

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
Colombia	USAID	10001163
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____ <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	USAID Project Management Specialist (Economic Integration), FSN-4005	FSN-11		
b. Other:				
c. Proposed by Initiating Office:	USAID Project Management Specialist (Economic Integration); FSN-4005	FSN-11		January 15, 2021

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
8. OFFICE/SECTION: Venezuela Response and Integration Office	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION			
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.		
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)		
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.	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.		
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Executive Officer Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION

The Project Management Specialist (Economic Integration) manages Venezuela Response and Integration Office -VRIO's Economic Integration program, including the planning, coordination, design, and implementation of USAID/Colombia's migration-related economic integration activities. Additionally, the PMS will lead COVID-19 and potential future shock event economic recovery efforts. The PMS will support humanitarian economic assistance programs and the beneficiary transition to longer-term socio-economic integration. The PMS also leads USAID/Colombia's support to the Colombian Government in achieving the economic integration of Venezuelan migrants and Colombian returnees. The PMS Economic Integration liaises with AORs, CORs, and activity managers managing related Mission activities (including migrant economic integration, private sector engagement, and humanitarian assistance), Colombia Government representatives, US Embassy staff, other donors, implementing partners, chambers of commerce, and private sector entities. In addition, he/she will manage designs and new activities that bolster the effective, medium to long-term economic integration of migrants via livelihoods and income generation.

VRIO's Project Management Specialist (Economic Integration) leads activity planning, design, and management, program monitoring, budget tracking, analysis and reporting for USAID/Colombia's migrant economic integration and economic recovery programs. For the purposes of this position, economic integration programs include those that work to address overall migrant economic integration challenges in Colombia, particularly in target communities. Additionally, the PMS will lead COVID-19 and potential future shock event economic recovery efforts. The PMS will support humanitarian economic assistance programs and the beneficiary transition to longer-term socio-economic integration. The PMS monitors on-going economic integration developments in Colombia, coordinates economic integration activities with other USAID offices, the USG, the Colombian Government, other donors, civil society, and the private sector. As required, the position will serve as Acting Team Lead.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. Project Management (50%)

- Performs the function of Activity Manager and/or Contract/Agreement Officers' Representative (COR/AOR) of award instruments supporting both Venezuela Response and Integration economic integration and COVID-19 and potential future shock event economic recovery efforts.
- As COR/AOR, complies with all functions and duties as established in the COR/AOR designation letter, including the following functions:
 - Monitors primary implementer's progress in achieving the objectives of the program description or scope of work.
 - Reviews reports, work plans, budgets, expenditures and sub-grant proposals.
 - Provides implementation guidance. Verifies that program activities conform to terms and conditions of the award.
 - Monitors activities during the implementation stage.
 - Makes written recommendations to the Agreements Officer when changes to the program descriptions, technical provisions, and/or any other terms or conditions of the awards are necessary, along with a justification for the proposed action.
 - Requests new awards or modifications to existing awards through GLAAS. Meets with clearance officials to resolve any problems that arise with requisitions.
 - Responsible for any USAID substantial involvement specifically delegated to the COR/AOR in the schedule of the award, such as approval of key personnel, development of indicators and program targets.
 - Administers financial management responsibilities as outlined in the COR/AOR Designation Letter. Analyzes project expenditures and oversees the preparation of quarterly accruals and other financial or budget data. Reviews and monitors budgets for work plans. Receives and analyzes financial quarterly reports from the awardees. Contacts partners directly to clarify any questionable items. Maintains current information on how much has been obligated, how much expended, the pipeline and how much remains for each grant or project activity. Provides information to Front Office, Mission Management and Program Office, as requested.
 - Attends and participates in meetings, seminars, and monitoring and evaluation (M&E) of program activities. Meetings may be with the national, regional and local government authorities, leaders of the private sector, other international donors, public international organizations, and non-governmental organizations (NGOs). Follows up to ensure that assigned/agreed actions are carried out in the agreed timeline.
 - Receives and reviews periodic reports to ensure that benchmarks and goals are being met.

- Provides guidance on USAID policies and procedures and answers questions of implementing partners. Follows the program through completion.
- 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.
- In coordination with the Mission Environmental Officer (MEO), ensures that Reg. 216 environmental responsibilities and the Mission's environmental policies and procedures are adhered to by contractors and grantees under his/her management.
- Ensures accurate and timely reporting in the Monitor system the activities managed by him/her and monitors Participant Training submission from implementing partners into TraiNet.
- Attends VRIO meetings, project committee meetings, and other substantive meetings with awardees. Notes decision or commitments made, and actions assigned, takes those actions which are within the scope of assigned duties.
- Coordinates VIP visits to Bogota and to program areas. Prepares briefing documents for high-level visitors on status of programs, including budgets, funding projections, implementation, earmarks, reservations, directives and commitment and obligation documents, financial plans, pipeline analysis, feasibility studies and other documents.
- Liaises with other USAID/Colombia support offices (Controller, Executive, and Program Office) and technical offices (Peacebuilding and Governance; Rural Economic Development (RED); and Environment) to ensure successful coordination and value-added to program results.

