

# **JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – ACCRA**

**USAID/West Africa** is looking for a Ghanaian National for the position of **DEPUTY REGIONAL ENVIRONMENT ADVISOR**. The position is located in the Agriculture & Natural Resources Office of USAID/West Africa. The incumbent will serve as the principal advisor to develop, implement and manage a wide range of technical project activities, policy positions, budget and fiscal oversight, program planning and other complex issues related to USAID/West Africa's Natural Resources Management-Water program.

## **Duties and Responsibilities (including but not limited to):**

- Project development, management, and performance monitoring.
- Monitor implementation to ensure conformity of performance to the technical requirements and quality standards specified in the terms and conditions of contracts/Agreements.
- Coordinate with missions and embassies throughout West Africa as well as Washington staff to ensure proper implementation of reporting, approvals and other internal control procedures as well as coordination of timely delivery of any relevant reports, plans, and agreements as required for the implementation of the Natural Resources Management –Water program.
- Participate in project and program designs, evaluations, technical reviews, and monitoring.

(Please contact [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov) or <http://www.usaid.gov/westafrica/employment/index.htm> for a detailed job description)

**Education & Prior Work Experience:** Masters degree with specialized course work in natural resources, water management, environmental studies, forestry, or other fields applicable to the Natural Resources Management-Water sectors. Eight to ten years of progressively responsible professional-level experience including six years in development assistance. Level IV (Fluent) in both English and French (speaking, writing and reading) is required.

**Skills and abilities:** The position requires ability to operate in an environment of complex information is required to perform full range of duties. Ample problem solving capacity as well as ability for considerable analysis and judgement is required. Excellent typing skills in Microsoft office suite is also required

**Salary Range: GH¢ 13,144 - 19,714 per annum (depending on qualification and experience )**

### **Selection Criteria**

1. Management will consider nepotism/conflict of interest, budget and residence status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

Interested individuals should submit curriculum vitae with 3 contactable references and prepare a cover letter indicating how your background and prior work experience relate to the requisite qualifications of the advertised position. Submit applications to the following address:

#### **DEPUTY REGIONAL ENVIRONMENT ADVISOR**

USAID/West Africa

P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra

Or by Email: [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov)

**CLOSING DATE: April 20, 2009 - 5.00 pm. Late applications will not be considered**

**(Please note that only short-listed applicants will be contacted)**