

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST KAMPALA	2. AGENCY USAID	3a. POSITION NO. 15027990W
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 type="checkbox"/> b. New Position
<input checked="" type="checkbox"/> c. Other (explain): Updated

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Food Security Specialist, FSN- 4005	FSN-11		
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title) Food Security Specialist	7. NAME OF EMPLOYEE Vacant
8. OFFICE/SECTION:	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)		

BACKGROUND

Uganda, with nearly half of the arable land in East Africa, two annual growing seasons, abundant rainfall, and the irrigation potential of the upper Nile River basin, has the capacity to feed seven times its current population, or nearly twice the population of East Africa. However, Uganda continues to face pockets of food insecurity, malnutrition and vulnerability to shocks. In order to address these challenges and improve the resilience of vulnerable communities USAID/Uganda implements a robust and multi-sector portfolio that includes development programs and emergency humanitarian assistance.

Development programs promoting food security aim to help an estimated 709,000 vulnerable Ugandan women, children and family members—mostly smallholder farmers—escape hunger and poverty. More than 450,000 children will be reached with services to improve their nutrition and prevent stunting and child mortality. Significant numbers of additional rural populations will achieve improved income and nutritional status from strategic policy engagement and institutional investments.

Emergency humanitarian assistance, either as in-kind food aid or other non-food aid assistance, is used to address food insecurity arising from natural disasters, such as floods or droughts, and complex emergencies often characterized by insecurity and population displacement. In the Karamoja region, it addresses needs arising from drought, insecurity, cross border violence and population displacement. In western Uganda, emergency food aid is used to meet refugee needs.

Development or non-emergency food aid is used to address the underlying causes of chronic food insecurity. These Development Food Assistance Programs have recently transitioned from northern Uganda to the Karamoja region. They assist the most vulnerable populations mainly through improving agricultural productivity, incomes, nutritional status and market access.

Overall, these activities seek to support a transition from food aid to food security, with an initial focus on emergency humanitarian assistance for food and nutritional security, followed by support to increase agricultural productivity and market access.

13. BASIC FUNCTION OF POSITION

The primary responsibility of the Food Security Specialist is to manage USAID activities and programs that combat the underlying causes of hunger and malnutrition, improve food security, and prevent or mitigate food security crises and complex emergencies. The incumbent is an essential member of the Economic Growth team and Vulnerable Populations Unit and responds to the Vulnerable Populations Unit Leader.

The incumbent will provide the Economic Growth Office and USAID/Uganda Mission with expertise on food security and nutrition; management of food aid commodities and other non-food aid assistance modalities; the design, implementation and management of emergency, humanitarian assistance and development programs; famine early warning systems and the transition from relief to development, including activities that strengthen the resilience of households, livelihoods, communities and countries to shock and stress. In connection to these duties, the incumbent works closely with other technical offices and individual activity managers to achieve relevant USAID objectives.

The Food Security Specialist also collaborates with the U.S. Embassy in Uganda, and other U.S. Government agencies, Government of Uganda and Ugandan stakeholders and partners, NGOs, UN and private agencies and other donors to maintain dialogue with and obtain support from partners and stakeholders, and ensure collaboration and agreement.

This position calls for flexibility, an ability to react to changing systems with sound analysis, an ability to work under pressure and independently, and a willingness to assume other job responsibilities within the Economic Growth Office when required. S/he must be an excellent oral and written communicator, able to represent USAID before diverse audiences and stakeholders and provide regular and special reporting within USAID/Uganda and to USAID/Washington at a professional level.

The incumbent is required to master US Government, USAID, and PL 480 specific policies and procedures which govern foreign assistance budgeting, performance monitoring and reporting and must sometimes make or recommend decisions in areas in which clear written guidance is not immediately available. USAID Automated Directives System (ADS), Agency Notices, USAID/Uganda Mission Orders and Notices, and USAID/Uganda internal Mission policy handbook are available to the incumbent. The incumbent will be required to be proactive in keeping current/abreast of evolving laws, regulations, guidelines and policies which affect budgeting, performance monitoring and reporting, such as new appropriations laws, supplemental appropriations, etc.

