

POSITION ANNOUNCEMENT

DEPARTMENT OF AGRICULTURAL ECONOMICS KANSAS STATE UNIVERSITY

Position: Grant Specialist, Ghana METSS KSU Office

Through an agreement with the US Department of Agriculture, Kansas State University (KSU) provides research and administrative support to the Monitoring, Evaluation and Technical Support Services (METSS) Program. METSS supports USAID/Ghana Economic Growth Office in program design, monitoring and evaluation, capacity building, research and other initiatives. The KSU Office of the Ghana METSS Program provides the focus for these support activities. METSS has about 35 employees, with four of them located here in Manhattan, KS. In addition, METSS supports three graduate students at Kansas State University.

Location: Department of Agricultural Economics, Kansas State University

Job Responsibilities: The role of the Ghana METSS KSU Office is becoming increasingly complex in its support for the METSS as the activities of USAID Economic Growth Office expand in Ghana. As a result, the Ghana METSS KSU Office is in need of a Grants Specialist/Program Coordinator with a capacity to manage and an ability to engage in projects – from field survey development and oversight to report production. The incumbent would, thus, have a higher degree in economics or related social sciences, be self-motivated, have excellent organization skills and management capabilities and be able to operate in a fast changing and high energy environment. The incumbent will also have the ability to identify opportunities in existing and new projects and develop innovative solutions to project challenges. The incumbent will possess excellent written and oral communication skills and be able to operate seamlessly across multiple offices on two continents. Cultural awareness and strong diversity sensitivity are critical for success in this position.

Specifically, the incumbent will have the capacity to administer research grants, manage service contracts and contractors providing short-term technical assistance, develop new project budgets to facilitate funding requests and act as an advisor to the Principal Investigator. As part of managing contracts and contractors, the incumbent will work with KSU Pre-Award and Post Award services to ensure contracts are executed and contractors are paid on time for work done. The incumbent will provide operational support in other areas deemed necessary for the smooth operations of METSS as determined by the Principal Investigator.

METSS has time-sensitive reporting responsibilities. These reports include those developed by short-term technical service providers, internal quarterly, semi-annual and annual reports and project reports. The incumbent will oversee and coordinate the development of these reports for on-time delivery, assuring their quality and ensuring completeness.

Standard Requirements: The foregoing incorporates the most typical duties the incumbent will perform. It is recognized that other related duties not specifically mentioned may also be assigned from time to time by the Principal Investigator.

Qualifications:

- Bachelor's degree in Agricultural Economics, Economics, or closely related field.
- Five years' experience working with USAID-related programs.
- Experience in agricultural development program management and research, and exposure to field activities, such as collection of survey data in a developing country environment.
- Knowledge of African agricultural policy and familiarity with Sub-Saharan African countries.
- Excellent oral and written communication skills.
- Exceptional project management and interpersonal skills.
- Proven expertise in using a computerized system with various office software, that includes MS Access, Excel, internet, and word processing systems.
- Willingness and ability for international travel.
- Strong commitment to expanding and fostering diversity.

Preferred Qualifications:

- Ph.D. in Agricultural Economics, Economics, or closely related field.
- Experience using analytical software including STATA, SPSS, and econometric software.
- Previous experience managing USAID grants.
- In-depth knowledge of current USAID development policies, priorities and project planning and implementation procedures.

Salary and Benefits: Competitive and commensurate with candidate's ability and experience. The Kansas State University benefit package includes a retirement plan; group medical, dental, and life insurance plans, worker's compensation; vacation leave; sick leave, and other benefits.

How to apply: Applicants are requested to electronically submit a cover letter, resume or vita, and the names and contact information (email and telephone number) of 3 references to Judy Maberry, Program Assistant, Department of Agricultural Economics, 342 Waters Hall, Kansas State University, Manhattan, KS 66506-4011, or by email to judym@k-state.edu, using the subject line METSS.

Deadline: All application material must be received by 5pm, March 12, 2015 to be considered. For further information, contact Dr. Vincent Amanor-Boadu by email at vincent@ksu.edu.

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an affirmative action, equal opportunity employer. KSU encourages diversity among its employees. A background check is required.