

PROJECT MANAGEMENT SPECIALIST (FINANCE & PRIVATE SECTOR ENGAGEMENT), FSN-11



Vacant Position advertisement: USAID/Mali CCNPSC Project Management Specialist (Finance & Private Sector Engagement), FSN-11

For detailed minimum requirements, applicants must refer to the Full Statement of Duties and the qualification requirements available on <https://www.usaid.gov/mali/work-with-us/careers> (<https://www.usaid.gov/mali/work-with-us/careers>) or <https://ml.usembassy.gov/embassy/jobs/> (<https://ml.usembassy.gov/embassy/jobs/>)

REF No.: 72068825R10006 (must be inserted in the subject line of the email)

GRADE LEVEL: 24,740,169 – 38,347,257 FCFA equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Mali. Final compensation will be negotiated within the listed market value.

ELIGIBLE OFFERORS: Cooperating country national (CCN) – an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

Only pre-selected candidates will be contacted.

BASIC FUNCTIONS:

Working under the direct supervision of the Private Sector Team Lead, the Project Management Specialist - Finance and Private Sector contributes to the management of finance, digital, and private sector components—particularly as they pertain to the agriculture—of USAID Mali's Office of Agriculture and Economic Growth (AEG) portfolio. S/He should demonstrate a strong understanding of technical and project management skills as well as a collaborative, collegial and team-oriented spirit. The Finance and Private Sector Specialist responsibilities include working together with AEG team members to manage country-wide programs that contribute to increases in investments, trade, and jobs in the agribusiness sector in Mali. The incumbent serves as AOR/COR/Activity Manager as needed for relevant contracts, cooperative agreements, and field support programs. S/he contributes to the management of USAID Mali's AEG program, working in a collegial team environment to achieve AEG's program objectives. S/he contributes to AEG's overall portfolio management, with secondary responsibility for the monitoring and evaluation of programs, the development and maintenance of a formal Performance Monitoring Plan and the reporting of AEG program results to the appropriate Office. The incumbent serves as the point of contact for digital finance and mobile money and contributes to private sector engagement throughout the Mission. This includes coordinating with the Office of Financial Management and the

USAID Washington sections involved with digital finance and mobile money.

MAJOR DUTIES AND RESPONSIBILITIES

General Statement of Purpose of the Contract:

Working under the direct supervision of the Private Sector Team Lead, the Project Management Specialist - Finance and Private Sector contributes to the management of finance, digital, and private sector components—particularly as they pertain to the agriculture—of USAID Mali's Office of Agriculture and Economic Growth (AEG) portfolio. S/He should demonstrate a strong understanding of technical and project management skills as well as a collaborative, collegial and team-oriented spirit. The Finance and Private Sector Specialist responsibilities include working together with AEG team members to manage country-wide programs that contribute to increases in investments, trade, and jobs in the agribusiness sector in Mali. The incumbent serves as AOR/COR/Activity Manager as needed for relevant contracts, cooperative agreements, and field support programs. S/he contributes to the management of USAID Mali's AEG program, working in a collegial team environment to achieve AEG's program objectives. S/he contributes to AEG's overall portfolio management, with secondary responsibility for the monitoring and evaluation of programs, the development and maintenance of a formal Performance Monitoring Plan and the reporting of AEG program results to the appropriate Office. The incumbent serves as the point of contact for digital finance and mobile money and contributes to private sector engagement throughout the Mission. This includes coordinating with the Office of Financial Management and the

USAID Washington sections involved with digital finance and mobile money.

Statement of Duties to be Performed:

Strategic and Technical Leadership (30%)

- Serves as a Finance and Private Sector Specialist for the AEG Office and provides expert direction in the design, implementation, Cost management and resource allocation strategies, monitoring and evaluation of AEG programs and interventions.
- Serves as a subject matter expert on incorporation of digital technology and finance into AEG programming. Serves as the Mission's focal point on mobile money, access to finance, and digital transformation to contribute to financial inclusion, particularly in the agricultural sector. Liaises with public and private sector actors in the financial sector to develop, implement, and inform programming for AEG portfolio. Supports implementation of the Agency's Digital Strategy by applying their skills and expertise to (1) guide Mission

programming in the responsible use of digital tools and approaches and (2) support the growth of an open, inclusive, and secure local digital ecosystem.

