USAID | SENEGAL
FROM THE AMERICAN PEOPLE

DATE:	February 27, 2014
SUBJECT:	**JOB VACANCY ANNOUNCEMENT – 2014/03**
TO:	**All Qualified Candidates**
JOB TITLE:	**USAID DEVELOPMENT PROGRAM SPECIALIST (Bilateral Program Budget Specialist) – PRM**
WORK HOURS:	Full time position – 40 hours/week
GRADE:	**FSN-11**/with the possibility of hiring the employee at a trainee level

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

The Senegal Mission Program Budget Specialist is the principal FSN in providing expert advice and specialized services on budgetary and programmatic planning and analysis of USAID assistance to the Senegal Mission. This position will oversee the budgetary and programmatic planning and analysis of USAID assistance in Senegal. The incumbent also participates in other Mission activities as appropriate.

The incumbent is primarily responsible for supporting the Senegal Mission's Team by providing program budget related services to the Mission. S/he is expected to establish effective working relationships with all Mission technical offices and support offices and as appropriate, represent the Senegal Mission in budget and program operations matters. S/he is expected to be highly knowledgeable in USAID's procedures and regulations, to help carry out USAID's assistance programs.

The approximate allocation of effort is as follows:

	Percent of Time
Program Planning and Budget Management	40
Systems Support to SO Teams	25
Results Tracking and Reporting	25
Other functions	10
	100

B. MAJOR DUTIES AND RESPONSIBILITIES

1. Program Planning and Budget Management 40%

- Conducts analysis of budget trends for developing new country strategies and revising existing strategies;
- Formulates future-year program budgets for the Senegal Mission on the basis of analysis of program needs and likely resource availability;
- Prepares program budget requests for the Budget Justification to Congress and drafts Mission's resource request for the Annual Performance Plan reporting; with input from Technical Teams;
- Analyzes the program portfolio (pipeline analysis, expenditure review, and mortgages) in consultation with the Technical Teams, and makes recommendations to Mission Management on appropriate allocation of the Operational Year Budget (OYB);
- Advises mission management on the availability, accessibility and use of Functional Bureau program funds. Prepares Field Support budget requests in coordination with Senegal Regional mission technical Team;
- Ensures that all program/activity pre-obligation requirements for new or amended activities are addressed before funds are obligated. Advises and drafts CNs, statutory and assistance checklists, financial analysis, monthly OYB matrix including parking fines, IT support costs and Field support planning;
- Brief relevant host country officials as appropriate and obtains their approval for major USAID program documents;
- Arranges for program and strategic objective agreements and amendments signing ceremonies by U.S. and host government officials;
- Manages the OYB reporting process, including submission of the monthly OYB reporting matrixes, and coordinate with AID/W staff on budget issues and actions.
- Plans and manages the Mission Procurement, Obligation and Pipeline (POP) reviews.
- Reviews the implementation and performance status of each Development objective and prepare appropriate financial documentation for the semi-annual Mission Portfolio Review (MPR)
- Monitors USAID activities in Senegal and responds to inquiries from AID/W regarding programs; and
- Liaises with Ministry of Finance.

2. Systems Support to Senegal Mission 25%

- Leads the Senegal Mission in preparing required documentation for program and strategic/assistance objective agreements and amendments;
- Provides program related guidance, including interpretation of coding guidance, host country contribution, pipeline analysis, Mission Portfolio review drafts budget and program related Mission guidance;
- Liaises with Regional Legal Advisor on obtaining legal clearance on documentation related to the Mission portfolio and clarify issues pertaining to implementation of programs (drafting

of SOAG/ASSAG amendments, CNs, assistance checklists, Activity Implementation letters, Action Authorization memos); and
- Liaises with Office of Financial Management on pipeline analysis.

