



## Memorandum

**DATE:** May 8, 2013

**FROM:** Lorraine Sherman, Acting Supervisory Executive Officer 

**SUBJECT:** Vacant Position: USAID Mali Education Project Management Specialist

**TO:** US Mission Locally Employed Staff and Other Potential Candidates.

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**OPENING DATE:** May 09, 2013

**CLOSING DATE:** May 23, 2013

**GRADE LEVEL:** **FSN PSC-10 (FCFA 9,461,487 to FCFA 14,665,299)**  
*(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).*

The U.S. Agency for International Development, co-located with the US Embassy Bamako, is seeking one individual as Project Management Specialist for its Education team.

### Basic Function of Position

The Project Management Specialist will provide technical assistance to USAID/Mali's basic education team, contributing to the designing of a new project which focuses on improving reading skills for primary school students in Mali. The Project Management Specialist will help his education colleagues in all analytic works related to the design of this new project which will lead to the development of new activities to be implemented through contracts or cooperatives agreements, focused on the goal to "Expand Access to Quality Basic Education, with an emphasis on reinforcing lifelong literacy in Mali." 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 and Literacy in National Languages (MEA-LN). 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

The Project Management Specialist will contribute to the management of USAID/Mali's basic education program, working in a collegial team environment to achieve education program objectives. S/he will contribute to the education team's overall portfolio management, with primary responsibility for promoting the development and implementation of appropriate strategies that contribute to improving the reading delivery systems and the use of maternal language. The Project Management Specialist will be responsible for coordinating with the Mission's program office and implementing partners to identify context specific activities that will respond to Malian student reading needs and ability while contributing to a successful implementation of USAID Washington strategy in Education.

The Project Management Specialist will serve as one of the team's Activity Managers, responsible for contributing to the management of one or more five-year contracts, each with ambitious education sector objectives. Focal areas of these contracts include support to education sector management and decentralization, equitable pre-service and in-



service teacher training, reinforcement of students' basic literacy and numeracy skills, student assessment, the use of maternal language for student reading instruction, support to Parent Associations (APE) and School Management Committees (CGS), involvement of commune-level actors in education planning, and post-conflict programming for students affected by conflict in northern Mali. As Activity Manager, s/he will support the Cognizant Technical Officer by contributing to the administrative, technical, and financial management of the contract(s), by providing technical direction and guidance, conducting site visits, reviewing contractor deliverables and reports, verifying that performance meet acceptable standards for the U.S. Government, and monitoring and conducting periodic evaluations of contractor performance.

The Project Management Specialist will be called upon to consult with the Government of the Republic of Mali, other donors, USAID/Mali's institutional partners, Malian non-governmental agencies (NGOs), representatives of civil society and other education stakeholders in planning, designing, budgeting, and implementing basic education activities that contribute to achieving targeted results. S/he will contribute to technical and policy discussions related to Mali's education sector investment program (PISE) and Mali's education system at large. The Education Project Specialist will serve as a technical advisor on focal areas of USAID/Mali's education portfolio. S/he will closely track the MEA-LN's priorities for these technical areas, engage in dialogue on these priorities with the MEA-LN and other donors, and ensure that USAID programming contributes to the Malian government's long-term objectives for the education sector. In addition, s/he will contribute to the team's Development Outreach and Communications strategy by writing program success stories and finding ways to convey information on USAID/Mali's education program to audiences in Mali and the United States.