The incumbent also serves as Alternate Mission Disaster Response Officer (AMDRO), serving as permanent contact for the USAID Office of Foreign Disaster Assistance (OFDA) in the Mission. The position requires extensive coordination and integration with USAID/Washington and USAID/Uganda activities. The Specialist must be able to work with FFP partners to accomplish the goals of USAID/Uganda and Food for Peace.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
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The incumbent is the Mission’s recognized expert on FFP/PL480 programs, management of food aid commodities, and the design, implementation and management of emergency, humanitarian assistance and development programs. Working within the U.S. Agency for International Development’s Uganda Mission and other relevant Offices, the Food Security Specialist is expected to fulfill the following roles:

1. Activity Management: Serve as activity manager for development and emergency programs that relate to food security, food assistance, agriculture, nutrition or disaster preparedness. Serve as Alternate Mission Disaster Relief Officer. Guide and monitor all aspects of implementing partner programs, including technical work plans, performance reports, budgets and resource pipelines through regular and consistent site visits. Mobilize resources to respond to changing food security situations and crises in Uganda; review and evaluate funding requests and proposals. Guide and participate in Data Quality Assessments and evaluations for relevant food security activities. Prepare necessary correspondence, documents, and reports and maintain records and files. Maintain close working relations with relevant USAID Offices in Washington and Nairobi. (50% of time)
2. Strategic Guidance: Provide technical guidance and expertise on food security issues by a) identifying development assistance needs and achievable results, in collaboration with GOU and partners, UN and private agencies, b) maintaining dialogue with and obtaining support from partners and stakeholders, and 3) supporting USAID/Uganda efforts to obtain AID/W agreement on results and financing, and country and Mission-level approvals to initiate development activities. Provide a full range of consultative, advisory, and analytical services on food security, humanitarian assistance and resilience issues. (20%)
3. Relationship Management: Develop and maintain relations with private, public and international stakeholders in food security and humanitarian assistance to insure coordination of activities, support best practices, and build partnerships. Monitor and report on Government of Uganda policies affecting relevant USAID programs. Liaise with Uganda government Ministries and institutions regarding relevant government strategies to improve food security, including the Karamoja Integrated Development Program and Peace, Recovery and Development Plan. Engage senior leaders at all levels within the GOU (national and regional/district) District Disaster Management Committees, PVOs, NGOs, and UN and donor officials, on all issues related to food security, humanitarian assistance, relief and resilience. Represent USAID in donor coordination committees. (15%).
4. Strategy Development and Program Design: Support and work with other Mission members to develop the Mission's country strategy statement and operation plan in the areas of food aid and humanitarian assistance. Collaborate closely with the stakeholders within the Mission to conceive, develop, and implement programs and activity related to food security, humanitarian assistance and resilience, particularly in the Karamoja region. Participate in program design, including the preparation of Scopes of Work and Requests for Proposals, and serve on Technical Evaluation Committees. Write key portions of the above documents. (10%).
5. Other duties as may be assigned (5%).

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE
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- a. **Education:** A university degree at the Master's level in public health, agriculture, nutrition, food and agricultural economics, international development, humanitarian assistance or other related field.
- b. **Prior Work Experience:** Ten years of progressively responsible management-level experience in development programming, six years of which must be in the food security sector. The incumbent must have demonstrated expertise specific to food aid management that includes the following: design, management or evaluation of international food assistance activities (to include in-kind food, cash transfers or cash voucher programs); managing food aid commodity procurement and/or transport; providing rapid responses to quick onset emergencies. This should include experience working either for the Agency, other donor, multinational or non-governmental organizations, Government of Uganda organizations or private sector institutions involving project management, monitoring and budgeting.
The incumbent must have transition environment experience relevant to northern Uganda and Karamoja, and knowledge of Ugandan stakeholders in the agriculture, food aid and emergency sectors.
- c. **Post Entry Training:** Programming Foreign Assistance, GLAAS Training, COTR Training. Food for Peace-specific training is also available.
- d. **Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV English ability (fluent) is required.
- e. **Job Knowledge:** Knowledge of Ugandan stakeholders in the agriculture, food aid and emergency sectors.
- f. **Skills and Abilities:** Program Management: (1) The incumbent is expected to possess the necessary technical training, administrative skills/abilities required to carry out/perform the duties and responsibilities required of the position. Post entry training will, therefore, be focused primarily on the Agency-specific policies, procedures and regulations that govern programming of Food for Peace and OFDA assistance; program design and management; and USAID management systems. (2) The incumbent must have sound knowledge of the way USAID offices of Food for Peace and Foreign Disaster Assistance conduct business, including budgeting and programming and procurement procedures. S/he must understand and appropriately apply Agency policy, regulations, procedures and documentation.