- Monitors PSE-related activities and serves as a member of the Private Sector Team in AEG and reference resource on PSE priorities, initiatives, and tools for all Mission staff. Manages communication among the partners and liaises with the relevant technical team(s) on the establishment of potential partnerships. Leads initial discussions and maintains close coordination with potential private sector partners in the development of agreements (e.g., an award or MOU). Supports the implementation of the Agency's PSE Strategy by applying their skills and expertise to (1) guide Mission objectives in support of localization and private sector support; and (2) seek opportunities for support of trade and investment opportunities between the US and Mali.
- Maintains and applies their technical expertise in the specific areas of responsibilities within AEG office, USAID Mission, US Embassy and implementing partners.
- Leads and supervises efforts to identify, prioritize, and address key technical challenges, and policy and institutional structures, constraints, and opportunities in Mali's agricultural transformation. Identifies and leads on opportunities for incorporation of digital and finance-related components into the AEG portfolio.
- Ensures programmatic coordination and complementarity with other USAID cross-cutting issues including, but not limited to, environment, energy, private sector engagement, nutrition, digital, finance, governance, health security, and water, sanitation, and hygiene (WASH).
- Guides strategic partnerships with public and private sector partners to advance USAID's agricultural transformation agenda and leverage external resources.
- Keeps informed of emerging developments in agricultural transformation and advises accordingly on how these policies, strategies, findings, and technical guidelines can most effectively be incorporated into the Mission's programming. Regularly communicates with local and international stakeholders, keeping Mission staff well-informed of developments.
- Master the techniques needed to align financial strategies with the overall business objectives and long-term goals.

Project Management (30%)

- Develops concept papers, scopes of work, USAID project and activity design documents, and bilateral and multilateral agreements related to the design of agriculture, PSE, digital and finance-related programs, with the goal USAID/HCTM/OHCI/DS-298 DS-298, USAID Version 10-2019 3 of ensuring that program design and implementation will achieve planned results and USAID goals.
- Leads routine meetings with implementing partners to discuss technical and programmatic direction of the AEG portfolio. Conducts virtual and field visits (as feasible) to AEG activities to meet with implementing partners, private sector, and government officials as appropriate to provide technical, programmatic, and administrative guidance as necessary.
- Compiles, analyzes, and disseminates, on a regular basis, to USAID mission staff and USAID/Washington, progress in achieving sector objectives together with commentary on issues and recommended solutions.
- Handles activity management and implementation matters including, but not limited to all technical, financial, legal and administrative issues and provides guidance to contractor and grantee organizations. Serves as the Activity Manager and Contracting/Agreement Officer's Representative to various instruments.
- Prepares actions in the USAID Global Acquisition and Assistance Systems (GLAAS), and prepares budgets and pre-obligation requirements for AEG activities.

Representation and Coordination (20%)

- Represents USAID at designated sub-national, national, regional, and international meetings that relate to agriculture, including regular participation in national level agriculture, food security, and food systems technical working groups and related committees.
- Develops, maintains, and strengthens working relationships with key partners, including private sector, government officials, international organizations and other donors, NGOs, and universities to identify and

implement efforts to increase coordination and collaboration among key stakeholders.

- Provides briefings to USAID and its partners on the status of USAID agriculture, digital, finance and PSE activities. Prepares and delivers presentations on the same issues to local and provincial government Malian government officials, USG officials, and international and local program partners and colleagues.
- May serve as the Mission's representative on all inter-agency forums related to finance, digital, PSE, agriculture, and
- food security, including as Mission Liaison to the Development Finance Corporation (DFC).

Monitoring, Evaluation & Learning (10%)

- Contribute to the monitoring and evaluation of programs, the development and maintenance of a formal Performance Monitoring Plan and the reporting of AEG program results to the appropriate office. Coordinate with implementing partners to identify performance indicators and set targets that can be used to track program impact. Create and ensure implementation of the team's monitoring and evaluation plan, including regular site visits and oversights.

Participate in Data Quality Assessments on these indicators, collect data and regularly update the PMP. Serve as needed as AEG's acting Monitoring and Evaluation Specialist whenever the need arises.

Soft Skills and Abilities (10%)

The Private Sector Engagement and financial sector development Specialist should master the following soft skills:

- **Communication Skills:** Clear and practical communication with cross-functional teams and stakeholders is essential for explaining financial concepts, budget decisions, and performance metrics.
- **Collaboration:** Ability to work well with various teams across the Mission offices and Washington DC, understanding their needs and constraints to align financial strategies with organizational goals.
- **Analytical Thinking:** Strong analytical skills to interpret performance indicators, identify trends, and make data-driven decisions.
- **Problem-Solving:** Aptitude for addressing financial issues and resource allocation challenges creatively and efficiently.
- **Negotiation:** Skill in negotiating budgets and resource allocations with different departments and external partners to achieve optimal outcomes.
- **Time Management:** Efficiently managing time to balance multiple projects, deadlines, and stakeholder demands.
- **Adaptability:** Be flexible and open to change, especially in a dynamic business environment, to adjust strategies and approaches as needed.
- **Attention to Detail:** Precision in financial analysis, budget planning, and reporting to ensure accuracy and compliance.
- **Leadership:** Leading cross-functional teams and motivating them towards achieving common financial goals.
- **Interpersonal Skills:** Building and maintaining positive relationships with colleagues, stakeholders, and external partners.