3. Results Tracking and Reporting **25%**

- Coordinates Activity Coding of all strategic objective programs to ensure accurate presentation of the program portfolio and submits to AID/W;
- Manages mission pipeline reviews and status of follow-up actions in conjunction with the Controller's Office staff;
- Maintains up-to-date records of relevant budget and other financial information (past and present) for internal and external briefings on USAID assistance.
- Strengthens relations with the host country Governments, other donors and other external customers;
- Researches and provides data to AID/W on earmarked activities such as the Global Food Security Initiative, Global Health Initiative, Biodiversity, Water, infrastructure activities, etc.; and
- Manages the Senegal Regional's Program Development and Learning (PD&L) funds.
- Provide training on Agency's OpsMaster program within USAID/W, USAID/Senegal, and others as needed

4. Other Functions **10%**

- Provides Embassy appropriate data for the Mission Resource Request;
- Meets with other donors to provide information on USAID programs;
- Backstops the Program Officer;
- Perform other duties as may be assigned; and

Ensure quarterly 1311 review for projects monitored by the Senegal Mission.

C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

1. **Education:** Bachelor's degree in Business Administration and/or other closely related field is required. Master's degree is preferred.

2. **Prior Work Experience**: Five years of closely related professional experience. Experience in budgetary and financial analysis as well as general interpretation of program data.

3. **Language Proficiency:** Fluency (level IV) in French and in English is required for the precise and accurate reporting on, preparation and accurate reporting on, preparation and reviewing of program-related documents, especially CSP, Annual Report and CN and related major reporting materials.

4. **Knowledge:** Must have a thorough knowledge of U.S. legislation relating to development assistance and AID programming policies, regulations, and procedures,

including ADS 200, ADS 308 and 350 series. Knowledge of economic and social development programs in Senegal is highly desirable.

5. **Skills and Abilities:** Computer literacy in word processing, spread sheets and presentation packages are required. Strong writing skills and ability to obtain and analyze data, and to prepare precise and accurate budget reports. Demonstrated tact and understanding in dealing with senior host government officials and USAID officials necessary.

D. POSITION ELEMENTS

1. **Supervision Received:** The incumbent will work under the supervision of the Program Officer for the Senegal Mission Program Office.

2. **Available Guidelines**: Automated Directive System (ADS), Mission guidance documents and circular instructions from AID/W, AID Policy Determinations, and FAA

3. **Exercise of Judgment**: Incumbent has considerable latitude in carrying out work and is expected to exercise judgment in carrying out his/her duties. Desired results are outlined in broad terms. Ability to manage interrelated tasks and be able to work independently with minimum supervision.

4. **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.

5. **Supervision Exercised:** None

6. **Post Entry Training:** Project Management Course should be taken within two years of appointment to the position. Courses in program design, implementation, evaluation and socioeconomic development are provided subject to availability of courses and funds. The advanced English language and advanced computer are available.

7. **Nature, Level and Purposes of Contacts**: The incumbent establishes and maintains regular contact with the USAID/Washington Africa Bureau Desk Officer and Program Office. With the Government of Senegal (GOS), incumbent maintains regular contact with the host government in the Ministry of Economy and Finance. The incumbent provides information on USAID's strategy and budget to other GOS Ministries. The incumbent also maintains contact with officials of other donor organizations and the private sector and Strategic Objective Team Leaders and Activity Managers.

8. **Time Required to Perform Full Range of Duties:** One year.

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

- A cover letter,
- An OF-612 form (form can be found on this web site: http://usaid.gov/senegal under "doing business with USAID - Job Opportunities – Application form") and
- A detailed resume plus 3 References.
- Hard copies of relevant degrees.

All the above mentioned documents are **REQUIRED** and must be prepared in English and should be addressed to:

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

Deadline to receive applications: March 26, 2014

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.***

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.

Cleared by:

Allyson Gardner, Program Officer : Allyson Gardner Date: 2/27/14

Abdou Ndiaye, Acting EXO: _____ Date: 2/27/2014