



DATE: December 16, 2014

SUBJECT: JOB VACANCY ANNOUNCEMENT – FSN/2014/30

TO: All Qualified Applicants

JOB TITLE: USAID PROJECT MANAGEMENT ASSISTANT

GRADE: FSN-8 with the possibility of hiring the employee at the lower grade if he/she does not meet all the position's requirements

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

13. BASIC FUNCTION OF POSITION

The primary purpose of this position is to serve as a Program Management Assistant within the USAID/Senegal General Development Office (GDO), which houses the Education and Democracy and Governance teams. The position supports two technical teams and the Office Director in administrative and logistical management of the portfolio. This includes supporting activity planning, program/project document preparation, organization and management, preparing for consultancies, interaction with host-government; liaison with the Embassy; and liaison with donor and private-sector contacts among other activities. The incumbent ensures the provision of high quality program, administrative, and support services to General Development Office and assists in outreach and communication through maintaining updated program information.

The incumbent will employ strong coordination and planning skills to ensure that programmatic and administrative needs are accurately assessed and summarily accomplished in a professional manner. The Project Management Assistant shall perform his/her responsibilities under the direct supervision and in close coordination with the General Development Office Director.

14. MAJOR DUTIES AND RESPONSIBILITIES

A) Program support 60%

The incumbent shall perform a variety of program support, records management, and coordination duties in support of the General Development Office

- (1) Update and disseminate USAID/Senegal administrative and programmatic procedures including delegation of authority and action clearance, and ensure General Development Office adherence to these procedures when planning, designing and implementing activities.
- (2) In support of program operations, package and/or prepare implementation letters, action memoranda, and other correspondence. This includes also following up with the Government of Senegal's Ministry of Economy and Finance regarding the signature of implementation letters and Development Objective Agreements amendments.
- (3) Draft and submit GLAAS (USAID's Procurement System) actions for the General Development Office in support of program implementation and management.



- (4) Prepare sections of the annual Operational Plan on behalf of the General Development Office. Provides support to team members on how to use the Operational Plan Application and liaise with implementing partners to obtain any missing data for the operational plan.
- (5) Prepare and coordinate completion of General Development Office semi-annual Mission Portfolio Review and annual Joint portfolio review documentation.
- (6) Coordinate preparation of General Development Office work and training plans.
- (7) Coordinate the review process and response to unsolicited proposals.
- (8) Assist in coordination and follow up of program assessments and site visits, and organization of VIP and other visits, and provide bilingual interpretation and written translation services as needed.

B) Logistic and Administrative Support

30%

- (1) Assist General Development Office activity managers in ensuring compliance with maintenance and management of the paper and electronic records management systems. Vital records management is an essential part of effective program management.
- (2) Provide logistical support for the preparation and holding of team meetings, retreats, donor working group meetings, and periodical synergy meetings, among others. This includes preparing and submitting GLAAS requests, contacting hotels for meeting space and reservations, drafting and sending correspondence to partners, including relevant Ministries, agencies, and implementing partners and preparing copies of documents to be shared.
- (3) Manage the correspondence (paper and electronic) control system: determine within General Development Office appropriate action officer for incoming correspondence; review outgoing correspondence for typographical and grammatical accuracy and conformance with agency formatting procedures and special instructions. Follow up to ensure that correspondence is answered in a timely manner and that responses are filed.
- (4) Manage logistical and administrative support for personnel, high-profile and other visitors, including scheduling meetings, assembling briefing materials, arranging transportation, lodging and other reservations, organizing appointments and managing the schedules.
- (5) Prepare biweekly timesheets and annual leave plans for General Development Office.
- (6) Act as primary liaison with other Mission offices (EXO, FM, INFO, PRM) and Development Objective teams on logistical and program support matters.
- (7) Participate in the organization and provide logistical support for USAID-financed workshops, seminars, conferences, retreats, including preparation of background documentation, hotel bookings, setting up of meeting rooms and equipment, preparation of guest lists, invitations.
- (8) Assist in the coordination of participant training activities, including providing support and guidance on training-related matters and the Visa Control System (VCS).
- (9) Any other administrative duties as assigned.

C) Outreach Activities:

10%

- (1) In close collaboration with the sector teams in General Development Office, prepare and update fact sheets on programs and key issues for programs managed in this office.
- (2) Maintain and update program information for the team on the team's intranet page.
- (3) Respond to general outside queries on the teams's activities.



15. DESIRED QUALIFICATIONS

- a. Education: At least two years of full-time post-secondary study at college or university in development assistance, business administration, management or related field.
- b. Prior Work Experience: A minimum of 3-5 years of progressively responsible administrative and project management experience, preferably with an international organization. Knowledge of the fundamentals of USAID (or comparable) management policies, procedures, rules, and regulations would be advantageous.
- c. Post Entry Training: New employee and entry-level training programs appropriate to professional field level of responsibility is required and will be made available periodically to employee. GLAAS training and Records and Communications Management and procedures are required.
- d. Language Proficiency: Level IV in English/French is required. Ability to communicate in local languages would be an advantage.
- e. Knowledge: Knowledge of development programs, program management, and general familiarity with USAID's program in Senegal would be helpful.
- f. Abilities and Skills: A self-starter with good time management skills who can multi-task while maintain high quality standards is essential. Good skills in oral and written communication are required. Proficiency in computer software including Word, Excel, Powerpoint, and other applications including typing skills in English and French are required. Strong organizational skills and the ability to work with a diverse team and across offices to support effective program management are highly desired. The incumbent must have professional poise, maturity and self-confidence to make pragmatic judgments.

16. POSITION ELEMENTS

- a. Supervision Received: The incumbent will report to the General Development Office Director (or his/her designee) who will provide necessary guidance. The incumbent is expected to take initiative and develop and organize his/her work to meet deadlines and objectives.
- b. Supervision Exercised: Not applicable.
- c. Available Guidelines: The position requires an understanding of an array of U.S. Government and Agency regulations and comprehension of host-country regulations and practices. The incumbent must have a thorough understanding of Communications and Records Management procedures and guidelines.
- d. Exercise of Judgment Must exercise tact and judgment in handling numerous visitors, phone calls, and often competing requests for support from other team members
- e. Authority to Make Commitments: Not Applicable..
- f. Nature, Level, and Purpose of Contacts: Has considerable contact with and access to staff, officials in counterpart Ministries, partners, and consultants. The incumbent may be required to communicate, forward messages, and schedule appointments as necessary as with team/or office members
- g. Time Expected to Reach Full Performance Level: Time Required to Perform Full Range of Duties: 1 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 “CAREERS” Tab) 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 Management Specialist
Routes des Almadies
B.P. 49 - Dakar, Senegal
Or
Email address: usaiddakar-hr@usaid.gov

Deadline to receive applications: January 23, 2015

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.