



**USAID**  
FROM THE AMERICAN PEOPLE

**USAID/GHANA** is looking for a highly motivated and qualified Ghanaian to join the Health, Population & Nutrition Office of USAID/Ghana as **Program Management Specialist – Water, Sanitation & Hygiene**. The incumbent leads efforts to design, manage, monitor and evaluate Mission programs and activities that focus on improving water supply, sanitation and hygiene. (S)he will provide overall technical analysis and guidance to the Mission on strategies to improved water supply, sanitation and hygiene in Ghana.

### **Basic Requirements**

A master's degree in environmental management, hygiene and agricultural engineering, economics or related field is required. 7 years of demonstrated management experience in urban and rural water supply, sanitation, and hygiene improvement, including work in environments comparable to that in Ghana is required.

**(For the full requirements for the position and job description please contact [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov) or <http://www.usaid.gov/gh/media/employment/>)**

**Salary Range:** GH¢32,928 – 49,388 per annum (depending on qualification and experience)

Interested individuals should submit an application letter and curriculum vitae with details of three referees to:

### **Program Management Specialist – Water, Sanitation & Hygiene**

USAID/Ghana

P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra

**Or by Email:** [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov) (please specify the position you are applying for in the subject line of your email)

**CLOSING DATE: JUNE 22, 2011**

(Please note that only short-listed applicants will be contacted)

### **BASIC FUNCTION**

The position is located in the Health, Population & Nutrition Office of USAID/Ghana. The Water-Sanitation-Hygiene Senior Program Specialist will lead efforts to design, manage, monitor and evaluate Mission programs and activities that focus on improving water supply, sanitation and hygiene (S)he will provide overall technical analysis and guidance to the Mission on strategies to improved water supply, sanitation and hygiene. The position holder will serve as primary liaison between USAID/Ghana and other USG agencies, and national, regional and international organizations that are active in Ghana in the area of Water & Sanitation and Infectious Diseases.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent is expected to lead program development and implementation in the following areas:

#### **A. Sector Leadership and Strategy**

1. Lead USAID/Ghana's active engagement with the Ministry of Water Resources, Works and Housing, the Ministry for Local Government and Rural Development, the World Bank,

UNICEF, Danida, Canadian CIDA, the IRC of the Netherlands and other donors and organizations involved in the water, sanitation and hygiene (WASH) sector within Ghana to ensure collaborative planning for long-term sustainable solutions to water, sanitation and hygiene challenges in both rural and urban areas.

2. Lead for USAID/Ghana in identifying, prioritizing and addressing policy and institutional constraints impeding the attainment of sustainable access to improved urban and rural water supply and sanitation in Ghana.
3. Lead for USAID/Ghana in identifying, prioritizing and addressing key technical challenges in water and sanitation service provision and management and hygiene promotion in Ghana, particularly in the South.
4. Lead in development, oversight and problem-solving for high-profile Global Development Initiatives including worldwide partnerships with Rotary International and with Coca Cola for water, sanitation and hygiene.
5. Lead in coordinating among the various USG and internal USAID water, sanitation and hygiene-related activities and players.
6. Serve as lead advisor to the USAID/Ghana health team on environmental compliance issues related to health activities including any infrastructure improvements, in collaboration with the Mission environmental officer.

## **B. Program Management**

1. Develop concept papers, scopes of work, USAID program/project activity design documents and bilateral and multilateral agreements related to water, sanitation and hygiene related programs.
2. Lead the design and implementation of all water, sanitation and hygiene program efforts and activities within the mission, ensuring that program design and implementation will achieve planned results and USAID goals.
3. Serve as Agreement Officer's Technical Representative for any and all bilateral water and sanitation efforts, and additionally as Activity Manager for centrally funded WASH activities active in Ghana. Provide regular assistance to other AOTRs in the health office regarding WASH components of their activities.
4. Identify and resolve any programmatic or implementation issues for USAID-supported activities in the sector and efficient and professional manner.
5. Develop, maintain and strengthen working relationships with key partners, including national ministries, local governments, international organizations and other donors, private sector, NGOs, universities and the media to ensure that USAID-funded activities are well understood and supported by all parties.

6. Identify opportunities to use available USAID field support mechanisms, including the proposed Sustainable Water and Sanitation for Africa (SUWASA) program and the Blue Revolution Initiative, to expand water supply and sanitation coverage and improve hygiene.
7. Lead the development of a performance-monitoring plan for all Mission activities contributing toward the objectives of the Senator Paul Simon Water for the Poor Act and its associated earmarks and oversee data collection and synthesis.
8. Compile, analyze, and disseminate, on a regular basis, to USAID mission staff and USAID/Washington, progress in achieving sector objectives together with commentary on issues and recommended solutions.
9. Document program results and impact; coordinate media events and other occasions to publicize attainments of the Mission's WASH program, within Ghana, with USG authorities in Washington and in the wider development community.

