

BASIC FUNCTION OF POSITION

This position is located in the Program Office, USAID/Paraguay and reports directly to the Program Officer. The primary purpose of this position is to serve as the Mission's senior FSN specialist in program management, policy analysis, communications and outreach. The incumbent supports each of the Mission's Assistance Objective (AO) Teams, is an advisor to each on program policy, and oversees the Mission's budget and financial management functions and independently manages projects as needed.

The Development Program Specialist also coordinates the Development Outreach and Communications function and collaborates closely with AO teams, and implementing partners to develop and implement the overall communications strategy. The incumbent collaborates with the U.S. Embassy Public Affairs Office (PAO), serves as principal liaison with USAID's Bureau for Legislative and Public Affairs, and administrates the USAID/Paraguay social media accounts and webpage.

Major Duties and Responsibilities (Include percentages of time on each major duty)

A. Project Management 33%

1. Manage small projects that receive funding through Washington based initiatives or funds.
2. Serve as the mission field representative for project coordination, monitoring and evaluation purposes with USAID/Washington.
3. Makes recommendations to the USAID Mission Director related to the design and implementation of strategies, plans, and budgets related to Washington based initiatives.
4. Develop and maintain strong professional contacts and relationships with senior GOP officials, the local and departmental governments, and partner organizations. Establish and maintain effective working relationships with the business community in Paraguay and civil society organizations.
5. Establishes and maintains effective working relations with other U.S. Government agencies, voluntary agencies, and other donor institutions operating within Paraguay and the region.

B. Mission Outreach and Communication 33%

6. Implement the communications and outreach strategy that promotes a better understanding of and support for USAID programs to external audiences. Maintain and administer USAID/Paraguay website and social media accounts.
7. Prepare talking points and speeches for the Mission Director for meetings and public events in coordination with the AO team control officer. Organize and coordinate all aspects of public events for USAID projects, such as inaugurations and closing ceremonies. Participate in field trips as necessary and take photos.
8. Collaborate closely with the U.S. Embassy's Public Affairs Office (PAO) to achieve maximum exposure and understanding of U.S. development assistance efforts and initiatives in Paraguay.
9. Produce press releases and background information, coordinates staging and logistical issues, schedules and contacts speakers, and performs on-site coordination of media.
10. Maintain a calendar of USAID program events in close coordination with implementing partners and AORs. Assist USAID staff and contractors in developing appropriate public information programs, and materials.
11. Prepare and update standard information packages on the USAID/Paraguay program for briefings and distribution to the public, the media USAID/Washington, the U.S. Embassy, and others (materials include scene setters, program briefing papers, project status reports, maps, photos, fact sheets, and general information about Paraguay).
12. Serve as the coordinator and technical point of contact for Mission marking branding implementation. Work with agency partners and implementers to ensure compliance with agency project branding guidance.
13. Serve as the principal USAID contact for the local and international media to promote ideas and feature stories on USAID programs. Respond to inquiries from the general public about USAID programs, practices, and other general information requests.

C. Programmatic Support 33%

14. Coordinate the implementation of new management and USAID Forward activities to refine USAID/Paraguay's overall development strategy. Support the development and implementation of the County Strategic Plan. Analyzes qualitative budget, evaluation and descriptive data. Investigate and participate in activities to integrate donor coordination and a gender focused approach into mission programming. This will require extensive involvement across development objective teams and outreach to organizations outside of the USG.
15. Establish monitoring, evaluation and reporting procedures for the project portfolio. Identify gaps in

performance monitoring and evaluation and provides guidance to AO teams to on improved methodologies. Assist in the development and submission of annual reporting requirements such as Budget Justifications, Operational Plans, Strategic Plans, and Performance Reports. Coordinates with the program officer and financial analyst in the development and projections for the Operating Year Budget (OYB) options.

16. Provide oversight and coordinate the Mission's budget, accounting, audit and financial management functions. Reviews portfolio and funding actions to ensure that each one is in compliance with the Mission strategy. Reviews quarterly pipeline analyses and accrual reports with the budget analyst and develops comments and recommendations performance improvements. Serves as backup to each of the employees carrying out these functions, and in either incumbent's absence performs or reassigns necessary duties of that position.
17. Advises the AO Team members on overall policy and program strategy, performance monitoring, evaluation as set forth in the Delegation of Authorities for Mission Operations. He/She participates in the design of new activities, and portfolio reviews, advises and provides guidance on program and USAID guidelines related to the design and development of activities.