Communication, Interpersonal and Analytical Skills: (1) Ability to able to communicate effectively and accurately is critical to perform successfully in this position. The incumbent must read, write and speak English at FSI level-4 proficiency; be able to prepare and produce professional level English-language correspondence and reports, and maintain documents and files. (2) Advanced computer skills, to include knowledge of Microsoft word processing, spreadsheets, and presentation programs; (3) The incumbent must be able to work calmly, tactfully, and effectively under the pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily duties and responsibilities. In this key position, the ability to adapt to the existing management team by being a good listener and a team builder is required. (4) The ability to work effectively in a team environment is required. The incumbent must be able to provide training, advice and support to U.S. Direct-Hire, U.S. Personal Services Contractor(s) and FSN Colleagues on existing and changing Agency policies and procedures related to foreign assistance programming, budgeting, monitoring and reporting. (5) The incumbent is required to have the ability to follow oral instructions and to organize, prioritize and follow through on all assignments with little or no oversight, and the ability to remain calm in a fast moving work environment. Ability to be flexible, respond professionally, and establish priorities in often fluid, changing, and challenging situations with little clear guidance is necessary. (6) The incumbent is required to understand and appreciate the Mission's strategic direction, its chief accomplishments and its challenges in order to articulate the rationale, objectives and priorities for the provision of USG food aid, emergency aid and agricultural development assistance to Uganda. The incumbent is expected to have a broad understanding of all economic growth activities undertaken by USAID/Uganda and be familiar with central aspects of USG policy concerning development assistance and the Government of Uganda. (7) The incumbent must be able to transmit and interpret Ugandan attitudes and concerns to senior management and have a high level of interpersonal skills to work effectively with colleagues in technical offices, the Embassy and USAID/Washington. (8) Ability to formulate and present expert analyses on complex emergencies and situations, from personal observations, surveys, journal articles, and other documents, and demonstrated ability to express views clearly and logically before groups and individuals verbally or in writing. (9) The ability to maintain strict confidentiality on USAID/Uganda matters, as appropriate, is required

16. POSITION ELEMENTS

- a. **Supervision Received:** The Food Security Specialist will receive supervision from the Vulnerable Populations Unit Leader. In collaboration with the incumbent, the supervisor: 1) establishes annual work objectives and performance measures; 2) provides feedback throughout the evaluation cycle; and 3) prepares Annual Performance Evaluation Reports (EERs), as/when required - obtaining 360 degree input from appropriate USAID/Uganda staff, other appropriate Mission personnel, and stakeholders.
- b. **Supervision Exercised:** None.
- c. **Available Guidelines:** USAID/Mission policy handbooks, and the Automated Directive Systems (ADS), Mission Orders.
- d. **Exercise of Judgment:** Following established regulations and procedures incumbent must possess ability to make daily independent decisions that are positive and professionally correct.
- e. **Authority to Make Commitments:** The incumbent is expected to demonstrate a high level of personal initiative, have strong organizational skills, and be able to work independently with limited direct supervision. Although having no commitment authority, the Food Security Specialist is required to provide recommendations and offer alternatives for project management which are given considerable weight in the decision making process. Considerable judgment is also required in coordinating activities with implementing partners, stakeholders and various USAID counterparts.
- f. **Nature, Level, and Purpose of Contacts:** The incumbent's responsibilities require frequent consultation at high and working levels within USAID Offices of Food for Peace, and Foreign Disaster Assistance, the Bureau for Democracy, Conflict, and Humanitarian Assistance and the Bureau for Food Security. Within the Department of State, contact and consultation is necessary with the Regional Refugee Coordinator in the Bureau of Population, Refugees, and Migration (PRM). Within USAID/Uganda contacts will be at all levels, e.g. with senior management, activity managers, team members, technical office personnel, division and office chiefs. The incumbent is required to maintain productive and close working relationships with all technical offices and individual activity managers in order to ensure that relevant USAID objectives are applied. The incumbent advises and presents options to the USAID/Uganda Mission Director, Deputy Mission Director, Economic Growth Office Director, and other senior Mission personnel on complex and high profile food aid and emergency issues. The incumbent is tasked with ensuring coordination of FFP activities with other Mission funded agriculture development activities. The Food Security Specialist will be in regular contact with program managers and technical experts with FFP/Washington, and OFDA/DC, or the regional OFDA Office Nairobi, when Agreement/Contracting Officer's Representatives (A/CORs) are not located in the Mission.

The Food Security Specialist is expected to establish and maintain high-level relations with key decision makers in public sector institutions concerned with food security and food aid issues. These institutions include Ministry of Finance, Planning and Economic Development (MoFPED); Office of the Prime Minister; Ministry for Disaster Relief and Preparedness; the Ministry of Agriculture, Animal Industry and Fisheries; and National Agricultural Research Organizations (NARO). The purpose is to keep the GoU informed on activities, and to ensure acceptance and facilitation of FFP supported monetization and distribution activities, and coordinate activities. Within the OPM – DDM, the Specialist will gather information on GoU and donor appeals, coordinate USG responses, and communicate USG concerns in matters related to emergency preparedness, response, and mitigation. There will also be coordination with the OPM-DMM on matters related to refugees.

The Food Security Specialist will develop and maintain relations within the donor community, especially actors involved in food security, and private sector actors, such as commodity buyers, seed-producing companies, and farmer associations. The purpose is to keep aware of commercial activities, identify emerging trends, and identify opportunities to support commercial value chains.

- g. **Time Expected to Reach Full Performance Level:** 52 weeks; 40 hours/5 days per week.