B. Strategic Planning and Program Development (20%)

- Provides technical advice and inter-institutional consultation to support VRIO in the advancement and follow-up activities to support the Colombian Government and other stakeholder efforts to improve economic integration and recovery in target communities.
- Leads strategic/policy and tactical discussions and/or input related to economic integration and recovery program management. Collects, analyzes and synthesizes information to inform and strategically guide program planning. This may require the development of analytical and policy papers that help shape USAID migration related economic integration and shock event economic recovery programming in Colombia.
- Leads or participates in the design of activities (design teams and technical evaluation committees) related to economic integration, economic recovery, or other VRIO and Mission cross-cutting technical areas.
- Provides technical guidance; training; and expertise to implementing partners and to Mission staff on issues associated with economic integration and economic recovery issues in Colombia.
- Networks with the Colombian Government, private sector actors, and philanthropic organizations to build public-private alliances and explores ways to leverage other funding to complement USAID's efforts to improve the sustainability and quality of interventions to advance economic integration and recovery outcomes in Colombia.
- Represents VRIO and USAID to internal and external stakeholders and development partners in events, including conferences, workshops, donor meetings, and other relevant forums related to economic integration and recovery in Colombia. S/he ensures effective coordination of USAID-funded activities within the USG as well as other donors and the GOC for proper activity planning. These responsibilities require the incumbent to demonstrate highly developed professional judgment and to provide technical direction and management oversight.
- Advises Mission Management, the VRIO Director, Deputy Director, and other team members of policy developments relevant to the program's implementation. S/he conducts consultations with stakeholders and tracks legislative or other policy developments pertaining to migration related economic integration and economic recovery from shock events.

C. Coordination and Liaison Activities (20%)

- Coordinates/monitors and maintains effective liaisons with the VRIO program implementers' staff to ensure compatibility of information and reporting, as well as quality control in all technical inputs. This requires the technical supervision and coordination of each implementer's respective Chief of Party (COP) and technical staff, as well as field site visits to monitor project performance and progress.
- Establishes and maintains an extensive range of high-level, technical contacts within the Colombian Government (e.g., the Border Management Unit, Migration Colombia, Ministry of Foreign Affairs, Ministry of Labor, Ministry of Education, and Presidential Administration), chambers of commerce, private sector, other donor and NGO entities to exchange information, coordinate efforts and prepare documentation related to migration related economic inclusion and economic recovery efforts in Colombia.
- Ensures proper collaboration and coordination of the VRIO portfolio, economic inclusion and economic recovery activities with other USAID and USG offices, GOC, other donors, civil society, and private sector actors, especially in targeted geographies.
- Coordinates and collaborates with other national and international stakeholders in the migration crisis response, migrant integration, and economic recovery.

