

ASA/WISHH Job Description

Job Title: Project Director-CAST Project Cambodia
Department: ASA/WISHH
Location: St. Louis, MO
Reports To: Director of Global Programs
FLSA Status: Exempt
Salary: Commensurate with Experience

Summary: The Project Director is responsible for the planning and administering of activities and projects in Cambodia under the USDA Funded Commercial Agricultural Sustainable Trade (CAST) project. This position includes oversight of the overall project, project budgets, coordination of efforts of team members, partners, and third-party contractors and/or consultants in order to ensure quality control and that the activities are carried out according to plan. The Project Director, in consort with field staff where applicable, will plan, execute and report on the project according to strict deadlines, within budget and in compliance with USDA and ASA regulations and policy guidelines. Under general direction and supervision, this position is responsible for supporting new hire/consultant orientation & integration and developing local in-country leadership capacity. Position reports to Director of Global Programs, ASA/WISHH, but coordinates efforts with Chief of Party. Infrequent U.S. travel, trips will require air travel and overnight stay away from home for one or more nights. Travel to Cambodia will be on an as needed basis, but will likely be required at least twice a year. This position requires the ability to lift up to 50 pounds.

Essential Duties and Responsibilities

- Manage and oversee all aspects of the CAST project in Cambodia focusing on ASA activities specifically;
- Provide activity budget detail updates to Director of Global Programs, regularly or as major changes occur; Prepare CCC funds requests as needed.
- Oversee Project Specialist on compliance issues, status reports on partner packets.
- Monitor and track overall budget as well as track spend rates and anticipated spending utilizing accounting software. Responsible for budget realignments as necessary. Coordinate and oversee the proper utilization of project resources;
- Responsible for monitoring and approving field advances and country expense reports
- Track progress and reporting under the CAST monitoring and evaluation program (including indicator tracking, baseline, mid-term and final evaluations) and external evaluation efforts in coordination with the M&E Analyst. Oversee and review data entered into the ASA monitoring database;
- Oversee the annual updates to the detailed implementation plan, work plan and GANTT chart (for ASA and sub-recipient partners) in conjunction with the field M&E staff.

- Liaise with ASA/WISHH staff and consultants to keep abreast of project updates and current factors that affect ASA/WISHH;
- Coach and guide in-country staff/consultants to ensure compliance under USDA, ASA regulation and policy guidelines, country specific laws and other related policies as appropriate;
- Coaching and development of HQ staff, in-country staff, consultants, partners, and expat on requirements of the project;
- Maintain an in depth knowledge of government compliance regulations and requirements;
- Plan and implement activities, including preparing advance notifications (ADNOTs) and end result contract (ERCs) drafts for technical consultants and other contract agreements (e.g. Letters of Agreement, Memos of Understanding) in conjunction with the Chief of Party;
- Participate in, contribute to, organize and schedule quarterly partner planning meetings. Lead the development of the agenda and coordinate with the Project Specialist on the logistics.
- Oversee work of ASA/WISHH CAST sub-recipients to ensure project goals and metrics are being achieved;
- Manage strategic relationship with CAST sub-recipients to ensure quality teamwork in the field and open communication regarding goals achieved and challenges faced;
- Ensure that sub-recipient narrative reports and financial compliance packets are received on time and meet HQ standards;
- Ensure that the field based Communications Officer works in coordination with the ASA Communications Consultant to submit regular internal and external communication materials in efforts to publicize ASA/WISHH actions and accomplishments to stakeholders including, but not limited to, ASA eBean, Success Stories, Donor Reports, QSSB Reports, Annual Reports, etc.;
- Review reports from the field as they come in and ask for clarification and additional information as needed;
- Monitor voucher submissions, accounting reports, and compliance correspondence, in order to understand the current spending patterns, rates and compliance issues;
- Communicate and liaise with U.S. and in-country stakeholders as necessary, including Foreign ASA offices, Foreign Agriculture Service staff, attachés and other foreign officers as necessary regarding project status, etc.;
- Provide status updates to management, governance committee, and ASA/WISHH staff as necessary, including contractual reporting requirements;
- Liaise with the in-country staff/consultants and project partners to ensure their performance is consistent with the aims of the project;
- Oversee work of field staff, consultants and partners to ensure deliverables and timelines are being met and are within compliance and are in line with the sub-recipient agreements, master agreement and any amendments;
- Oversee the maintenance of the tracking system for contract deliverables, including ASA's project management software;

