



## Memorandum

**DATE:** September 6, 2016

**FROM:** Alexander Bond, Supervisory Executive Officer 

**SUBJECT:** Vacant Position: USAID/Mali Project Management Specialist (Food For Peace)

**REFERENCE No.:** HR-PDG-002-2016-Food For Peace

**TO:** All Malian Citizens and Local Residents at the time of application.

---

**OPEN PERIOD:** **Wednesday, September 7, 2016 to Wednesday, September 21, 2016**  
**(5:00 pm Bamako time)**

**GRADE LEVEL:** **FSN PSC-10 (FCFA 13,061,142 to FCFA 20,244,774)**  
*(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).*

**NUMBER OF POSITION:** **One (1) Vacancy**

The U.S. Agency for International Development Mali is seeking one individual as Food For Peace Specialist for its Food for Peace Program.

**Basic Function:**

Situated in the Office of Peace, Democracy and Governance (PDG) and under the direct supervision of the USAID/Mali Food for Peace Officer, the Project Management Specialist (Food for Peace) will serve as the Mission's locally-engaged point person on FFP assistance programs in Mali. Given the significant resources invested by FFP in Mali, USAID/FFP requires a locally engaged Project Management Specialist (Food for Peace) to assess needs, oversee the use and effectiveness of FFP resources, and provide technical support to the Food for Peace Office.

The Project Management Specialist (Food for Peace) will employ knowledge of humanitarian assistance programming and familiarity with food security in Mali combined with contacts in the field and at humanitarian agencies to gather and report on food security needs. The incumbent will consult with implementing partners and program recipients, applying USAID criteria, to monitor program implementation and the use of FFP resources. To be effective, a solid knowledge of program management and familiarity with humanitarian assistance along with cultural sensitivity regarding recipient populations is important.

The Project Management Specialist (Food for Peace) will provide technical support to the Food for Peace Office, using solid management, organization and interpersonal skills. He/she should be able to maintain high level contacts with government officials, other donors, UN agencies and implementing partners. The ability to coordinate with others working as part of a larger team, as well as the initiative to work independently, and effective communication skills, both oral and written, in English and French is required. Familiarity with the remote areas of Mali and languages of the northern areas is helpful.



### **Major Duties and Responsibilities:**

The incumbent will provide situational assessments of food needs, monitor implementation of projects while ensuring efficient use of U.S. funds, and provide technical support to the Food for Peace Office, to include building and maintaining high-level contacts in the field of food assistance. The incumbent should be able to provide continuous support to FFP programs in the event of the absence of a FFP Officer from post.

#### **Information Assessment and Reporting**

**(40%)**

Approximately 40% of the Project Management Specialist (Food for Peace) time will be spent on collecting information and providing regular situation reports on food security needs to inform program activities. This will include regular monitoring meetings and contacts with community leaders, beneficiaries, implementing partners, contractors, local authorities, associations and humanitarian agencies. The incumbent will also maintain regular contact with food security forecasting platforms, such as the OCHA Food Security Cluster, the “Commissariat de Sécurité Alimentaire”, the “Cadre Harmonisé”, and FEWSNET.

Due to security concerns, FFP staff cannot visit most of the areas where FFP programs are being implemented. Therefore, the incumbent will be required to provide background knowledge of the geographic areas and population groups in the areas served, and follow and analyze security incidents and other shocks to assist in assessing needs and prioritizing resource requests. The ideal candidate will have experience in the food insecure regions of Mali and a network of contacts in the program areas of Timbuktu, Gao, Kidal and Mopti.

The Project Management Specialist (Food for Peace) duties will include, but not be limited to following:

1. Closely follow and participate in all food needs assessments by attending meetings, reviewing reports on nutrition and hunger and carrying out consultations with relevant institutions such as the FAO, the Government of Mali Early Warning System, WFP, and FEWSNET.
2. Develop formal and informal sources and provide structured information on emergency needs, population movements and effectiveness of emergency responses.
3. Develop and maintain an information base of key informants from food insecure communities, IDP and refugee populations, for the purposes of “ground-truthing” information on FFP activities.
4. Conduct independent verification of the food needs of proposed communities and individuals within those communities.
5. Provide regular updates, written or oral, on population movements and emergency food needs.
6. Provide reports on the current food security situation in-country and forewarn USAID FFP of incipient food crises or significant changes in food security.