## SPECIFIC RESPONSIBILITIES

### **A. Project Management**

In his/her capacity as 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) and implementing partner(s) for which s/he is 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 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;
- Participate in regular monitoring meetings with the implementing partner and MEA-LN 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 MEA-LN;
- Identify program success stories and other means of outreach to U.S. and Malian audiences;
- Monitor implementing partners' spending through their budgets, their vouchers and invoices, and their continuation applications;
- 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**

- Oversee the design and implementation of all activities related to students' early reading instruction and assessment;
- Collaborate closely with and monitor other bilateral and multilateral donors (PTF) working in the areas of teacher training, education quality, reading instruction, and post-conflict education;



- Based on this collaboration and monitoring ensure USAID is informed of what other donors are doing in the areas of teacher training, student reading instruction and assessment, textbooks, learning materials, post-conflict education, and that USAID support complements other donor activities and reflects best practice;
- Prepare all necessary internal USAID program implementation documentation for smooth program implementation, including Program Implementation Letters (ILS), and Modified Acquisition and Assistance Documents (MAARDS) for this support;
- Coordinate with the MEA-LN and other partners the planning of USAID support to early grade reading, and post-conflict education, including the preparation of annual program plans, budgets and implementation letters;
- Draft Scopes of Work for program reviews, evaluations, assessments, 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 MEA-LN, Donors, and other Education Stakeholders

In this capacity the incumbent will:

- Represent USAID to the MEA-LN and other donors working in the education sector;
- Engage in education sector policy dialogue and joint technical/monitoring reviews of PRODEC and 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. Mali Local resident at time of hire;
2. Possession of 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 and PISE) is required.
4. Proficiency in both oral and written French (level 4) and English (level 4).

**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 announcement.

### **Qualifications Required:**

- a. Education:** A university degree in education or equivalent degree in social sciences or public administration is required.
- 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 and PISE) is required.
- c. Language Proficiency:** Proficiency in both oral and written French (level 4) and English (level 4).
- e. General 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 and the Education Sector Investment



Program (PISE);

- Knowledge of education program management, monitoring and evaluation;
- Some technical knowledge of national education policies, education system planning and management, decentralization, pre-service and in-service teacher training, student instruction and assessment, girls' education, commune/community participation in education, and post-conflict education activities.

**f. Skills and Abilities:**

- Ability to understand and analyze education sector issues based on reading, discussion and observation in order to provide written and oral recommendations, options and strategies;
- Ability to compile, analyze, and present education data in a variety of formats (charts, graphs, etc.);
- Ability to organize workshops and performance monitoring reviews for different program stakeholders;
- Ability to conduct administrative, technical, and financial management of large-scale technical programs;
- Ability to provide technical guidance and management oversight to implementing partners in a constructive, team-oriented manner;
- Ability to deal with various program management and implementation issues;
- Ability to take initiative and manage time effectively to achieve results while working in a team context;
- Ability to represent USAID in discussion and policy dialogue with government and donor stakeholders;
- Ability to prepare documents, budgets, and reports using MS Office software (Word, EXCEL, PowerPoint).

**Maximum Evaluation Score 100 points.**

## POSITION ELEMENTS

- Supervision Received:** The Project Management Specialist will work under the supervision of the Education Team Leader; 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.
- Available Guidance:** Considerable discretion and latitude for interpretation is possible within the Education Strategic Objective Agreement (SOAG) 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.
- 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.
- Authority to Make Commitments:** None.
- Nature, Level, Purpose of Contacts:** The Project Management Specialist is expected to represent the U.S. Government to the MEA-LN 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.
- Supervision Exercised:** None.
- Time required to perform full range of duties after entry into position:** 12 months.

## SELECTION PROCESS:

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

## ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.



## **TO APPLY:**

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

**The DS-174 must be signed and those submitted unsigned will be rejected.**

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Education Project Management Specialist position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address 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. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

**All uncompleted applications will be rejected.**

## **SUBMIT APPLICATION**

Human Resources Management Office - Email: [bamakohrmvacancies@usaid.gov](mailto:bamakohrmvacancies@usaid.gov)

Detailed Statement of duties and the qualification requirements for the position is available at U.S. Embassy main entrance guard booth (USAID Mali, c/o American Embassy, ACI 2000, B.P 34, Bamako, Mali).

## **CLOSING DATE FOR THIS POSITION: May 23, 2013**

The US Mission in Mali 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 Department of State 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.