Supervisory Relationship

The incumbent works under the direct supervision of the AEG Private Enterprise Officer, s/he will be expected to take initiative, prioritize and perform duties with a minimum of daily supervision and high degree of independence in order to meet team deadlines and objectives.

Supervisory Controls

None.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

MINIMUM QUALIFICATIONS

Education: The A minimum of university degree in business administration and management, finance, economics, or other agricultural field is required.

Prior Work Experience: A minimum of five years of progressively more responsible experience managing and implementing programs related to economic growth (agriculture, economics, business development), programs that aim to improve economic growth in Mali. Previous experience conducting program oversight is valuable (monitoring and evaluation in particular), business development or finance is required.

Language Proficiency: Fluency, level IV, in both spoken and written French is required. The Specialist requires a level IV for English reading, writing, and speaking.

Job Knowledge: A good knowledge of global trends in economic development, as well as trends in Mali and West Africa; thorough knowledge of the Malian economy and the challenges and issues involved in achieving progress in economic development; knowledge of program management; knowledge of program monitoring and evaluation; technical knowledge of relevant national policies, system planning and management.

Skills and Abilities: The Ability to understand and analyze related portfolio technical issues based on reading, discussion and observation in order to provide written and oral recommendations, options and strategies; ability to represent USAID in discussion and policy dialogue with government and donor stakeholders; ability to compile, analyze, and present AEG data in a variety of formats; ability to conduct administrative, technical, and financial management of large-scale technical programs; ability to provide technical guidance and management oversight to implementing partners in a constructive, team-oriented manner; ability to deal with various program management and implementation issues; ability to take initiative and manage time effectively to achieve results while working in a team context; ability to prepare documents, budgets, and reports using MS Office.

Full statement of duties and qualification requirements are available on <https://www.usaid.gov/mali/work-with-us/careers> (https://www.usaid.gov/mali/work-with-us/careers) or <https://ml.usembassy.gov/embassy/jobs/> (https://ml.usembassy.gov/embassy/jobs/)

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EVALUATION AND 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.

Prior Work Experience	35 points
Job Knowledge	35 points
Skills and Abilities	30 points

Applicants may address each of the selection factors on a separate sheet or directly in the cover letter.

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TO APPLY: All CV/Resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected.

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



Eligible Offerors are required to complete, sign, and submit the offer form **AID 309-2** (Offeror Information for Personal Services Contracts with Individuals): <https://www.usaid.gov/forms/aid-309-2> (<https://www.usaid.gov/forms/aid-309-2>)

Resume or curriculum vitae (CV) relevant to the position for which the applicant is applying.

Cover letter of not more than two (2) pages describing how the incumbent's skills and experience fit the requirements of the subject position and meet the evaluation factors set in this solicitation.

Applicants are required to provide five (5) Professional References with complete contact information including email address and telephone number(s). References should have knowledge of the candidate's ability to perform the duties set forth in the solicitation and **must not be family members or relatives**.

Copy of Degrees/Diploma, or any relevant Certificates, or Recommendation Letters submitted in a simple searchable **PDF file**.

Applicants must provide their **full mailing address with telephone numbers, email address** and should retain for their records copies of all enclosures that accompany their submissions.

Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4** of the Solicitation.

Applicant submissions must clearly reference the Solicitation number on all documents to ensure consideration of the application package. Email subject line must be: [Solicitation number **72068825R10006**] – [CANDIDATE NAME]

SUBMITTING AN APPLICATION: Indicate the Vacancy Reference Number: **72068825R10006** in the subject line of your email. If this is not properly indicated your submission would NOT be retrieved.

Email Human Resources Management Section: bamakohrmvacancies@usaid.gov (mailto:bamakohrmvacancies@usaid.gov) **with the above reference in the subject line.**

CLOSING DATE AND TIME FOR THIS POSITION: JANUARY 4, 2025, AT 5 P.M. BAMAKO TIME

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