



DATE: February 10, 2016

SUBJECT: JOB VACANCY ANNOUNCEMENT – FSN/2016/01

TO: All Qualified Applicants

JOB TITLE: USAID PROJECT MANAGEMENT SPECIALIST (GOV 2 GOV)

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.

1. BASIC FUNCTION OF POSITION

The Government to Government Manager will contribute to all activities within the Health Portfolio related to government-to-government (G2G) and local solutions (LS). This position will require close coordination within USAID/Senegal Mission, the Ministry of Health, and the regional medical authorities.

Together with the Senior Health Advisor for Government-to-Government Programming and the Health Officer in charge of G2G activities, the G2G Manager will develop local funding opportunities, appropriately budget, ensure timely reviews of local financial systems and human resources, implement local/G2G awards (including serving as a G2G activity manager and/or G2G Activity Technical Representative), and analyze and disseminate program results. The Manager will have a major role in ensuring G2G/LS programs are well documented and files are appropriately maintained. The Manager will also assist in organizing and/or coordinating stakeholder meetings; lobbying and advocating for collaborative support and funding; and providing routine reports to USAID, relevant government offices, and other development partners.

The individual is expected to support capacity development and ownership of G2G programs within the central and decentralized Ministry of Health. S/he will support the G2G Senior Advisor in the development of partnerships with the MOH. S/he is expected to ensure quality health programming and to provide guidance and technical support as appropriate. Examples of this support would include monitoring program implementation progress and providing accurate and timely advice on technical and organizational issues.

The G2G Manager will report to the Health Officer in charge of G2G activities.

2. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent will serve as:

1. *Program Development and Management (40%)*

Participates with Health Team members and USAID/Washington experts, and others to develop appropriate milestones for G2G/LS activities and ensure that objectives are met. Assist in managing the existing portfolio of G2G/LS activities at both the central and decentralized levels. Conducts regular monitoring and verifies that all



S activities are compliant with respective USG/GOS policies. Prepares program/project recommendations, Scopes of Work, GLASS requisitions, and other required documentation, and shepherds recommendations through to approval.

Serves as either the G2G Agreement Technical Representative (GATR) or activity manager for Health portfolio G2G agreements totaling \$25 million over 5 years. Leads a multi-disciplinary Government-to-Government Agreement Team (GAT) to ensure that USAID exercises adequate management control over its assistance funds. Develops and manages the agreement, oversees implementation and provides for needed capacity building assistance.

2. Document and Knowledge Management (40%)

Ensures documentation and record-keeping related to all new and on-going G2G/LS awards. Ensures that the files contain the documents listed in the G2G Mission Order. Support Health monitoring and evaluation activities. Conducts scheduled and non-scheduled IP site visits to monitor activities, identify and assist in resolving problems, provide guidance on USAID policies and procedures, and to answer questions. Prepares trip reports on site visits, listing findings and recommendations, and supplementing written reports with oral briefings.

3. Local Solutions focal point for Health team (20%)

Supports mission-wide efforts to harmonize and expand local solutions activities. Prepares LS inputs for annual Operational Plans (OP), and tracks performance against indicators. Evaluates fully implemented LS activities, focusing on impact, lessons learned, and problem areas and how these problems have been or may have been overcome.

Performs other duties as assigned or required

3. DESIRED QUALIFICATIONS

- a. **Education:** A graduate degree in public health, public policy, international development or similar discipline is required.
- b. **Prior Work Experience:** At least five years of progressively responsible experience that is related to health program management, health system strengthening, national health policy formulation and other health program design and management is required.
- c. **Language Proficiency:** Level IV (fluent) English and Level IV (fluent) French is required.
- d. **Knowledge:** A thorough understanding of Senegal Ministry of Health policies, regulations, program priorities, and key planning documents related to USAID areas of intervention is required. Experience with USAID program regulations and management requirements are desirable
- e. **Abilities and Skills:** Demonstrated managerial, administrative, analytical, and decision-making abilities. Ability to readily analyze, understands, and discusses new engagements between the Government of Senegal and USAID Strong oral and written skills and the ability to communicate new program and technical concepts clearly to technical and non-technical counterparts. Strong interpersonal communication skills with a wide range of program partners. Computer literacy including demonstrated use of word processing, spreadsheet, and graphical software. Ability to negotiate effectively with a range of partners, collaborating agencies, staff colleagues, government staff, and other agencies.



4. POSITION ELEMENTS

- a. **Supervision Received:** Works under the supervision of the USDH Health Officer in charge of G2G. Assignments are made in terms of overall objectives and the resources available. Work is reviewed for progress toward program/project objectives. Completed work is reviewed in terms of achievement of project goals, effectiveness in meeting host-country and USAID objectives, and integration of work with other initiatives in the Mission and Office portfolio.
- b. **Available Guidelines:** Guidelines include the ADS, Mission Orders, Mission Notices, the AIDAR and FAR, GOS budgetary and financial legislation, USAID and USG Program Strategy and Policy Documents, and the MPP.
- c. **Exercise of Judgment:** Considerable individual judgment must be exercised and defended in order to achieve the government-to-government objectives of USAID. 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.
- d. **Authority to Make Commitments:** The incumbent exercises the authority given to activity managers and GATRs, and may make administrative arrangements consistent with ADS guidance. The incumbent has no authority to make financial commitments on behalf of the GOS or the U.S. Government.
- e. **Supervision Exercised:** Continuing supervision of other Mission staff is not contemplated.
- f. **Post-Entry Training:** The incumbent will receive post-entry training in elements of programming US foreign assistance and project management responsibilities.
- g. **Nature, Level, and Purpose of Contacts:** Contacts are established and maintained with all categories of USAID Office personnel to function effectively. The G2G Manager will be required to work closely with USG staff within the US Embassy and in USAID, with governmental officials and non-governmental officials (NGO and community organization heads), and other foreign donor institutions. Contact is in person, by phone, or in writing. The purpose of contacts is to maintain open lines of communication in support of USAID Health activities; to maintain regular communications regarding the management of program/project activities; to collect, obtain, and verify factual information pertaining to program/project planning and implementation; to monitor and evaluate activities on a regular basis; and, to gather information needed for reporting information to the GOS. The purpose of contacts ranges from information gathering to assisting in the development of complex programs/projects and documents with various partners. Consultations may be for explaining and strategizing program/project proposals and objectives, securing cooperation, resolving problems, obtaining or furnishing information, and persuading USAID staff and counterparts to take action and accept recommendations.
- h. **Time Expected to Reach Full Performance Level:** 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://senegal.usaid.gov> under “doing business with USAID - Job Opportunities – Application form”) and
- A detailed resume plus 3 References.
- Copies of relevant degrees.

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

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

Deadline to receive applications: March 10, 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.

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.