

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> <b>PANAMA</b>	<b>2. AGENCY</b> <b>USAID</b>	<b>3a. POSITION NO.</b> <b>PSC-525-76</b>
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**     Yes     No

**4. REASON FOR SUBMISSION**

- a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- b. New Position
- c. Other (explain \_\_\_\_\_)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority <b>USAID/Panama</b>	<b>Development Program Specialist - 4005</b>	<b>FSN-10</b>	<b>SA</b>	4/28/2010
b. Other				
c. Proposed by Initiating Office USAID/Panama	Program Specialist			

<b>6. POST TITLE POSITION (if different from official title)</b>	<b>7. NAME OF EMPLOYEE</b> <b>Vacant</b>
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<b>8. OFFICE/SECTION</b>	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

<p><b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b></p> <p>Vacant</p> <p>_____ Typed Name and Signature of Employee      Date(mm-dd-yy)</p>	<p><b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b></p> <p>_____ Typed Name and Signature of Local Supervisor      Date(mm-dd-yy)</p>
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<p><b>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.</b></p> <p>_____ Typed Name and Signature of American Supervisor      Date(mm-dd-yy)</p>	<p><b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b></p> <p>_____ Typed Name and Signature of Administrative Officer      Date(mm-dd-yy)</p>
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**13. BASIC FUNCTION OF POSITION**  
The incumbent serves as a Technical Backstop in the Program Office (PROG), which serves as the staff office to the Mission Director and supports the Mission's technical offices in project design, management, monitoring, evaluation, budgeting and performance reporting. This position is responsible for leading the development, implementation and achievement of the Mission's bilateral Assistance Strategy to Panama. The principal duty of this position is to ensure that all program activities are in compliance with Agency policies, per the ADS and the State Department Director of Foreign Assistance (F) and for guidance and support to the technical offices in design, implementation and reporting. Backstops are responsible for helping COTRs ensure that programs attain desired results through monitoring and evaluating progress. This responsibility is supported by a number of required tasks including completing: results frameworks; performance monitoring plans (PMPs); out-year program budgets; and activity approval, semi-annual review, and annual reporting documents. Backstops must facilitate the obligation of fiscal year funds, analyze pipeline data and assist with/guide procurement planning.

**14. MAJOR DUTIES AND RESPONSIBILITIES** **100 % OF TIME**  
Continued on blank sheet attached.

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** A Bachelor's Degree in economics or public/business administration is required.
- b. **Prior Work Experience:** A minimum of five years of progressively responsible experience in supporting international development or related programs is required.
- c. **Post Entry Training:** Rapid familiarization with a wide range of Agency policies and procedures. Training in USAID project design and implementation, monitoring and evaluation courses, and sector specific knowledge related to backstopping responsibilities within the first two years. Required mandatory training to carry out the assigned duties include: USAID Programming Foreign Assistance; USAID COTR/AOTR training; USAID Program/Project Development.
- d. **Language Proficiency:** Level IV (Fluent) speaking/reading/writing English and Spanish language is required.
- e. **Knowledge:** Must be able to quickly learn comprehensive and detailed USAID policies, regulations, procedures and documentation governing program/project development, implementation and financing. Must have a thorough knowledge of relevant Panamanian development priorities.
- f. **Abilities and Skills:** Must be extremely flexible in adapting to changing operations and working relationships. Good teamwork is imperative. Must have ability to conceptualize and analyze development strategies; must be able to manage and coordinate varied activities and data under tight deadlines. Quickly advise or propose workable solutions to problems that may arise in portfolio implementation and advise Mission management on overall program direction in the Panamanian context.
- g. **Computer Skills:** Proficiency in the use of Microsoft Office Suite is required. (Testing may be conducted to determine the qualifications).

