



The **USAID Agribusiness Project** is seeking

**Agribusiness Development Officers
(Novi Pazar and Vranje Offices)**

Level of Effort: until project close-out expected in September 2012

The **USAID Agribusiness Project** is focused on generating rapid, sustained, and broad-based economic growth in Serbia. The overall objective is to increase the value of Serbian agricultural product sales, and to increase agricultural employment, with the principal means of achieving these objectives being increasing the efficiency and competitiveness of Serbian agribusiness firms. A complementary component of the Project is to improve the enabling environment (policies & regulations) for Serbian agribusiness companies.

Six agricultural sectors have been selected for assistance by the Agribusiness Project. These sectors are: vegetables, livestock/meat, dairy, mushrooms & herbs, berries, and tree fruit. These sectors were selected based on detailed assessments of many of the key agricultural sectors of Serbia, and these sectors were determined as offering the best opportunities for growth & expansion.

The Program is being implemented country-wide through one main office in Belgrade and three regional offices in Novi Sad, Cacak and Nis. To address the regional imbalances in Serbia, the Project has designed, and will pursue, a strategy for South Serbia. To implement this strategy, the Program is expanding its presence in South Serbia and opening two new positions to be based in Novi Pazar and Vranje.

Specific Tasks for Agribusiness Development Officers

The Agribusiness Development Officers (ADO) will provide technical support to the Program's technical staff, and take a lead role in coordinating Project activities in the two regions: Sandzak (Zlatiborski, Moravicki, Raski and Rasinski districts) and South Serbia (Toplicki, Jablanicki, Pcinjski and Pirotski districts).

With guidance provided by Agribusiness Project Chief of Party, the DCoP and the Operations Coordinator, the Agribusiness Development Officer (ADO) will provide technical support to other project professional staff, and in particular the Sector Leads (Berry Fruit, Dairy, Herbs & Mushrooms, Tree Fruit and Vegetables) and the Cross Cutting Specialists. The Agribusiness Development Officer will report directly to the Deputy Chief of Party, and will be an integral part of the Agribusiness Project's sector focused team.

The ADO will manage the provision of technical assistance to target beneficiaries from South Serbia in all Program client categories (private firms, producer organizations, and agribusiness development service {ABDS} providers). The ADO will insure that the activities and events organized within the sector support the achievement of overall Project goals and objectives as outlined in the USAID Agribusiness Project Work Plans. Other specific tasks and responsibilities for this position will include, but not be limited to, the following:

- Southern Strategy & Action Plan – The ADO will take a lead role in implementing the activities and events outlined in the Project's Strategy for South Serbia. The ADO will provide support to other Project professional staff on their initiatives in the south.

- Support for Sector Leads – The ADO will provide technical support to the Sector Leads in the organization and implementation of program activities and events in the identified southern regions of Serbia. This support could be assistance in organizing Project activities, or assistance with client contacts (ie. phone contact or site visits) as requested by the Sector Leads.
- Support for Cross Cutting Specialists' – As with the Sector Leads, the ADO will also be available to support the Cross Cutting Specialists as they plan and implement Project activities in the southern regions of Serbia. This assistance could be the organization of events and activities, supporting STTA consultants as they implement their assignments, or assistance in site visits with client firms or partner organizations.
- General Program Activities – The ADO, as part of the sector assistance team, will also have responsibilities for the implementation of the overall Agribusiness Project program of activities in Serbia. The ADO will be expected to participate in the regularly scheduled standing staff meetings, and will participate, as required, in any strategizing and planning sessions for program development.
- Donor Liaison & Reporting – The ADO will provide support to the CoP, DCoP and the Operations Coordinator in responding to requests from USAID for additional Project information and data, and for programming field visits to client firms and partner organizations. The ADO will be responsible for maintaining positive working relations with other donor organizations, and in particular the regional USAID field offices, working in the region.
- Presentations and Reports – The ADO will also be expected to provide support to the CoP, DCoP and the Operations Coordinator for the preparation of regular Project reports, and other documents, that are provided to the USAID Mission in Belgrade. This will include, but not be limited to: Annual Workplans, Quarterly reports, Annual reports, Success stories, Weekly reports, and others.

Skills and Qualifications Desired:

- A university degree in Agriculture, Economics, or a related field, or relevant work experience in a related field or with comparable organizations.
- At least three years work experience with similar internationally funded agricultural or agribusiness donor projects, preferably with USAID funded projects.
- Excellent English language proficiency, with strong communication and interpersonal skills, and the ability understand and prepare technical documents in English.
- Experience with private business operations in Serbia, with an understanding of business and management issues in Serbia as they relate to agriculture & food.
- Candidates should have a strong team oriented work ethic, with proven abilities to work effectively in a team environment.
- Familiarity with the southern regions of Serbia, and with the predominant agricultural activities undertaken in the region.
- Excellent computer skills, including proficiency in Microsoft Office, Lotus Notes, and the ability to use the internet for research purposes.
- Familiarity with USAID project management regulations and procedures, and with USAID project reporting requirements.

Please send you CVs in English to office@agrobiznis.net by COB Aug 1, 2011