

POSITION DESCRIPTION: USAID AGRICULTURAL ADVISOR

Grade: GS-14

A. BASIC FUNCTION OF THE POSITION:

S/he will be based in USAID Afghanistan's Office of Agriculture (OAG) in Kabul. The Agricultural Advisor supports the Office 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). performs a wide range of duties, including consultative, advisory, and monitoring functions; identifying, analyzing, and implementing agriculture programs and activities; formulating, quantifying and tracking results and performance indicators. 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.

The incumbent will have the following duties and responsibilities:

S/he will be based in USAID Afghanistan's Office of Agriculture (OAG) in Kabul with possible assignment to the Ministry of Agriculture, Irrigation and Livestock. 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. The Agricultural Advisor performs a wide range of duties, including consultative, advisory, and monitoring functions; identifying, analyzing, and implementing agriculture programs and activities; formulating, quantifying and tracking results and performance indicators. 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.

B. Duties and Responsibilities

The incumbent will have the following duties and responsibilities:

1. Program/Project Design and Development 45%

The incumbent will be responsible for overseeing the design and development of USAID-funded agriculture activities, ensuring that the projects are vetted through the relevant Afghan ministries and other organizations doing agriculture related activities. S/he will also be responsible for making sure that all ADAG agriculture activities have met the Mission administrative and program requirements.

2. Program Management 35%

S/he may be assigned to manage specific programs. This will include tracking performance with regards to projected completion times, the receipt and validation of cumulative project and program costs, gathering all project documentation for work and funded projects, and ensuring the completion of all administrative and reporting requirements. This will include receiving and reviewing reports from implementers for completeness, established requirements, and assisting in the development and completion of all in-progress and final project inspection and reporting requirements. The incumbent will develop internal Mission documentation supporting project planning and implementation, such as Action Memoranda and Modified Acquisition and Assistance Documents (MAARDS) and will assist with internal and external reporting to meet USAID/Afghanistan, USAID/Washington and U.S. Embassy requirements.

3. Liaison Services 20%

Establish and maintain contacts with representatives of local and international organizations, such as U.S. and international military, UN offices, NGOs, and other USG agencies. Provide advice to the Ministry of Agriculture, Infrastructure and Livestock (MAIL) as required. Maintain contact with USAID institutional contractors and grantees. Obtain reports and materials produced by local and international organizations. Analyze and conduct field trips to ground truth information as appropriate or requested. Attend relevant regional meetings to develop contacts, gather information, and represent USAID. Establish and maintain contacts with Afghan government officials and offices dealing with issues related to USAID activities.

C. EVALUATION CRITERIA/SELECTION CRITERIA:

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

- 1. Education: (20 points)** A degree in agricultural economics, agricultural business, agricultural marketing, international agricultural development, animal science, agronomy, horticulture, soils, food science or related discipline required.
- 2. Prior Work Experience: (20 points)** A relevant Bachelor's degree plus eight (8) years of relevant experience of which 4 (four) years is relevant overseas experience; OR a Master's degree in a relevant major plus six years of relevant experience of which four years is relevant overseas experience; or a PhD in a relevant major plus five years of relevant experience of which four years of relevant overseas experience. Work experience in a transitional or conflict zone preferred. This should include experience in working either for USG, other donor organizations, Government of Afghanistan organizations or private sector institutions involving environment project/program management. S/he must have the ability to work effectively in a team setting.
- 3. Language Proficiency: (15 points)** Must have excellent English communication skills, both orally and in writing. Candidate must have the ability to present analysis and recommendations in clear written and oral formats. Additional consideration will be given to applicants with Dari or Pashto language skills.
- 4. Knowledge: (20 points)** A good knowledge of U.S. Government technical assistance activities in Afghanistan; of Agency policies, regulations, procedures and documentation; the objectives, methodology and status of the USAID/Afghanistan programs and projects. Intermediate to advanced knowledge of computer graphic/presentations.
- 5. Abilities and Skills: (25 points)** The incumbent is expected to exhibit strong managerial skills and technical expertise needed to support the design and implementation of USAID's Agriculture & Environment portfolio. Incumbent must have proven technical and managerial skills to develop and implement program activities; strong interpersonal skills including demonstrated ability to work collaboratively with a range of professional counterparts. Strong computer skills are desired with work experience utilizing Microsoft Office programs (e.g., Word, Excel, Power Point, etc.). Incumbent must possess excellent verbal communication skills, tact and diplomacy and the ability to establish and develop productive working relations with key counterparts,

and a high level of trust with public and private organizations; excellent written communication skills sufficient to prepare high quality regular and ad hoc reports on program activities and progress, presentations; and the ability to work effectively in a team environment.

Maximum Points Available: 100.