#### **Program Monitoring and Reporting**

**(30%)**

Approximately 30% of the Project Management Specialist (Food for Peace) time will be spent monitoring and reporting on FFP-supported program activities. As the FFP Contracts Officer Representative (COR) is based in Washington, DC, the FFP Project Management Specialist will serve as an Activity Manager for FFP awards in Mali. The incumbent will monitor implementing partners’ program performance in the field, ensure coordination across programs, and address challenges. This includes ensuring that food aid is reaching the correct beneficiaries, evaluating partners’ management, reviewing program progress, and analyzing food commodity issues, such as warehousing and distribution. He/she will represent the USAID/Mali FFP Office on all programmatic issues, so must be able to work independently and recommend reasonable actions.

A key challenge for USAID humanitarian and emergency programs in Mali is the lack of access to the field sites due to security constraints, along with cultural and language barriers. The Project Management Specialist (Food for Peace) should be familiar with the diverse regions of Mali and be able to interact effectively with the communities receiving humanitarian assistance. In addition to providing monitoring oversight, the incumbent will serve as a local expert and sounding board for the development of potential FFP activities.

The Project Management Specialist (Food for Peace) will include, but not be limited to the following:



1. Monitor implementing partner progress and performance, requests for resources, evaluations and results reporting.
2. Security permitting, conduct monitoring site visits of food assistance activities implemented by PVO and UN Agencies. Report findings to inform food aid funding decisions or modifications to ongoing programs.
3. Assist in collecting information on reports and allegations of fraud waste and mismanagement in U.S. FFP funded activities as required by Regulation 11 (22 C.F.R. 211).
4. Provide oversight to the implementation of third party monitoring awards contracted with local firms, review the resulting draft reports for accuracy and thoroughness, and make recommendations.
5. Review and regularly track implementing partner compliance with Regulation 216 (22 C.F.R. 216) related to environmental impact through site visits, annual reviews, and validation of Annual Evaluation Status Reports and Initial Environmental Examination
6. Review and regularly track implementing partner compliance with ADS Chapter 205, related to integrating gender equality and female empowerment into USAID's program cycle.
7. Assist in developing and reporting on performance monitoring indicators for both emergency and FFP Development programs.

### **Technical Support and Resource Management**

**(30%)**

Approximately 30% of the Project Specialist's time will be spent providing technical and resource management support to the Food for Peace Office. In consultation with FFP/Washington and regional FFP staff, the incumbent will use the FFP management system to track awards and program funding. He/she will assist in preparation of official reports submitted to FFP/Washington, including the Mali commodity management annual report. He/she will track local and regional purchases of commodities and the distribution of food cash and vouchers to beneficiaries.

The incumbent will provide oversight to Monitoring and Evaluation (M&E) contracts, develop Scopes of Work (SOW) for purchase orders, and review/approve reports/deliverables of approximately eight (8) agreements per year. He/she will analyze and evaluate a wide range of complex reports which may be technical, procedural or program specific. These reports include non-emergency and emergency program proposals, the Annual Results Report (ARR), Pipeline and Resource Estimate Proposal (PREP), and Emergency Food Security Program (EFSP) quarterly reports. Under the direction of the Regional FFP Officer, he/she will coordinate these reviews with the FFP Officer and the PDG Office Director.

Additional duties shall include, but may not be limited to the following:

1. Data collection and reporting for internal USAID purposes.
2. Preparing and generating GLASS and other procurement requisitions for the FFP Office in support of program implementation and management.
3. Tracking the FFP Office budget, generating program area maps, and spreadsheets.
4. Regular communications with partners, to include maintaining contacts/ mailing lists of current partners.
5. Administrative support to FFP Office, to include managing key program document files and safeguarding records in compliance with Mission rules and regulations.
6. Providing logistical support to the FFP Office, to include working with the USAID/EXO and PDG administrative staff to arrange official meetings, including international workshops involving official visitors, and ensuring travel, hotel, and conferences spaces are reserved and managed appropriately.

**Minimum Qualifications:** To be considered for this position, applicants must meet the minimum qualifications.

1. Malian citizens or local residents at the time of application;
2. A Malian equivalent of a Bachelor's degree from an accredited institution in a related field is required. Related fields include agriculture, biology, public administration, business administration, development, economics, geography, international relations, public policy, and social sciences.



3. Minimum of five (5) of progressively responsible professional-level experience in humanitarian assistance and/or international development programs is required. Experience with field work in development or humanitarian organizations is desired.
4. Fluent French and English (Level IV) is required. H/she must be capable of drafting error-free routine correspondence and translations in English and French. Knowledge of northern languages, such as Songhoi, Peulh and Tamasheq is beneficial.
5. Strong knowledge and understanding of the cultures, languages and socio-political context of Northern Mali obtained by living, working and/or studying in the North.
  - Knowledge of Humanitarian and Relief to Development Operations in northern Mali.
  - Strong understanding of the issues affecting food security.
  - Understanding of the factors that affect social cohesion and drivers of conflict.
  - Knowledge of mechanisms for delivery of emergency food and livelihood recovery assistance.
  - Knowledge of methodologies in carrying out food needs assessments.
  - Understanding of the cultures, languages and socio-political context of the remote regions of Mali.

