



DATE: June 12, 2014

SUBJECT: **JOB VACANCY ANNOUNCEMENT – FSN/2014/10**

TO: **All Qualified Candidates**

JOB TITLE: **USAID DEVELOPMENT PROGRAM SPECIALIST,
(Local Solutions (LS) Advisor)**

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 Local Solutions (LS) Advisor is a key member of USAID/Senegal and serves as the lead LS expert for the mission. The LS Advisor is a highly-qualified, highly-skilled technical expert who possesses the skills required to devise and implement innovative approaches to support LS activities in Senegal. With a strong background in local institutional capacity development (including working with the Senegalese government), civil society strengthening and project management, the LS Advisor oversees the implementation of key components of USAID/Forward's Local Solutions initiative. Optimally, s/he will also have experience with the capacity development needs of local civil society, government and private sector actors.

S/he will work on USAID-supported LS projects, including serving as a Contracting Officer's Representative (COR) for one or more of the Mission's LS activities, including the new LS Blanket Purchase Agreement (BPA). S/he will work in close coordination with the USAID/Senegal LS Team, other USAID/Senegal CORs/AORs and activity managers of projects involving LS and additional relevant Mission staff to provide technical support, both through organizational assessments and through the implementation of risk mitigation plans. The LS Advisor will also be responsible for maintaining close working relationships with USAID/Washington Local Solutions staff as well as other donors and public and private sector organizations in Senegal engaged in Local Solutions efforts. S/he will work to engage USAID/Senegal staff toward their Strategic Goal: Strengthen and use host country systems to increase and sustain the capabilities (Financial, Management, Organizational, Technical -- FMOT) of targeted Senegalese entities (all levels of government, NGOs, private sector) to transform funds and other resources into development results (goods and services) in a timely manner.



B. MAJOR DUTIES AND RESPONSIBILITIES

The USAID Local Solutions Advisor will be responsible for the following duties and responsibilities:

Manage the USAID/Senegal LS program (30% of time):

1. Manage LS funds; oversee budget; and identify opportunities to leverage additional resources.
2. Ensure close and effective coordination of the LS program with the respective technical and support offices to ensure LS efforts are integrated into Mission programming.
3. Convene and lead regular meetings of the USAID/Senegal LS Team to discuss LS assessments, action plans, capacity building, upcoming and ongoing projects, and trainings.
4. Update Senior Management at biweekly Senior Staff meetings.
5. Provide Development Outreach and Communications (DOC) Advisor with weekly LS updates.
6. Recruit Mission staff for the LS team.
7. Organize and facilitate quarterly all hands meetings to update staff on LS and USAID/Forward progress.

Provide technical assistance in LS and coordinate Mission LS processes (40% of time):

8. Lead LS Team to formalize and implement USAID/Senegal's LS strategic plan, linking team members to ongoing LS efforts in their backstops/areas of expertise.
9. Provide direct assistance and/or coordinate with LS Team members to provide assistance on the following activities for USAID/Senegal:
 - Conduct research on LS questions on behalf of Mission Management and Technical Teams.
 - Maintain the Local Organizations database.
 - Assist with the design of projects involving LS.
 - Serve on Technical Evaluation Committee (TEC) panels with LS components/focus.
 - Lead/serve on PFMRAF Stage 2 assessments.
 - Conduct organizational capacity assessments (OCAs) of new or existing local partners. Train USAID staff to be OCA experts.
 - Create and strengthen linkages with other donors, GOS and NGOs on LS.
 - Support local organizations and government partners in implementing their risk mitigation and/or capacity development plans.
10. Identify needs, organize and facilitate local/mission-level training on LS.
11. Utilize the LS Team to establish a LS Community of Practice that increases linkages and encourages the sharing of lessons learned on LS within the Mission and Region.



