

JOB VACANCY ANNOUNCEMENT

U.S. MISSION - ACCRA



The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of **PROGRAM MANAGEMENT SPECIALIST – EDUCATION (TAMALE)** in the Education Office of USAID/Ghana. The primary purpose of the position is to provide technical, implementation and management expertise for programs and activities that aim to strengthen and support Ghana education sector human and institutional capacities for improved primary school reading performance.

Education & Prior Work Experience: A Bachelor's Degree in public sector administration, international development, education, law, or other relevant training in education or education program management is required. 5 years experience in international development programming and/or implementation, 3 years of which should be in education and/or education-related program management position is required.

For full requirements and position description, please log on to

<http://ghana.usembassy.gov/jobopportunities.html>

or

<http://transition.usaid.gov/westafrica/employment/index.htm>

Salary Range: GH¢ 34,074.00 – GH¢51,113.00 p.a. (depending on qualification and experience)

SUBMIT APPLICATION TO:

Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box GP194, Accra or
by Email AccraHRO@state.gov

POINT OF CONTACT

Email: AccraHRO@state.gov

When submitting your application via email, please start the subject line with the position title.

CLOSING DATE: June 14, 2013

Please note that only short-listed applicants will be contacted.

USAID/Ghana anticipates awarding a Personal Service Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.

POSITION DESCRIPTION
PROGRAM MANAGEMENT SPECIALIST FOR EDUCATION - TAMALE

BASIC FUNCTION OF POSITION

As a member of the USAID/Ghana Education Office team in Accra, the Education Program Management Specialist will be posted in the USAID/Ghana satellite office in Tamale, Northern Region. S/he will provide technical, implementation and management expertise for programs and activities that aim to strengthen and support Ghana education sector human and institutional capacities for improved primary school reading performance.

The Education Program Management Specialist will establish and maintain a working relationship with and assist Government of Ghana (GoG) agencies, regional governments and district assemblies in select districts in all regions, with emphasis on the northern regions. As part of the Education team, s/he will plan, prepare, review and monitor field implementation of activities in support of the USAID Education Strategy and the GoG's 2010-2020 Education Strategic Plan (ESP) for effective implementation of key principles and objectives of the USAID's reform agenda, USAID Forward (<http://forward.usaid.gov/>). His/her work will have a two-fold programmatic focus, on:

- 1) Supporting country-led education activities through various funding modalities, including direct agreements with government and
- 2) Providing oversight, monitoring and management for effective implementation of technical assistance support activities.

MAJOR DUTIES AND RESPONSIBILITIES

Overview: While some challenges to access remain in the Ghanaian education sector, the main priority now is improving quality and student learning outcomes. USAID's new Education Strategy, "Opportunity through Learning," was released in 2011. USAID/Ghana's resources in education largely support and contribute to Goal One, improved reading skills of 100 million children in primary grades by 2015, as reflected in its programs focusing on enhanced early grade reading and math instruction, strengthened basic education management systems support linked to improving, expanding, and sustaining reading outcomes and increased local citizens' participation in school governance, accountability, and transparency. In response to the Agency's USAID Forward Objectives and the Evaluation Policy - specifically Implementation and Procurement Reform, building the capacity of partner country institutions, strengthening evaluation- the use and strengthening of partner country systems remains a central component of USG assistance to the education sector for USAID/Ghana. Any pilot activities will be developed closely with MOE/GES according to an agreed upon research agenda that will drive the production of a sound evidence-base for decision making.

The Education Program Management Specialist will help implement the USAID/Ghana Education portfolio activities, building on previous experiences in scaling up proven interventions and supporting the usage of Ghana country systems. S/he will be supervised and evaluated by the Education Office Director or her designee but will report administratively to the Office Coordinator in Tamale. S/he will be expected to exercise extensive judgment in planning and carrying out tasks, including the specific approach to be taken, the resolution of problems and conflicts, and the

meeting of deadlines. Working with minimum supervision, s/he will ensure effective communications and work collaboratively with other professional staff inside and outside the Mission.