**Selection Factors:** To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the position title.

**Qualifications Required:**

- a. **Education (10%):** A Malian equivalent of a Bachelor's degree from an accredited institution in a related field is required. Related fields include agriculture, biology, public administration, business administration, development, economics, geography, international relations, public policy, and social sciences.
- b. **Prior Work Experience (30%):** Minimum of five (5) of progressively responsible professional-level experience in humanitarian assistance and/or international development programs is required. Experience with field work in development or humanitarian organizations is desired.
- c. **Language Proficiency (10%):** Fluent French and English (Level IV) is required. H/she must be capable of drafting error-free routine correspondence and translations in English and French. Knowledge of northern languages, such as Songhoi, Peulh and Tamasheq is beneficial.
- d. **Knowledge required by the Position (30%):**
  - Strong knowledge and understanding of the cultures, languages and socio-political context of Northern Mali obtained by living, working and/or studying in the North.
  - Knowledge of Humanitarian and Relief to Development Operations in northern Mali.
  - Strong understanding of the issues affecting food security.
  - Understanding of the factors that affect social cohesion and drivers of conflict.
  - Knowledge of mechanisms for delivery of emergency food and livelihood recovery assistance.
  - Knowledge of methodologies in carrying out food needs assessments.
  - Understanding of the cultures, languages and socio-political context of the remote regions of Mali.
- e. **Skills and Abilities (20%):**
  - Ability to analyze national and regional economic and political policy developments regarding food assistance and to assess their importance and impact on Title II Development and Emergency Programs is necessary.



- Ability to advise FFP and USAID officials on local conditions affecting food needs and food assistance policy and make recommendations on agreements is required. Firm understanding the sources of community and regional level conflict is important.
- Must have ability to independently establish and maintain working relationships with community leaders and beneficiary groups in targeted areas, heads of NGO/PVOs, International Organizations, and local and national government officials.
- Ability to obtain, analyze and evaluate a variety of data and to organize and apply it to monitoring and evaluation of Humanitarian Emergency and Relief and Recovery programs is required.
- Ability to work cooperatively with others in the USAID Mission on collaborative initiatives, such as Resilience programming.
- Ability to communicate at a professional level orally and in writing in French or English.
- Functional skill in the use of spreadsheets, GIS, MS Word processing programs and PowerPoint is desired.
- Incumbent must have excellent interpersonal skills and the ability to work collaboratively and diplomatically, often under tight deadlines.
- He/she must be willing to undertake regional travel.
- Contacts with decision makers in the areas targeted by humanitarian assistance and the ability to access a wide range of informants and information from those sources are desired.
- The position requires a high degree of professionalism, discretion, team work, flexibility, and the ability to work independently.

### **Maximum Evaluation Score 100 points**

#### **SELECTION PROCESS:**

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

#### **ADDITIONAL SELECTION CRITERIA:**

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

#### **TO APPLY:**

Interested candidates for this position must submit the following **required documents**:

1. A cover letter of **not more** than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Project Management Specialist (Food for Peace) position.
2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. Copy of Diplômes, degrees, certificates, recommendation letters, etc.
4. Three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

**Please note that all cv/resume and cover letter must be in English, otherwise application package will be considered as incomplete and will be rejected.**



## **HOW THE SELECTION WILL BE MADE**

The successful candidate will be selected based upon:

1. A preliminary review of the applicants submitted package to establish that minimum requirements are met.
2. Test will include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint, and any technical skills test that might be deemed appropriate may be required.
3. Interviews.
4. Reference checks.
5. Security investigations.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and interviewed. Applicants will be contacted for testing (Step 2) and interview. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list.

Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4) prior to advising the TEC of the results of these checks. References may be solicited from current as well as former supervisors in addition to the references you provide in your application package.

## **SUBMIT APPLICATION**

Human Resources Management Section - Email: [bamakohrmvacancies@usaid.gov](mailto:bamakohrmvacancies@usaid.gov)

Please indicate the Vacancy Reference Number in the subject line of your email: **HR-PDG-002-2016-Food For Peace**. Emails received without the Vacancy Reference Number indicated above will not be considered.

**CLOSING DATE FOR THIS POSITION IS: September 21, 2016 at 5:00pm**

---

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.