D. Analysis and Reporting (10%)

- Provides assessments of performance effectiveness and impact results of VRIO programs related to economic integration, economic recovery, recommending actions for improved program management.
- Ensures that appropriate analysis and reporting policies, mechanisms, and M&E systems are in place to measure the effectiveness of economic integration and recovery activities.
- 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 VRIO.
- Prepares the VRIO Activity Monitoring, Evaluation and Learning Plans (AMELPs) for the activities under his/her management.
- Assists in preparing the VRIO contributions to the Mission's Operational Plan (OP) in activities pertaining to the crisis mitigation.
- Contributes to the preparation of the VRIO contributions to the Mission's Performance Plan and Report (PPR) for economic integration and recovery related activities.
- Performs analyses and evaluations and prepares input to the Mission Portfolio Review (MPR) for the VRIO and participates in other USAID/Colombia internal reviews.
- Oversees aspects of the inter-institutional verification process, including design methodology, field site visits, and data analysis.
- Provides the technical and advisory support to the VRIO office to respond to activity and economic integration and recovery issues, including responses to external inquiries and communications.
- Serves as technical expert on evaluation activities and ensures that evaluations incorporate best practices.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Bachelor's degree in Economics, International Development, Public Administration, Public Policy, Business Administration, or another equivalent field is required.
- b. **Prior Work Experience:** A minimum of five years of progressively responsible, professional-level experience in the management of project activities related to economic integration or development. Familiarity and work experience or engagement with private sector, and local and national government stakeholders.
- c. **Post Entry Training:** The Specialist will obtain knowledge of USAID's programming processes and procedures, including the Automated Directive Systems (ADS), Mission Internal Procedures, GLAAS, Phoenix, U.S. Federal Acquisitions Regulations and other mandatory training set by Agency standards. The Specialist will complete the Agency requirements to fulfill duties as COR/AOR and Activity Manager. Specialized training in migrant integration and related issues may be provided as necessary.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- c. **Language Proficiency:** Level IV (Fluent) English and Level IV (Fluent) Spanish both oral and written, is required.
- d. **Job Knowledge:** The Specialist must have specialist knowledge in the field of economic integration. The Specialist must possess the ability to plan, organize, and implement development programs. S/he must have sound, evidence-based knowledge of economic integration issues, policies, and practices and must possess knowledge of the political, economic, and development realities of Colombia. The Specialist must be knowledgeable about project implementation, monitoring, and management, as well as project financial management. The Specialist must have specialized knowledge related to project management and monitoring. Must develop a good working knowledge of the ADS sections pertaining to project development, implementation, and management. A thorough knowledge or potential to acquire knowledge of USG and USAID/Colombia policies, goals and procedures are essential. Must have knowledge or the potential to acquire knowledge on migration and its impact on the economic integration of migrant and receptor populations.
- e. **Skills and Abilities:** Specialist must have the ability to establish and maintain contacts with mid to senior level officials of the GOC, the private sector and with key persons in the civil society. Must be able to explain and defend USAID

project policies, objectives, and procedures and to transmit and interpret grantees' concerns to senior USAID's officials. Ability to plan, develop, manage, and evaluate projects and activities. Must be able to communicate fluently in both English and Spanish and to present findings and recommendations effectively in written and oral forms in both languages. Must be skilled at USAID approved presentation formats and procedures. Must be able to synthesize complicated data and figures. Must be able to obtain, evaluate and interpret factual data; prepare precise, accurate and complete reports using computer software applications; and to develop and present briefings. Must possess strong communication and interpersonal skills. Must have a high level of diplomacy and negotiation skills. Must be able to work in a multi-disciplinary team, as well convey complex information in simplified formats and build consensus and an understanding of project management processes. Must be able to identify project implementation challenges and address them quickly to appropriately direct USG resources.

16. POSITION ELEMENTS

- a. **Supervision Received:** The Project Management Specialist works under the supervision and guidance of the Venezuela Response and Integration Office (VRIO) Governance, Community Security and Economic Inclusion Team Lead and/or his/her designee, who makes assignments in terms of the broad range of responsibilities the Specialist will perform. The Specialist works with considerable independence, initiating necessary coordination with key government and civil society stakeholders, implementing partners (awardees), other technical and support offices, other USG agencies, and providing policy and strategic guidance. The Specialist keeps the VRIO Director and/or his/her designee updated through periodic status reports, and through verbal briefings. Completed work is reviewed from the overall standpoint of providing adequate fulfillment of responsibilities and results achieved.
- b. **Supervision Exercised:** The supervision of other staff is not contemplated.
- c. **Available Guidelines:** Available guidelines include USG, USAID, and sector-related guidance, rules, and requirements of the position; USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); and, USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. Guidelines may be general in nature and not specific to the situation at hand, requiring considerable interpretation and judgement on the part of the Specialist.
- d. **Exercise of Judgment:** Independent judgment is required for developing, implementing, and managing the USAID/Colombia portfolio for education activities, as well as for reporting and other ad hoc other assignments. Judgment is required to make decisions, based on a careful analysis of facts and variables, USAID objectives, possible alternative approaches, and potential political and development implications. The Specialist must exercise good judgment, complete work independently, and monitors implementation of the assigned portfolio and maintain accountability for results achieved.
- e. **Authority to Make Commitments:** The Specialist exercises the authority given to all USAID activity managers and CORs/AORs and may make administrative arrangements consistent with ADS guidance and Mission policy. The Specialist takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the VRIO director informed of activity and project status. The Specialist may not independently commit the USG to the expenditure of funds.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist is in daily contact with staff throughout the Mission, other USAID technical and support office staff (including other CORs/AORs), other USG offices (particularly political section), awardees (and potential awardees), international visitors, mid- to high-level officials, and VIPs from both the public and private sectors, as well as with international organizations, other donors, NGOs, and implementing partners, in order to exchange and/or collect information, and to provide advice relating to program implementation.
- g. **Time Expected to Reach Full Performance Level:** One Year.