



DATE: December 29, 2015

SUBJECT: JOB VACANCY ANNOUNCEMENT – FSN/2015/09

TO: All Qualified Applicants

JOB TITLE: USAID PROJECT MANAGEMENT SPECIALIST (GLOBAL HEALTH SECURITY AGENDA (GHSA))

GRADE: FSN-11 *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 Global Health Security Agenda (GHSA) program manager will work at the USAID/Senegal mission and will report to the Health Officer in charge of GHSA Interagency Coordination. S/he will serve as activity manager for the Emerging Pandemic Threats-2 (EPT-2) Program, provide some limited coverage to Guinea Bissau (10-15% of the time), and serve as a liaison between the health office and GHSA oriented programs in the Ministry of Health as well as non-traditional Health Office partner ministries, such as the Ministries of Livestock and Environment. The GHSA Program manager will also focus on building a cross-sectoral “One Health” platform to coordinate GHSA and pandemic preparedness efforts in the country that include both human-human transmission and animal-human zoonotic spillover events.

2. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent will serve as:

1. Program Management for EPT-2 *(30%)*

- Engage with EPT-2 implementing partners to keep informed on all program activities and to ensure good coordination with the national government, mission, and other partners.
- Ensure that EPT-2 activities are well aligned with the rest of the USAID portfolio.
- With support from USAID Washington, coordinate EPT program planning and monitoring activities for the two countries.
- Develop and maintain relationships with relevant ministries in both countries to ensure that assets can be coordinated and provided as support if needed.
- Ensure coordination of EPT activities with the United States Centers for Disease Control and Prevention (CDC) activities.



2. *Government and Partner Engagement for One Health* (35%)

- Liaise with Ministries of Health, Livestock, Environment.
- Establish and maintain a coordination network among partners engaged in GHSA related activities
- Set up/encourage the establishment of One Health Partner/Donor coordination and collaboration mechanisms to better assist Senegal's response.
- Ensure government continuing support for GHSA goals and targets.

3. *Provide systems strengthening support to encourage achievement of International Health Regulations (IHR)* (35%)

- Provide technical assistance to USAID and other GHSA partner agencies (e.g. the Defense Threat Reduction Agency Cooperative Biological Engagement Program (DTRA CBEP), U.S. Africa Command (AFRICOM), and CDC) in bio-surveillance, data systems, national lab programs, zoonotic emergence, human resource strengthening, and capacities at points of entry.
- Manage activities related to systems strengthening and other cross-cutting priorities.

3. **DESIRED QUALIFICATIONS**

- Education:** A Master's or higher degree in Public Health, Veterinary Medicine, Public Policy, Epidemiology, Environment, or related field is required.
- Prior Work Experience:** At least seven years of progressively responsible professional experience with at least three years of experience working with international animal and public health organizations such as Food and Agriculture Organization of the United Nations (FAO), the World Organization for Animal Health (OIE), and the World Health Organization (WHO). Demonstrated program management experience complemented by a demonstrated experience working with the Government of Senegal, including on national health policy formulation, livestock health, and environment issues.
- Language Proficiency:** Written and spoken level IV French and level III English is required. Proficiency in Portuguese and a working knowledge of local languages is also desirable.
- Knowledge:** Familiarity with Senegal's health, livestock, and environment policies, regulations, program priorities, and key planning documents. Knowledge of One Health priorities and platforms. Familiarity with Guinea Bissau's development needs and objectives. Experience with USAID program regulations and management requirements are desirable.
- Abilities and Skills:**
 - Demonstrated managerial, administrative, analytical, and decision-making abilities.
 - Ability to readily analyze, understand, and discuss new engagements between the Government of Senegal and USAID.
 - Demonstrated ability to identify priority actions and generate and complete work plans within short time frames.
 - 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.
- Knowledge of health, environment, and livestock programs and laboratory capacity within Senegal.
- Experience mentoring, training or building the capacity of staff implementing public health interventions.
- Strong organizational and managerial skills and ability to work collaboratively.
- Understanding of information needs of policy-makers and program management.
- Ability to negotiate effectively with a range of partners, collaborating agencies, staff colleagues, government staff, and other agencies
- Experience with monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings
- Willingness to travel (up to 30% of time)

4. **POSITION ELEMENTS**

- Supervision Received:** The jobholder will report directly to the USAID Health Officer in charge of GHSA, but s/he is expected to work with minimal supervision and take initiative to improve the implementation of local/bilateral awards between the Government of Senegal and USAID.
- Available Guidelines:** WHO, OIE-PVS, and FAO policies, USAID Handbooks, ADS, Mission Orders/Notices, GHSA directives from the National Security Council, and GOS policies and strategies serve as guidelines in the fulfillment of duties and responsibilities.
- Exercise of Judgment:** Considerable individual judgment must be exercised and defended as necessary in achieving the government to government objectives of USAID programming and national level decision making. 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.
- Authority to Make Commitments:** The incumbent has no authority to make financial commitments on behalf of the GOS or the U.S. Government.
- Supervision Exercised:** This is expected to be a non-supervisory position.
- Post-Entry Training:** The incumbent will receive post-entry training in elements of programming US foreign assistance and project management responsibilities.
- Nature, Level, and Purpose of Contacts:** Develops and maintains an extensive range of professional contacts at a high level in the GOS, within donor institutions and at USAID.
- 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.



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

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

Deadline to receive applications: January 29, 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.