, analytical, managerial, and computer skills are required, including ease and skill in using word processing programs, spreadsheet applications, email, the internet, familiarity with Windows applications, and in particular proficiency with Microsoft Word and Excel as well as ability to edit basic PowerPoint presentations as and when needed. Knowledge of Dari or Pashtu is desirable.
- 4. Knowledge: (20 Points)** Current professional knowledge of development assistance issues and development approaches. Knowledge of relevant evaluations, assessments and analyses. Demonstrated technical skills related to the design, management and evaluation of development projects in general. Knowledge of understanding the role of feasibility analysis in the identification of development activities is expected.

5. Skills and Abilities: (25 Points) The candidate must be able to manage complex development activities under conditions that may at times be physically and socially challenging and/or stressful. Ability to both provide oversight management and analyze achievement of results of a diverse set of activities including business development, agriculture development, and market-led product development. Ability to relate to government officials, professional consultants, US and non-US military colleagues and local and third country nationals. Understanding cultural systems in Afghanistan or in areas similar to Afghanistan is a plus. Demonstrated ability to analyze activities both for technical content and appropriateness to the conditions in the field is required. Demonstrated ability to both independently write quality reports of field activities or constructively edit the work of others is required.

Maximum Points Available: 100.