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Memorandum

DATE: February 13, 2014

FROM: Mourad Ali, Acting Supervisory Executive Officer

SUBJECT: Vacant Position: USAID Mali Education Project Management Specialist

TO: All interested Candidates.

OPEN PERIOD: **Monday, February 17, 2014 to Monday, March 03, 2014 (5:00 p.m. Bamako time)**

GRADE LEVEL: **FSN PSC-10 (Starting basic salary per annum 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).

NUMBER OF POSITION: One (1) Vacancy

The U.S. Agency for International Development is seeking a Project Management Specialist for the Education team.

Basic Function of Position

The Program Management Specialist/Project Management Specialist (hereafter referred to as the Project Management Specialist) will provide technical assistance to USAID/Mali's basic education team, contributing to the management of a new project which focuses on improving reading skills for primary school students in Mali, with 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 manage a range of activities in support of the Ministry in charge (MOE) of Basic Education. Specifically, s/he will assume responsibility within the education team for the monitoring and evaluation of all education programs, including the development and maintenance of a formal Monitoring and Evaluation (M&E) Plan that must be updated semi-annually. The M&E plan will serve as a management tool and be the basis for all of USAID/Mali's education program reporting.

In addition, s/he will participate in education sector working groups focused on technical areas related to the activities for which s/he serves as Activity Manager. 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.

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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. The incumbent will contribute to the education office's overall portfolio management, with primary responsibility for the monitoring and evaluation of programs, the development and maintenance of a formal Monitoring and Evaluation Plan, and the reporting of education program results to USAID headquarters in Washington.

The Project Management Specialist will be responsible for coordinating with the Mission's program office and implementing partners for identifying performance indicators and set targets that can be used to track program performance. In coordination with AORs/CORs the incumbent will conduct Data Quality Assessments on those indicators. S/he will ensure baseline data are collected for all the Education's instruments and will monitor data collection processes. The incumbent will analyze and present these data for different purposes and audiences, including regular performance reviews within USAID/Mali and with the Ministry of Education, as well as for Washington as part of the Mission's annual Operational Plans and Performance Reports. The Project Management Specialist will be responsible for creating, updating and ensuring implementation of the team's monitoring and evaluation plan, including regular site visits to monitor program activities.

In addition, the Project Management Specialist will serve as one of the team's Activity Manager, responsible for contributing to the management of one or more five-year contracts, each with ambitious education sector objectives and rigorous reporting requirements. 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 contribute 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 contribute to technical and policy discussions related to the USAID/Mali's education program, to Mali's education sector investment program (PISE), and to 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 MOE priorities for these technical areas, participated in working groups focused on these priorities with the MOE 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 (30%)
In his/her capacity as Activity Manager, the incumbent will:

- Contribute to the management priorities of USAID/Mali's education team and program;
- Review implementation plans, annual work plans, and monitoring and evaluation plans;
- Conduct regular field visits and document in writing any deficiencies observed;
- Participate in regular monitoring meetings with the implementing partner and MOE technical staff to evaluate performance and provide timely technical direction;
- Ensure that program reports/deliverables are received in a timely manner and monitor them for accuracy and completeness;
- Conduct analysis of reports/deliverables and identify program, policy, and other implications for consideration by the education team and MOE;
- 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;
- Ensure that all incremental funding actions comply with USAID's forward- funding guidelines.

B. Program Monitoring & Evaluation (60%)
In his/her capacity as the team's monitoring and evaluation specialist, the incumbent will:

- Develop and maintain a Monitoring and Evaluation Plan to serve as a program management and reporting tool;
- Contribute to the development of the Mission level Performance Management Plan (PM)
- Coordinate the education team M&E activities with the respective COTRs and AOTR
- Organize and maintain complete electronic and hard copy files of this Performance Monitoring Plan, including sources and supporting documentation for each performance indicator;
- Identify relevant Agency and project-level indicators to track progress at the input, output, and impact levels;
- Work with education program managers and implementing partners to set and regularly update targets;
- Conduct and regularly update Data Quality Assessments for each of these indicators;
- Develop and ensure the implementation of a team monitoring and evaluation plan including quarterly site visits to monitor program activities;
- Collect performance data from partners and regularly update the Performance Monitoring Plan;
- Compile data when more than one partner reports on the same performance indicator;
- Present Monitoring and Evaluation (M&E) Plans and other education sector data in a variety of analytical and visual formats (graphs, charts, maps, *etc.*)
- Identify indicators that are not performing as expected and alert program managers to take corrective action;
- Prepare and present M&E Plan data at periodic Steering Committee meetings and Program Implementation Reviews;
- Conduct annual program performance reviews for MOE and other program stakeholders;

- Prepare and report performance data on a regular basis for presidential initiatives;
- Prepare and submit performance data for USAID/Mali's annual Operational Plan and Performance Report to Washington.

C. Representation to the MOE, Donors, and other Education Stakeholders (10%)
In this capacity the incumbent will:

- Participate in education sector Thematic Commissions and Working Groups along with the MOE and other donors working in the education sector;
- Participate in joint technical/monitoring reviews of PRODEC and PISE;
- Review, analyze, and respond to education sector documents and studies;
- Collaborate closely with other bilateral and multilateral donors working in technical areas relevant to USAID's education programs;
- Draft written communications and speeches for USAID/Mali's education program in French.

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.

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).

d. **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.

e. **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

a. **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.

b. **Available Guidelines:** 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.

c. **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.

d. **Authority to Make Commitments:** N/A

e. **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.

f. **Supervision Exercised:** N/A

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 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

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).

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.