



DATE: September 13, 2016
SUBJECT: JOB VACANCY ANNOUNCEMENT – FSN/2016/15
TO: All Qualified Applicants
JOB TITLE: DEVELOPMENT ASSISTANCE SPECIALIST-DATA ANALYST
APPLICATION PERIOD: From September 13, 2016 to October 3rd, 2016
GRADE: FSN-10 *with the possibility of hiring the employee at the lower grade*

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. BASIC FUNCTION OF POSITION

Under the auspices of the Program Office, the data analyst serves as the USAID/Senegal Mission's expert in data-related analysis and retention issues for USAID/Senegal Development Objective (DO) Teams and their partners. The position is critical to driving evidence based decision making at the Mission and to ensuring the USAID commitment to "manage for results" and to meet the requirements of the Government Performance Reporting Act and ADS series 203.

B. MAJOR DUTIES AND RESPONSIBILITIES

a. Data Analysis (40%)

The incumbent is the Mission's data analysis expert. S/He develops analytical methods for Mission needs to best assess progress against results. Performs data analysis, including inferential statistical analysis, such as regression analysis, Analysis of Variance (ANOVA), and other analyses as appropriate to the data. Documents methodologies and procedures used in the compilation and analysis of data as well as data sources and limitations of estimates and guidelines for their use. Contributes to calculating sample sizes for qualitative and quantitative studies; identifying appropriate counterfactuals and preparing research instruments. Assists in the implementation of the USAID Project Performance Management Plan (PMP)

b. Data Management (30%)

Oversees the Mission's data retention and data warehousing. Contributes to ensuring the quality of information being collected by the project, including considerations related to the treatment of research subjects and relevant data disaggregation needs. Leads the Mission's data management



practice, including: data management planning; helping to establish the project team's data protocols for documenting data that are collected during activities; documenting data analysis procedures and meeting data storage obligations; and complying with all applicable regulations

c. Reporting and Communication (20%)

Prepares data visualizations to facilitate public presentation of data findings including pie charts, bar graphs, and tables, among others to include in both external and internal reports. Creates relevant, effective visualizations of monitoring data including dynamic, interactive charts, graphs and maps. Coordinates the indicator results and target preparations of the annual Performance Plan and Report. Prepares management reports in anticipation of quarterly performance monitoring reviews and as requested by the Front Office. Manages the submission of datasets to the Data Development Library.

d. Training (10%)

The incumbent designs and produces M&E tools for training M&E staff, as well as other project staff. Orientates and trains the project staff M&E framework, including objectives and indicators, on their responsibilities for the complete, accurate and timely collection and reporting of data and information. Trains the partner and sub-contractors staff on how to use reporting and M&E tools. Trains Mission staff on different aspects of the M&E.

A. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

At minimum a university postgraduate degree is required, with a major in statistics, economics, demographics, and social sciences or related field highly desirable.

b. Prior Work Experience:

A minimum of five (5) years of experience in data analysis, database management and database development. A demonstrated track record of increasing responsibility and experience in the design, implementation and management of database systems and analysis using multiple analytical platforms (i.e., SPSS, SASS, Stata, R, ArcGIS, etc.). At least three (3) years of work experience of data analysis related to international development. At least five (5) years of experience working in West Africa highly recommended.

c. Post Entry Training:

Short Term Training to learn USAID's procedures and regulations is required during incumbent's tenure. The incumbent will be expected to receive training and to be certified as a Contract & Agreement Officer's Technical Representative (AOR/COR) within one (1) year of starting the job.

d. Language Proficiency :

Written and Spoken level IV French and level IV English is required.



e. Job Knowledge:

The incumbent must have a thorough knowledge of development approaches; and methods of empirical data collection, analysis, and reporting on program monitoring and impact evaluation in order to (a) advise USAID/Senegal and customers on effective approaches, and (b) to write effective analyses of country program or projectspecific monitoring and evaluation issues. S/he must also have an excellent knowledge of analytical, and monitoring and evaluation capacities of Senegalese institutions. S/he must be willing to learn relevant USAID procedures and regulations.

f. Skills and Abilities:

The incumbent must have expert skills, knowledge, and experience in the use of multiple data analysis packages such as ArcGIS 10, SPSS, Stata, SASS, and R. In addition, s/he must be proficient in database development and data warehousing using MS Office products and non-proprietary platforms. Originality and creative thinking in data analysis and visualization is highly desired.

The incumbent issues precise and accurate factual reports using rigorous analytical and interpretive skills. S/he maintains program/activity reporting documentation in English. The incumbent must also have excellent interpersonal skills. S/he must be able to work in multidisciplinary teams and in an environment in which there may be team members with varying backgrounds and skill levels.

The incumbent must have excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to clients with nontechnical background. S/he must be able to design and deliver formal trainings in data collection, validation, retention, and analysis for both USAID staff and implementing partners.

D - POSITION ELEMENTS

a. Supervision Exercised:

The incumbent is not expected to provide any day to day supervision.

b. Available Guidelines:

USAID's Automated Directive System (ADS), Mission Orders/Notices, and USAID policy and strategy statements serve as guidelines in the fulfillment of duties and responsibilities.

c. Exercise of Judgment:

All work is done independently according to policies, previous training, accepted practice, programmatic guidance provided by the Program Officer, and general guidance provided by USAID's ADS. As an expert and professional, substantial reliance is placed on the incumbent to independently plan and perform the specific activities entailed in carrying out the major duties and responsibilities.



d. Authority to Make Commitments:

The incumbent has no authority to make financial commitments on behalf of the U.S. Government. The incumbent is expected to exercise authority in making decisions with regard to technical issues as they arise in the course of the fulfillment of her/his duties and responsibilities.

e. Nature, Level, and Purpose of Contacts:

Develops and maintains an extensive range of professional contacts with business and host country officials and with community leaders for the purpose of obtaining or verifying published and unpublished information related to USAID's program, understanding the monitoring systems used of the GOS and the capacity of private, nongovernmental and research organizations to undertake surveys, analytical research, etc. The incumbent also represents USAID/Senegal to host country officials, other partners and customers as s/he fulfills her/his other major duties and responsibilities.

f. Time Expected to Reach Full Performance Level: 12 months

HOW TO APPLY: Interested applicants and applicants who possess Senegalese Work Permits **MUST** submit a complete application package which includes:

- A cover letter,
- A detailed resume plus 3 References,
- An OF-612 form (form can be found on this web site: <https://www.usaid.gov/senegal/work-with-us/careers> under "CAREERS" and,
- Copies of relevant degrees.

Only complete application package, received before the closing date, will be considered. All the above mentioned documents are **REQUIRED** and must be prepared in **English** and should be addressed to:

Human Resources Management Specialist
Routes des Almadies
B.P. 49 - Dakar, Senegal
Or
Email address: usaiddakar-hr@usaid.gov

Subject: FSN 2016/15 Development Assistance Specialist-Data Analyst

Deadline to receive applications: October 03, 2016

EQUAL EMPLOYMENT OPPORTUNITY: The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.