### **C. Advisory and Technical Services**

1. Brief USAID senior management, the US Ambassador and other key embassy officials and other USG officials on the status of USAID water, sanitation and hygiene (WASH) activities in Ghana.
2. Prepare and deliver presentations on WASH to host government officials including Ministers, USG officials including the U.S. Ambassador, and other international and local program partners and colleagues.
3. Lead technical input on WASH strategy, design, implementation and evaluation, based on knowledge of international best practice and the particular constraints presented in Ghana.
4. Define the type of additional technical assistance needed for the sector by the Mission, lead discussions with water and sanitation experts in Washington, and schedule delivery of this assistance.
5. Review all new USAID/Ghana health program documents and activities to ensure that WASH is incorporated wherever appropriate and feasible, and that environmental compliance issues have been addressed.
6. Carry out other tasks to support the achievement of USAID/Ghana's mandate and objectives, as directed by the Health Team Leaders

### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

#### **a. Education:**

A master's degree in environmental management, hygiene and agricultural engineering, economics or related field is required.

#### **b. Prior Work Experience:**

At least 7 years of demonstrated management experience in urban and rural water supply, sanitation, and hygiene improvement, including work in environments comparable to that in Ghana is required.

c. **Post Entry Training:**

On the job training in USAID programming and implementation procedures including A&A 104 training will be required.

d. **Language Proficiency: List both English and host country language(s) proficiency requirements by level II, III and specialization (sp/read):**

Level IV (fluent) in English is required. Excellent oral and written communication skills are essential. Demonstrated ability to prepare and deliver speeches to high level officials such as Ministers, Ambassadors and other senior officials, and to write program documents and reports is required.

e. **Job Knowledge:**

Direct experience in the management of USG, African Development Bank or other donor-funded WASH projects, or extensive experience with host government projects is required. Knowledge of water and sanitation sector development in Africa and direct hands-on experience on improving water and sanitation services and hygiene promotion in rural areas, informal urban settlements, and/or displaced persons camp is required. Experience in strengthening policy frameworks and capacity of local governments, utilities, regulatory agencies, etc., is highly desired. Good understanding of USG strategy, programming and implementation activities is required, good understanding and experience in the areas of utility operations and sector financing is required.

f. **Skills and Abilities:**

Demonstrated ability to function independently in complex, frequently changing political and economic conditions to further WASH objectives, obtain consensus and achieve results is required. Ability to manage resources, programs, and people and interact effectively with representatives of national and local governments and USG agency staff is required. Excellent interpersonal and team building skills are essential for this position.

## **POSITION ELEMENTS**

a. **Supervision Received:**

The incumbent works under the supervision and policy guidance of the Chief of Health, Population and Nutrition of USAID/Ghana, who will review and approve his/her work plan and performance measures. The position is within the FP/MCH/N/WASH team of the Health Office, so guidance and supervisory support will also be provided by the team leader for that group. The incumbent will also need to interact with and follow guidance from the Program Office and the Environmental Officer.

b. **Supervision Exercised:**

No in-house supervisory responsibilities are assigned to this position; however the incumbent is the chief USAID representative for an important bilateral agreement, several high-profile Global Development Alliances, and several WASH grants implemented with funding from Washington. He/She is an AOTR and Activity Manager with responsibilities for water & sanitation activities. Partners are between 3 to 5 concurring projects with a maximum of 30 staff members.

The incumbent will also oversee the WASH-related activities of a number of other activities managed by the health office, including the two largest bilateral agreements, BCS and Focus Region projects.

**c. Available Guidelines:**

Guidelines include Agency regulations, ADS requirements, Office of Foreign Assistance guidance, Africa Bureau procedural guidance, Agency procurement guidance, Mission Orders and professional development literature. All of these are general, presenting options and approaches rather than blueprints. Therefore the incumbent must be able to assess alternatives and interpret guidelines accordingly. Excellent judgment and the ability to deal with ambiguity are essential. This position has the added responsibility of interpreting environmental compliance directives for the entire health portfolio and making sure they are implemented throughout the portfolio.

**d. Exercise of Judgment:**

A high degree of independent judgment is required in identifying and accomplishing priorities in the WASH sector, including identifying opportunities to use available USAID resources and mechanisms to expand water supply, sanitation and hygiene coverage, preparing and reviewing program documentation, and managing WASH-related actions and tasks. The incumbent must demonstrate the ability to function independently in a complex, frequently changing host country political and donor environment. The incumbent must be able to deal directly with high level government officials including Ministers, Chief Directors and Program Directors in a professional manner.

**e. Authority to Make Commitments:**

The incumbent will lead negotiations between USAID and Ghanaian ministry officials and international agencies such as Rotary International and multinational corporations such as Coca Cola regarding WASH programs and activities. The incumbent will also be called upon to make statements regarding the USG commitment to WASH in national forums such as the WASH Sector Working Group that includes Ghanaian and international donor representatives. As is true of all USAID staff other than those with specific warrants, the incumbent will not have independent authority to commit US Government Mission funds on behalf of the U. S. Government.

**f. Nature, Level and Purpose of Contacts:**

The incumbent will be required to establish strong working relationships with Ghanaian officials including the Chief Director of Water, Works and Housing, the CEO of the Ghana Water Company, the Director of Community Water and Sanitation, Regional Ministers in the five regions that are the focus areas for USAID WASH interventions, District Chief Executives and Paramount and local Chiefs. The incumbent will also regularly interact with representatives of the World Bank, Danida, Canadian CIDA, the IRC, and other bilateral and multi-lateral development partners, as well as heads of international organizations such as Rotary International, NGOs, and members of civil society organizations. Internal to USAID, strong contacts must be established with the Front Office, Program Office, RLA, Acquisition and Assistance Office, Office of Financial Management, and all the other teams as necessary.

**g. Time Requirement to Perform Full Range of Duties: One year.**