



SOLICITATION NO: RFQ-ADF-12-0011  
Country Program Coordinator (CPC)  
January 26, 2012

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## **JOB VACANCY**

### **Country Program Coordinator (CPC)**

#### **BACKGROUND**

The United States African Development Foundation (USADF) is an agency of the United States Government. USADF supports private businesses, farmers' cooperatives, associations, and various community-based organizations, especially those serving marginalized peoples, engaged in economic and social development activities.

The Foundation started its funding activities in Niger in 1986. USADF's office in Niamey provides on-going support to projects that have been financed and also continues to identify viable local community development and small and medium-sized enterprises that show potential to create employment opportunities, generate incomes and have broad social impact beyond the project activity.

The following seven key principles serve as guidelines for all USADF management planning, budgeting, and evaluation activities. These priorities help ensure USADF stays true to ITS MISSION.

- (1) Model HIGH EFFECTIVENESS AND LOW OVERHEAD operations.
- (2) Focus program activities on MARGINALIZED COMMUNITIES in Africa.
- (3) Invest in African ideas through PARTICIPATORY DEVELOPMENT.
- (4) Ensure projects produce long term SOCIAL AND ECONOMIC RESULTS.
- (5) Promote AFRICAN LED AND MANAGED field project support.
- (6) Achieve the highest levels of OPENNESS AND TRANSPARENCY.
- (7) Support and develop an equal opportunity, RESULTS DRIVEN STAFF that rewards hard work, dedication to the mission, and personal success.

USADF seeks a qualified individual to serve as a Country Program Coordinator (CPC) for its field office in Niamey, Niger.

#### **KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES:**

1. A bachelor's degree from an accredited university in business administration; management; public administration; finance; accounting; agriculture, community or rural development; economics; or a related field.
2. High level of motivation, personal commitment, and ethical standards.
3. Fluency in spoken and written English.
4. High level of fluency in French and at least one major national language.
5. Willingness to travel extensively throughout Niger.



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6. Demonstrated ability to operate independently in high visibility, high-pressure environments and operate in complex office environment, emergency and/or political crisis situations with minimal supervision;
7. Knowledge of grant management or commercial/micro-lending; and
8. Knowledge of community needs assessment, mobilization, community enterprises participatory development, and/or monitoring the implementation of an assistance activity under a grant or cooperative agreement.
9. Experience working with marginalized groups and/or community-based enterprises.
10. Experience managing client relationships, especially in a grants management, banking, business development, or international development context.
11. Experience with or education related to financial management/accounting.
12. Experience auditing, monitoring, or evaluating international development programs.
13. Three years of professional experience in business development, finance, banking, monitoring auditing, and evaluation, and/or management of international development programs.

#### HOW TO APPLY

This job announcement is solely intended to advertise the Niger Country Program Coordinator position opening. To apply for this position, **YOU MUST RESPOND IN ACCORDANCE WITH THE SOLICITATION # RFQ-ADF-12-0011 POSTED AT <http://www.usadf.gov/contracting.html>. A COPY OF THE SOLICITATION CAN BE OBTAINED AT THE USADF PARTNER OFFICE, CABINET MapTech, LOCATED IN NIAMEY, NIGER OR ON THE USADF WEBSITE AT <http://www.usadf.gov/contracting.html>.**