Advisor for Education Sector Issues

1. Provides expert advice to USAID, relevant USG agencies, GoG and local official entities on best education practices, and relevant international agreements or conventions. Documents best practices in USAID G2G support.
2. Provides technical expertise and management support to a range of education programs implemented by the GoG, Non-Governmental Organizations (NGOs), Civil Society Organizations (CSOs) and other implementing partners, in close coordination with other bi-multilateral donors.
3. Provides technical expertise to operational and strategic planning processes to ensure development and implementation of balanced and transparent education programs, emphasizing the use of partner-country systems.
4. Researches, provides analysis and proposes policy or policy implementation reforms to the mission and partners. Gathers both published and raw data on education from a wide variety of national and international sources. Maintains up to date, accurate information on public and private sector trends, opportunities in the education sectors in Ghana, regionally and internationally.
5. Maintains close contact with GoG and other actors active in education, closely following and analyzing current political, socio-cultural and economic trends in Ghana. Provides written and verbal analysis on how these trends affect the development and implementation of the Mission's Education programs, including but not limited to opportunities and constraints to improve education support and implementation.
6. Advises and assists partners in developing education activities in support of the USAID/Ghana Country Development Corporation Strategy (CDCS) Education Development Objective and GOG's Education Strategic Plan (ESP). Liaise with other mission staff and partners to ensure USAID education programs and implementing mechanisms used by local partners are realistic and follow USAID procurement and compliance processes and regulations.

Manage Education Activities and Performance

1. Provides oversight and management support to multiple portfolio activities, including direct agreements between USAID and the GoG, and mechanisms between USAID and implementing partners. Serves as an Activity Manager, Contracting Officer's Representative and/or Agreement Officer's Representative (COR/AOR) USAID Education activities
2. Provides expert advice to GoG and local organizations on USAID development, procurement and other compliance processes, where necessary.

3. Provides focused technical guidance and support to District Education Directorates, District Assemblies, government and local organizations to identify and develop evidence-based, contextually appropriate approaches for education activities. Plays a lead role in formulating and supporting the implementation of activities that can expand and strengthen community development approaches.
4. Supervises education program activity implementation for efficient and timely achievement of planned results, consistent with USAID regulations and policies. Duties will include but not be limited to: designing and developing programs or activities to meet Mission strategic objectives, preparing statements of work or program descriptions, developing or amending/modifying Implementation Letters or Fixed Amount Reimbursement Agreements (FARAs), requests for proposals/applications, Acquisition and Assistance requests, providing comments and inputs to relevant decision memos, Congressional Notifications, inter-agency agreement letters, etc. drafted by the Education Office team in Accra, documenting developmental impacts and troubleshooting, working with partners to seek resolution of issues affecting the achievement of results in an efficient and professional manner.
5. Conducts performance monitoring evaluation and reporting, liaising and assisting with coordination among the Education Office, other mission offices and relevant USAID Partnership for Education implementing partners. Ensures strong technical support for education and reading improvement activities in the supported districts, documenting performance and developing or contributing to related documentation for specific projects or support, as well as for annual reports and semi-annual portfolio reviews.
6. Provides technical guidance to Mission, host-country and U.S.-based counterparts on program monitoring and performance management requirements and to activity managers on activity impact assessment. Proactively keeps abreast of problems or challenges directly or indirectly affecting activity progress and makes recommendations to the Education Office on necessary actions. Assists partners in revising activities and plans in light of changing circumstances, as necessary. Troubleshoots with assigned grantees and implementing partners, answering a broad range of implementation questions. Is responsible for official communications to and from assigned partners.
7. Prepares and disseminates periodic updates/status reports on the implementation of the Education program to internal USG audiences and external stakeholder audiences.
8. Performs any other duties that may be assigned.