Communications, Program Development, and Reporting Responsibilities (30% of time):

12. Establish and maintain contact with relevant LS staff in USAID/Washington Regional and Technical Bureaus, host country government counterparts, local and international organizations, and other entities working on LS in Senegal.
13. Conduct site/monitoring visits, in partnership with technical officers, to review program implementation and meet with local awardee organizations. Based on the information collected during field visits, communicate findings and recommendations to Mission Management, program office, and implementing partners and, as appropriate, Government of Senegal (GOS) counterparts.
14. Provide technical assistance to local partners and/or engage Senegal Mission staff in the provision of assistance, as appropriate, to ensure effective management of their USAID award.
15. Implement capacity development to Department of State Self-Help grantees under the Memorandum of Understanding between USAID/Senegal and Embassy/Dakar. Create similar MOUs with other USG actors in Senegal e.g. Peace Corps.
16. Provide strategic technical advice for, and prepare portions of, key planning and budget documents, such as the Operational Plan (OP), Performance Plan and Report (PPR), Congressional Notifications, etc.
17. Coordinate with other development partners that are funding LS efforts in Senegal, working to ensure USAID efforts complement rather than duplicate; meet with groups of development partners as well as key individuals to discuss and develop strategies on matters of common and mutual interest. Work with support and technical office G2G focal points.
18. Seek opportunities to explore new Mission-supported options such as the development of public/private partnerships (PPP) in support of LS in Senegal. Work with the PPP Advisor.
19. Prepare correspondence, briefings, and memoranda related to implementation, management, and evaluation of LS activities.
20. Provide other related assistance as requested.

C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

1. **Education:** A university degree in an area related to Organizational Development, Management, Business Administration, Government/Political Science, Non-Profit Management, or other related field is required. Master's degree in one of the above fields is desirable. Professional training and experience in organizational development, leadership development, organizational capacity assessment, mapping and planning, and strategic planning is required.
2. **Prior Work Experience:** At least seven years of progressively responsible professional experience in relevant areas related to LS and/or civil society strengthening is required, including at least five years of experience in organizational development, or in related work for non-governmental organizations, donor agencies, host-government organizations, or private-sector institutions.



3. **Language Proficiency:** Level 4 English; Level 4 French; familiarity with Local languages required.
4. **Knowledge:** A thorough knowledge and understanding of non-profit organization administration, host country systems, organizational capacity assessments and organizational capacity building, and a thorough knowledge, or the ability to quickly gain such knowledge, of USAID regulations related to grants or contracts through host country systems or local organizations and USAID procedures related to program design, administration, evaluation and related areas.
5. **Skills and Abilities:** Must possess strong negotiation, written and oral communication, and interpersonal skills (required). The incumbent is required to be able to: 1) demonstrate strong analytical and writing skills; 2) present technical information in concise written and oral form; 3) coordinate programs and visits independently; 4) organize formal training for USAID staff and partners; 5) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, Access, etc.). The candidate must also have the ability to maintain contacts at all levels with USAID, partners, and with stakeholders and report on their performance and concerns. He/She must also have excellent management, interpersonal and teamwork skills.

D. POSITION ELEMENTS

1. **Supervision Received:** Very general guidance is provided directly from the Program Office Director. Once general assignments are set, the incumbent is required to exercise extensive judgment in planning and carrying out tasks, including the specific approach to be taken, the resolution of problems and conflicts, and the meeting of deadlines. Completed work is only reviewed for conformance.
2. **Available Guidelines:** ADS, Mission Orders, Project Manager's Guide, oral instructions from the Deputy Director, Mission and USAID Operating policies, Project documents.
3. **Exercise of Judgment:** The Senegal Local Solutions Specialist will not have any authority to make legal or financial commitments and obligations for USAID/Senegal.
4. **Authority to Make Commitments:** The Senegal Local Solutions Specialist will not have any authority to make legal or financial commitments and obligations for USAID/Senegal.
5. **Supervision Exercised:** There are no supervisory responsibilities in this position. The LS Specialist will frequently serve as a team member on various program technical teams and will help facilitate team work and the accomplishments of USAID/Senegal Mission goals and objectives.



6. **Post Entry Training:** The incumbent will be required to take trainings in: Programming Foreign Assistance, Program Design and Management, and COR/AOR certification.
7. **Nature, Level and Purposes of Contacts:** USAID Mission Director, SO Team Leaders, other USAID staff; respective Ministries officials and other senior management staff of international NGOS/donors and private foundations operating programs to deliver speeches at meetings/workshops; presents programs & strategies to visitors, development partners..
8. **Time Required to Perform Full Range of Duties:** One year.

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

Deadline to receive applications: July 4, 2014

EQUAL EMPLOYMENT OPPORTUNITY (EEO): 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.