



## **ASA/WISHH PROJECT MANAGER JOB DESCRIPTION**

**Summary:** The Project Manager is responsible for assisting with the planning and administering of activities and projects in the Africa region. This position includes oversight of select WISHH projects, program budgets, coordination of efforts of team members, partners, and third-party contractors and/or consultants to ensure quality control and that the activities are carried out according to plan. The Project Manager will assist in planning, executing, and finalizing projects according to strict deadlines, within budget and in compliance with USDA, USAID, QSSBs and ASA regulation and policy guidelines. Position participates in special projects as assigned to support overall WISHH program objectives and reports to Project Director and the Chief Operating Officer, WISHH. A willingness and ability to travel domestically and internationally multiple times a year, for up to two weeks is required. This position will require approximately 20% travel, including escorting trade teams, meeting project partners, attending conferences, and implementing activities. Infrequent U.S. Travel, trips may require air travel and/or overnight stay away from home for one or more nights. This position requires the ability to lift up to 25 pounds.

### **Essential Duties and Responsibilities**

- Liaise with WISHH staff and consultants to keep abreast of project updates and current factors that affect WISHH;
- Work with soy promotion campaign implementers to encourage the development of quality and impactful campaign materials.
  - Evaluate campaign proposals and related materials
  - Provide feedback to campaign implementers when necessary
- Monitor sales leads and conduct follow-up as required
- Assist with maintaining the contact database for the Africa region
- Maintain contact with WISHH partners, identifying opportunities for WISHH to conduct technical assistance, or facilitate trade team participation.

Assist with the identification of potential trade team and training opportunities in the U.S. and abroad and assist with organizing the teams.

- When required, assist the Division Directors, to coach and guide in-country staff/consultants to ensure compliance under USDA, ASA regulation and policy guidelines, country specific laws and other related policies as appropriate;
- When required, assist the Division Directors with coaching and development of in-country staff, consultants, partners, and expats on requirements of the project;
- Maintain working knowledge of compliance government regulations, project schedule and timelines;
- Maintain working knowledge of soy industry trends;
- Assist Division Directors with donor reporting requirements, including drafting reports for review.

- Assist with contracting procedures, including preparing advance notifications of travel (ADNOTs), end result contracts (ERCs), scopes of work (SOWs), requests for proposal (RFP), and other contract agreements and paperwork (e.g. Letters of Agreement, Memos of Understanding); Prepare and submit change requests for budget and activity adjustments;
- Prepare project agreement checklists and other project paperwork;
- Assist with budget monitoring and review when requested;
- Review and approve expenses;
- Organize, interpret, and report on data collected through the guidance of the Division Directors and the Director of Monitoring and Evaluation (M&E);
- Contribute to internal and external communication materials in efforts to publicize WISHH actions and accomplishments to stakeholders including, but not limited to, Ebeans, Success Stories, Donor Reports, QSSB Reports, Annual Reports, etc.;
- Assist in the develop of briefing papers/books as necessary for farmer/partner travel;
- Work with the Director of Program Operations to schedule trade team and consultant travel;
- When requested, communicate as necessary with USDA, Foreign Agriculture Service staff, attaches and other foreign officers as necessary regarding project status, etc.;
- Assist with the developing and maintaining a GANTT chart/activity planning matrix; Participate in project planning meetings;
- Provide status updates to management, governance committee, and WISHH staff as necessary, including contractual reporting requirements;
- Liaise with the in-country staff/consultants and project partners to ensure their performance is consistent with the aims of the project;
- In collaboration with Division Directors, oversee work of consultants/partners to ensure deliverables and timelines are being met and are within compliance;
- Assist with the management of non-traditional funding projects;
- Secure project deliverables such as proper documentation (e.g., receipts, invoices, attendance list, and other items required by USDA) especially when related to compliance;
- Recommend new approaches, policies, and procedures to effect continual improvements in the efficiency of the department and services performed;
- Other duties as assigned to assist the WISHH Africa Division in achieving its operational goals and objectives;
- General WISHH Responsibilities:
  - Manage WISHH Committee Meeting planning, call to meeting notices,
  - preparation materials, meeting set-up, communications, etc.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelor's degree in management, business, marketing, international relations or related field and/or equivalent combination of education and work experience. Relevant professional experience (1-3 years) in areas such as program/project management (PMP or CAPM), market development, or international relations preferred. Substantive international program/project management experience a plus. Knowledge of USDA and/or USAID programs is desired. Previous experience working internationally with diverse cultural backgrounds would be highly beneficial.

**Communication Skills:**

Must have highly developed oral and written communication skills and be an expert listener; must be comfortable with engaging with people from other countries in a variety of different communicative modes (verbal, non-verbal, and written); attuned to others through strong active listening skills, ability to relate professionally and communicate effectively with staff, consultants, governance committee, and outside contacts; must have superior business writing and proofreading skills. Computer literate in Microsoft Word, PowerPoint, and Excel a must.

**Reasoning Ability:**

Must have a strong command of reasoned, measured decision making based upon analyzing the pros and cons of each potential decision to be made. Ability to evaluate socioeconomic and physical challenges in foreign environments. Ability and desire to learn the business, think strategically, and operate tactically. Ability to learn quickly and multi-task and prioritize in a complex, demanding atmosphere. Attention to detail is a must.

**Leadership Skills:**

Solid leadership skills including persuasion/negotiation skills and ability to problem solve; Ability to protect the confidentiality/privacy of others, and company documents and records; Excellent organizational and planning skills a must; Capacity to work independently, prioritize and meet deadlines, monitor multiple projects and follow directions and attention to detail.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**TO APPLY:** send electronic submission of resume and cover letters including salary requirements to Eric DeMerit at edemerit@soy.org by June 30, 2021. Interested individuals are encouraged to apply quickly as the applicant review and interview process will begin immediately. Please write "Project Officer" in the subject line. No telephone inquiries, please. Finalists will be contacted. ASA is an Equal Opportunity Employer and Provider. Women, minorities, veterans and the physically challenged are encouraged to apply.

**Non-Discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. ASA/WISHH is an equal opportunity provider and employer.