- Provide overall leadership for the project while maintaining a focus on achieving results efficiently and safely;
- Work with Director of Global Programs and Chief of Party to regularly evaluate workloads and workflow of HQ and in-country staff to be as effective and efficient as possible;
- Recommend new approaches, policies, and procedures to effect continual improvements in the efficiency of the project, including periodic reviews of the field office manual;
- Assist Chief of Party with handling conflicts and human resource related issues. Address field staff concerns and requests as needed;
- Responsible for oversight of master agreement, sub-recipient agreements and submission of any amendments;
- Primary point of contact for USDA and the Chief of Party
- Participate in monthly calls with USDA as well as in-country USDA led Evaluation Working group workshops as necessary.
- Assist the Chief of Party with hiring of field staff as needed. Lead the hiring of essential staff in conjunction with the Director of Global Programs and Chief Operating Officer. Seek approval from USDA on hiring of all essential staff per the master agreement;
- Update HQ management team monthly or as requested;
- Oversee the monetization process and sales in coordination with the monetization agent. Adjust the budget according to an increase or decrease in monetization sales revenue. Ensure the completion and submission of the semi-annual LOGMON report (by the monetization agent) and work with the Director of Global Programs on the submission into the FAIS system;
- Ensure the completion of semi-annual reports by the field staff and work with the Director of Global Programs on the submission into the FAIS system.
- Regular international travel on an as needed basis to monitor projects and future project development.
- Other duties as assigned to assist ASA/WISHH in achieving CAST project operational goals and objectives outlined in the strategic plan and project agreements.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree in management, business, international development, international relations or related field and/or equivalent combination of education and work experience. Three to five years relevant professional experience in areas such as international program management, market development, or international relations.

Substantive international program management experience a plus. Must be willing to travel internationally for project development and monitoring of current projects. Knowledge of USDA and/or USAID programs is desired. Previous experience working in developing countries in Asia would be highly beneficial.

Communication Skills:

Must have highly developed oral and written communication skills and be an expert listener; must be comfortable with engaging with people from other countries in a variety of different communicative modes (verbal, non-verbal, and written); attuned to others through strong active listening skills, ability to relate professionally and communicate effectively with staff, consultants, governance committee, and outside contacts; must have superior business writing and proofreading skills. Computer literate in Microsoft Word, PowerPoint, and Excel.

Reasoning Ability:

Must have a strong command of reasoned, measured decision making based upon analyzing the pros and cons of each potential decision to be made. Ability to evaluate socioeconomic and physical challenges in foreign environments. Ability and desire to learn the business, think strategically, and operate tactically. Ability to learn quickly and multi-task and prioritize in a complex, demanding atmosphere.

Leadership Skills:

Solid leadership skills including persuasion/negotiation skills and ability to problem solve; Ability to protect the confidentiality/privacy of others, and company documents and records; Excellent organizational and planning skills a must; Capacity to work independently, prioritize and meet deadlines, monitor multiple projects and follow directions and attention to detail.

TO APPLY: send electronic submission of **resume including salary requirements** to jobs@soy.org by September 14, 2018. **Interested individuals are encouraged to apply quickly as the applicant review and interview process will begin immediately.** Please write "**Project Director**" in the subject line. No telephone inquiries, please. Finalists will be contacted. ASA is an Equal Opportunity Employer and Provider. Women, minorities, veterans and the physically challenged are encouraged to apply.

In accordance with Federal Law and U.S. Department of Agriculture (USDA) policy, American Soybean Association/World Initiative for Soy in Human Health (WISHH) is prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. ASA/WISHH is an equal opportunity provider and employer.