



Memorandum for Solicitation

DATE: April 4, 2016

FROM: Debbie Jackson, Supervisory Executive Officer 

SUBJECT: Vacant Positions: USAID/Mali Project Management Specialist (2)

REFERENCE NUMBER: HR-EDU-001-2016-PMS

TO: All Malian Citizens and Local Residents at the time of application.

OPEN PERIOD: Tuesday, April 5, 2016

CLOSING PERIOD: Tuesday, April 19, 2016
(5:00pm Bamako time)

GRADE LEVEL: **FSN PSC-10, Full Performance Level (FCFA 13,061,142 to FCFA 20,244,774)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade)

NUMBER OF POSITION: Two (2) Vacancies

The U.S. Agency for International Development is seeking two (2) individuals as Project Management Specialists for the Education Office.

Basic Function of Position

The Project Management Specialist will provide technical assistance to USAID/Mali's education team, contributing to the design and management of a new project which focuses on supporting the USAID Education Strategy. The Project Management Specialist will help his/her education colleagues in all analytic works, related to the design of new activities focused on helping "Maliens Secure a Democratic, Resilient and Prosperous Future". Responsibilities will involve working together with education team colleagues to design, implement, and monitor a portfolio of contracts and grants that support the Ministry of Education (MOE). It is expected that the successful execution of the responsibilities of this position will lead to a positive impact on the national education system in Mali.

Major Duties and Responsibilities

A. Project Management (60%)

In his/her capacity as COR/AOR or Activity Manager, the incumbent will:

- Contribute to the management priorities of USAID/Mali's education team and program;
- Serve as point of contact for the contract(s)/grants and implementing partner(s) for which s/he is COR/AOR or Activity Manager;
- Monitor the implementing partner's performance, and verify that it conforms to the technical requirements and quality standards agreed to in the terms and conditions of the mechanism;
- Review activity implementation plans, annual work plans, and monitoring and evaluation plans;
- Ensure collaboration with other donors in the technical areas addressed by the contract(s) and that USAID programming reflects best practices in these areas;



- Conduct regular field visits and document in writing any deficiencies observed and participate in regular monitoring meetings with the implementing partner and MOE technical staff to evaluate performance and provide timely technical direction and guidance to the contractor within the scope of the Statement of Work;
- Ensure that program reports/deliverables are received in a timely manner and monitor them for accuracy, completeness and implications for consideration by the education team and MOE, and monitor implementing partners' spending through their budgets, their vouchers and invoices;
- Identify program success stories and other means of outreach to U.S. and Malian audiences;
- Develop estimates of accrued expenditures and pipeline figures on a quarterly basis for pipeline analysis and financial reporting within the Mission and for Washington, and ensure that all incremental funding actions comply with USAID's forward-funding guidelines;
- Review the financial status of USAID/Mali's portfolio of education contracts/grants as part of quarterly Performance Implementation Reviews.

B. Program Planning and Design (25%)

- Oversee the design and implementation of all activities related to the USAID Education Strategy, and ensure cross-sectoral collaboration when appropriate to foster program integration.
- Collaborate closely with and monitor other bilateral and multilateral donors (PTF) working in the areas of teacher training, education quality, reading instruction; post-conflict education; ensure USAID is informed of what other donors are doing in the areas of teacher training and student reading instruction and assessment, textbooks, learning materials, post-conflict education and that USAID support complements what others are doing and reflects best practices;
- Prepare all necessary internal USAID program implementation documentation for smooth program implementation, including Program Implementation Letters (ILS), and the use of Global Acquisition and Assistance System (GLAAS) for this support;
- Coordinate with the MOE and other partners in the planning of USAID support to early grade reading, education and teacher training, and post-conflict education, including the preparation of annual program plans, budgets and implementation letters;
- Draft Scopes of Work for program reviews, evaluations, assessment and studies;
- Contribute to the USAID policy agenda by identifying specific issues, lessons learned, strategies and actions that can lead to policy changes in the education sector.

C. Representation to the MOE, Donors, and other Education Stakeholders (15%)

In this capacity the incumbent will:

- Represent USAID to the MOE and other donors working in the education sector;
- Engage in education sector policy dialogue and joint technical/monitoring reviews of "Programme Decennal de Developpement de l'Education" (PRODEC) and "Programme d'Investissement du Secteur de l'Education" (PISE);
- Attend and contribute to education sector Thematic Commissions and Working Groups;
- Collaborate closely with other bilateral and multilateral donors working in technical areas relevant to USAID's education programs.

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. Possess Malian citizenship or local residency at the time of application;
2. A university degree in education or equivalent degree in social sciences or public administration is required.
3. A minimum of three years of progressively more responsible experience managing and implementing development programs. Knowledge of Mali's education sector reforms (PRODEC) is required.



4. **Fluent French and English (Level IV) is required. H/she must be capable of drafting error-free routine correspondence and translations in English and French.**

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the position title.

