

POSITION ANNOUNCEMENT

DEPARTMENT OF AGRICULTURAL ECONOMICS KANSAS STATE UNIVERSITY

Position: Program Assistant, Ghana METSS KSU Office

Through an agreement with the US Department of Agriculture (USDA), Kansas State University (KSU) provides research and administrative support services to the Monitoring, Evaluation and Technical Support Services (METSS) Program. METSS supports USAID/Ghana Economic Growth (EG) section in its functions relating to program design, monitoring and evaluation, and as needed, technical services for policy, regulatory reform and training for increased agricultural growth and food security in Ghana. The KSU Office of the Ghana METSS Program provides the focus for these support services in administration and research.

Location: Department of Agricultural Economics, Kansas State University

Job Responsibilities: The Ghana METSS KSU Office is in need of a **Program Assistant** to provide coordination support to the Principal Investigator and Research Staff in their activities supporting KSU's administrative and research responsibilities. The incumbent will have excellent organization skills and management capabilities to operate in a fast changing and high energy environment. The incumbent would have 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 grant funded position.

Specifically, the incumbent will have the ability to oversee contractors providing short-term technical assistance to Ghana METSS and work with management staff in Ghana and at KSU to develop scope of work for emerging projects and associated budgets. It is obvious that writing skills are critical to success in this position. As part of overseeing 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.

METSS has time-sensitive reporting responsibilities. The incumbent will collect contributions to these reports and edit them for quality assurance to ensure their submission on time to USDA and/or USAID. The reports encompass contractor reports, quarterly, semi-annual and annual activity reports, quarterly financial reports and KSU project staff travel reports.

The incumbent will provide operational support in other areas deemed necessary for the smooth operations of METSS as determined by the Principal Investigator.

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 performed.

Qualifications:

- Bachelor's degree.
- Strong research report writing and editing skills.
- The ability to be productive in a fast-paced, diverse research environment and be proactive in identifying opportunities and developing innovative solutions to problems are critical advantages.
- Outstanding oral and written communication 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 possible international travel.
- Strong commitment to expanding and fostering diversity.

Preferred Qualifications:

- Minimum of five years' project management experience.
- Master's degree with monitoring and evaluation capabilities
- Experience using InDesign, Photoshop, GIS, and Econometric software.

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 submit a cover letter, resume or vita, and three letters of references: Judy Maberry, Administrative Officer, Department of Agricultural Economics, 342 Waters Hall, Kansas State University, Manhattan, KS 66506-4011, or by email to judym@ksu.edu.

Deadline: For all application material to be received is 5pm, November 9, 2012. 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.