## **16. POSITION ELEMENTS**

- a. **Supervision Received:** The incumbent operates independently within the prescribed areas of responsibility, but is supervised by the Senior FSN Program Development Specialist.
- b. **Available Guidelines:** USAID's Automated Directives Series (ADS), Agency Notices, Initiatives and Directives that emanate from regional or global USAID Offices, and other donor publications and sector analyses.
- c. **Exercise of Judgment:** The incumbent has broad leeway to make decisions on approaches to be taken in accomplishing his/her specific tasks.
- d. **Authority to Make Commitments:** The position has no authority to sign obligation documents or other documents that require a warrant, nor authority to make legal determinations that have effect of binding the U.S. Government.
- e. **Nature, Level, and Purpose of Contacts:** Contacts with all levels of USAID personnel and Mission Director to convey PROG and technical office program information. Contacts with technical level Panamanian government officials and representatives of private organizations and institutions to explain USAID programming and funding practices and procedures. Frequent telephone contact with USAID/Washington personnel to transmit and receive a variety of program information.
- f. **Supervision Exercised:** None
- g. **Time Expected to Reach Full Performance Level:** Up to six months to master the routine aspects of the position

as described in this position description and eighteen months to undertake the full range of duties.

#### **14. MAJOR DUTIES AND RESPONSIBILITIES (Continuation)**

##### **A. Technical Backstopping**

**35%**

1. Develops with the technical office strategic approaches (contracts, grants, cooperative agreements and other implementation mechanisms) to achieving project goals and serves as a key resource on procedural aspects of project/activity development, implementation, monitoring, evaluation and close-out.
2. Provides policy guidance in the development of new programs and activities and during the implementation of existing activities ensuring that both support the achievement of the Mission's Assistance Strategy.
3. Provides guidance regarding USAID and F Bureau policies and procedures to ensure that all activities and implementing mechanisms (contracts, cooperative agreements and grants) comply with U.S. Government Regulations.
4. Participates in the preparation of scopes of work, leads Activity Approval Meetings, and serves on Technical Evaluation Committees.
5. Assesses and advises on implementation issues in the context of USAID policies and host country priorities.
6. Designs, tracks, and analyzes the relevant Performance Monitoring Plan (PMP) and assists the technical office (including grantees and contractors) to develop good performance indicators, collect data appropriately, and perform all required data quality assessments.
7. Serves as Contracting Officer Technical Representative (COTR), Assistance Officer Technical Representative (AOTR), or Activity Manager for projects, as assigned.

##### **B. Official Documentation and Information Management**

**25%**

The incumbent oversees the preparation of all PROG documentation for the relevant technical office as well as for donor coordination. These documents include but are not limited to:

1. Technical office sections of the Mission's Assistance Strategy; Mission Strategic Plans (or their equivalent); Operational Plans; Activity Approval Documents (AAD); Action Memorandums; the bilateral assistance obligating document (Limited Scope Assistance Agreement); project implementation letters and any amendments; and Modified Acquisition and Assistance Request Document (MAARDs).
2. The technical office's Semi-Annual Portfolio Review (APR) package and the relevant sections of the annual Performance Plan and Report (PPR), which track implementation progress towards program results, pipeline management, and procurement planning.
3. Reports that provide USAID customers, partners, and clients with updated information both related to the technical office's specific activities as well as overall Mission activities. These reports are done typically in response to requests such as: donor surveys from the World Bank, Inter-American Development Bank, the Panamanian Secretariat of Economy, Planning and Development, and USAID/Panama's weekly updates to the mission's events calendar.

##### **C. Representation and Coordination**

**15%**

1. The incumbent consults and coordinates with all internal offices that play a vital role in the implementation of the Mission technical office program and leads all mission-wide discussions regarding program implementation: AAD meetings, APR meetings and Financial Review Meetings.
2. Externally, the incumbent liaises directly on behalf of the technical office or the Mission with technical level officials or representatives of the Panamanian Government, other donors, private institutions, non-governmental organizations, and professional associations who are involved in the design, implementation and evaluation of the relevant technical portfolio. S/he analyzes and appraises Panama-specific economic, social, environmental and sectoral considerations that may affect the technical office's performance and recommends appropriate actions.

**D. Office Management Duties**

**25%**

1. Maintain official PROG files.
2. Draft basic memoranda and letters at the request of the project development office professional staff.
3. Translate documents from English to Spanish and Spanish to English, as necessary.