In making financial selection, Human Resources will consider nepotism/conflict of interest, and budget implications in determining successful candidate.

Qualifications Required:

- a. **Education:** A university degree in education or equivalent degree in social sciences or public administration is required. (20%)
- b. **Prior Work Experience:** A minimum of three years of progressively more responsible experience managing and implementing development programs. Knowledge of Mali's education sector reforms (PRODEC) is required. (25%)
- c. **Language Proficiency:** Fluent French and English (Level IV) is required. H/she must be capable of drafting error-free routine correspondence and translations in English and French. (15%)
- d. **Knowledge:**
- Knowledge of international education issues, as well as trends in Mali and West Africa;
 - Knowledge of the Malian basic education system, its evolution and the challenges and issues involved in achieving reform as proposed under PRODEC;
 - Knowledge of education program management, monitoring and evaluation;
 - Some technical knowledge in three or more areas concerning national education policies, education system planning and management, girls' education, decentralization, pre-service and in-service teacher training, student instruction and assessment, commune/community participation in education, and post-conflict education activities. (20%)
- e. **Skills and Abilities:**
- Ability to analyze education sector issues based on reading, discussion and observation in order to provide prompt and succinct written and oral recommendations, options and strategies;
 - Ability to engage in discussion and policy dialogue with high-level government and donor stakeholders;
 - Ability to assume administrative, technical, and financial management responsibility for large-scale technical programs and provide technical guidance and management oversight to implementing partners in a constructive, team-oriented manner;
 - Ability to dealing with various program implementation issues simultaneously while meeting deadlines;
 - Ability to take initiative, identify objectives and priorities, and manage time effectively to achieve results while working in a team context;
 - Ability to assess new opportunities for intervention and conduct program design, monitoring, and reporting;
 - Ability to monitor training programs for validity and efficiency;
 - Ability to represent USAID and conduct meetings with various partners and beneficiaries;
 - Ability to prepare documents, budgets, and reports using MS Office software (Word, Excel, PowerPoint, Internet). (20%)



Maximum Evaluation Score 100 points

Position Elements

- a. **Supervision Received:** The Project Management Specialist will work under the supervision of the Education Office Director or his/her designee; however he/she will be expected to take initiative, prioritize and perform duties with a minimum of daily supervision and high degree of independence in order to meet team deadlines and objectives.
- b. **Supervision Exercised:** None.
- c. **Available Guidelines:** Considerable discretion and latitude for interpretation is possible within the Education Development Objective Agreement (DOAG) and USAID/Mali's Mission Orders. Overall Agency guidance is available in the Automated Directives System (ADS) which continues to be updated, and applied world-wide to policy, practices, and procedures in the management of USAID programs.
- d. **Exercise of Judgment:** Must demonstrate ability to make sound judgments and take responsibility for representing the USAID Mission and on occasion the U.S. Embassy in front of the host Government, donors, and partners.
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level, and Purpose of Contacts:** The Project Management Specialist is expected to represent the U.S. Government to the MOE and other ministries involved in the implementation of USAID-funded education programs. S/he will have extensive contact with other bilateral and multilateral donors working in the education sector. Other contacts may include the U.S. and Malian private sectors, PVO/NGOs working in education, and civil society at the commune and school levels.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:** 12 months.

SELECTION PROCESS:

It is essential that all candidates address the listed minimum requirements in their application. Applicants must be eligible for appointment under host government laws and regulations.

TO APPLY:

Interested candidates for this position must submit the following required documents:

1. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Project Management Specialist position.
2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. Diplomas, degrees, certificates, recommendation letters, etc.
4. Three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

PLEASE NOTE THAT ALL CV/RESUME AND COVER LETTER MUST BE IN ENGLISH, OTHERWISE APPLICATION PACKAGE WILL BE CONSIDERED AS INCOMPLETE AND WILL BE REJECTED.



HOW THE SELECTION WILL BE MADE

The successful candidate will be selected based upon:

1. A preliminary review of the applicants submitted package to establish that minimum education and English language average requirements are met.
2. Test could include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint, and any technical skills test that might be deemed appropriate may be required.
3. Interviews may be required.
4. Reference checks.
5. Security investigations.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum education and English language requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to possibly be tested and interviewed. Applicants will be contacted for testing (Step 2) and interview. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list.

Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

SUBMIT APPLICATION

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov. Please indicate the Vacancy Reference Number in the subject line of your email: **HR-EDU-001-2016-PMS**. Emails received without the Vacancy Reference Number indicated above will not be considered

Detailed statement of duties and the qualification requirements for the position is available on the following websites: <http://www.usaid.gov/mali/partnership-opportunities/local-vacancy> or <http://mali.usembassy.gov/job-opportunities.html>

CLOSING DATE FOR THIS POSITION IS: April 19, 2016 at 5:00pm

The US Government (USG) 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. The USG also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.