Education Sector Coordination and Collaboration

1. Coordinates with senior level Ghana Ministry of Education and Ghana Education Service officials at the national, regional and district levels, civil society organizations, and other donors to achieve program objectives and results including addressing implementation issues, replicating, adapting or otherwise scaling up positive program results and approaches in the country.
2. Representational duties include developing relationships and interacting with government and non-government actors to actively foster, cultivate, facilitate and maintain USG interagency and other sectoral collaboration and cooperation. This includes with the public and private sector,

at central and de-central levels (e.g. regional government, district assemblies) other donor programs and GoG agencies involved in the education sector in the targeted areas

3. Plays lead liaison role to promote maximum collaboration between the host Government and USAID and ensure strong technical support, strong synergies and a harmonized approach between and among Education portfolio activities supported through USAID/Ghana. This includes coordinating Temporary Duty Officers (TDYs), collaborative work planning and other liaison activities with the Regional Coordinating Council (RCC), the Regional Planning and Coordination Unit (RPCU), District Education Directorates, District Assemblies, and sub-districts, and USAID implementing partners.
4. Conducts monitoring of select current and future portfolio activities in support of the AOR/COR/Activity Managers based in Accra. This will include:
 - a. Maintaining contacts with a variety USAID/Ghana staff to keep abreast of current developments and successful interventions, liaising and actively supporting local government institutions.
 - b. Ensuring USAID education activities are coordinated with and integrated into local government management systems. This will include providing assistance to local governments to strengthen coordination systems.
 - c. Responding to periodic requests from partners, USAID/Ghana, the GOG and other donors on USAID's education programs, activities and results.
5. Represents the USAID Education Office to Ghanaian officials and official meetings as designated and as needed. Actively participates in Local Education Sector Development Partner Group, regional Education Sector Network meetings e.g. Northern Network for Educational Development (NNED), other education sector coordination meetings e.g. Complimentary Basic Education (CBE) Alliance, advocating for close donor and civil society coordination and alignment with Ministry of Education (MOE)/Ghana Education Service (GES) priorities and programs. Supports representational activities, as necessary and according to USAID and USG policies and practice.
6. Facilitates public/private partnerships and/or global development alliances that improve education development.
7. Coordinates with other partners and related education support efforts and help build technical and managerial capacity within the GES at the regional, district and lower levels, with an emphasis on the northern regions. Maintains active dialogue with other donor programs, local organizations, and various GOG offices on education, building contacts to facilitate dissemination of information and coordination of activities.
8. Performs any other duties that may be assigned.

Qualifications Required/Selection Criteria

- a. **Education:** A Bachelors Degree in public sector administration, international development, education, law, or other relevant training in education or education program management.
- b. **Prior Work Experience:** 5 years experience in international development programming and/or implementation, 3 years of which should be in education and/or education-related program management position is required.

- c. **Language Proficiency: List both English and host country language(s) proficiency requirements by level II, III and specialization (sp/read):** Level IV English (proficiency) fluency in speaking and writing is required.
- d. **Job Knowledge:** Knowledge and understanding of policies, priorities, strategic directions relevant to the Government of Ghana and USAID Education program in Ghana. Familiarity with the mandate, structure and functions of the Ghana Ministry of Education, the Ghana Education Service, including the new autonomous oversight bodies. Knowledge of other Ghana government entities involved in education interventions, their structure(s) and political considerations is highly desired. Knowledge of international, regional education issues and resources is desired. Knowledge of contemporary issues and trends directly impacting on the performance of the education sector in Ghana.

In-depth and practically acquired knowledge of a range of concepts, principles and best practices from other donor/development education or related experiences from around the world and skill in applying this knowledge to Ghana or similar African contexts in the education sector is required

- e. **Skills and Abilities:** Strong inter-personal skills, e.g., communication, negotiation, representational and program/project management and coordination skills. Ability to work effectively with superiors, subordinates, colleagues and partners both inside and outside the Mission. Ability to work with a multi-cultural team. Organizational skills, including ability to multi-task and prioritize work and efforts. Quantitative and analytical skills with ability to communicate technical information clearly and effectively, with professional-level presentation, reading, writing proficiency and computer literacy. Must be diplomatic but firm in dealing with and cultivating relationships with a wide variety of officials, such as government, donor and civil society counterparts, including but not limited to: Regional Coordinating Council, District Assembly officials, Regional and District Education Directors and District Assembly members. Ability to travel.