



The **USAID Agribusiness Project** is seeking a long-term

Operations Coordinator

Scope of Work

The primary role of the **Operations Coordinator** will be to coordinate and monitor activities planned and implemented by the Project's Sector Leads (Berries, Dairy, Livestock/Meat, Mushrooms/Herbs, Tree Fruit & Vegetables) and Cross Cutting Specialists (ABDS, Finance, Producer Organizations, Youth & Gender, and Environment). The Coordinator will work closely with the Chief of Party and the Deputy Chief of Party on insuring that all planned activities are adequately documented, that all the necessary technical and financial approvals are received, and that the activities are implemented in a coordinated way. The Coordinator will also assist the Chief of Party and the Deputy Chief of Party in the overall planning and implementation of the Project, and provide assistance on project reporting to USAID. Specific tasks to be undertaken by the Operations Coordinator include, but are not limited to, the following:

- Provide assistance to the Project's technical staff (Sector Leads and Cross Cutting Specialists) in the preparation of necessary approval documents (Activity Descriptions, Scopes of Work, etc) which are used to secure prior USAID approval for these activities and events.
- In coordination with the Chief of Party, and the Deputy Chief of Party, submit approval requests to the USAID COTR for prior approval for all Project events and consulting assignments, and follow up with the technical staff and the COTR to insure approvals are received and documented.
- In coordination with the Deputy Chief of Party establish, maintain, and update a current list of STTA assignments and assist the requesting technical specialists in producing the necessary documentation for recruitment and USAID approvals.
- Work with the technical staff (Sector Leads and Cross Cutting Specialists) and coordinate with the Deputy Chief of Party, to prepare periodic and ad-hoc reports and documentation provided to the USAID Mission. This includes Workplans, Quarterly Reports, Annual Reports, and other reports.
- Insure that the established reporting procedures and guidelines (as per the USAID and DAI home office systems) are followed and that the reports are completed and submitted on a timely basis.
- Work with technical staff (Sector Leads and Cross Cutting Specialists) and the Project's TAMIS coordinator, to insure that all activities and events planned and implemented by the Project are entered into TAMIS in a timely manner.
- Assist the M&E Specialist to insure that the Project is complying with the necessary reporting requirements regarding training events (ie entry into the TrainNet database).
- Assist with the implementation of the Project's Grant Program, and participate as a member of the Grant Review Committee. Conduct field visits, as needed, to monitor the activities of grantees relative to their indicators, and for project impact.
- Assist, or undertake as needed, other tasks as will be delegated to this position from time to time by the Chief of Party or the Deputy Chief of Party.

Qualifications

- Prior experience with USAID funded development projects, and in particular experience with the implementation of project activities (seminars, STTAs, study tours, etc).
- Work experience in a technical professional environment, and specifically the management and coordination of the activities of a diverse team of professional staff.
- An educational background in agriculture and/or business management, at least at the Bachelor's degree level. An advanced degree is preferred.
- Prior experience with agricultural development related work in Serbia, and in particular with the management and implementation of USAID funded projects.
- Excellent English language skills (both verbal and written), with strong skills in writing and preparing written documents for donor organizations.
- Excellent computer skills, with knowledge of Microsoft Office and Lotus Notes.

Please send you CVs in English to office@agrobiznis.net by COB 19 Mar, 2011