



**DATE:** August 5, 2014

**SUBJECT:** **JOB VACANCY ANNOUNCEMENT – FSN/2014/17**

**TO:** **All Qualified Candidates**

**JOB TITLE:** **USAID DEVELOPMENT ASSISTANCE  
SPECIALIST (Education Specialist)**

**WORK HOURS:** Full time position – 40 hours/week

**GRADE:** **FSN- 11/** with the possibility of hiring the employee at a  
trainee level

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**Note:** Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

**A. BASIC FUNCTION OF POSITION**

The USAID Education Specialist is a member of the Education Team in USAID/Senegal's General Development Office. The position provides technical assistance to USAID/Senegal's Education Team, contributing to the management of a program focused on the goal of "Better educated Senegalese youth," with an emphasis on basic education. Responsibilities involve working together with Education Team colleagues to manage a nationwide program that supports the Ministry of Education (MOE) in improving the quality of primary school reading instruction, education sector reform, fostering community and private sector participation in education, decentralizing education system management, and expanding access to education in conflict-affected areas. The Education Team currently manages a portfolio of about \$20 million in new year funding of development assistance annually. A primary responsibility of the Education Specialist is the management (Activity Manager or Contracting/Agreement Officer's Representative [C/AOR]) of at least one multi-year core activity, as well as smaller education contracts or grants, with total program management value estimated at \$25-\$35 million depending upon the availability of funds. S/he will assist the Education Team in the ongoing monitoring and evaluation of education activities, as well as in communication and coordination with other education stakeholders to insure the effective use of U.S. Government assistance funding to the sector.

**B. MAJOR DUTIES AND RESPONSIBILITIES**

The Education Specialist contributes to the management of USAID/Senegal's education program, working in a collegial team environment to achieve education program objectives. S/he contributes to the Education Team's overall portfolio management, including the monitoring and evaluation of programs, the development and maintenance of a formal Performance Monitoring Plan, and the reporting of education program results to USAID

headquarters in Washington. S/he works with the Mission's Monitoring & Evaluation (M&E) specialist to conduct Data Quality Assessments on program indicators, collect data, and regularly update the Performance Monitoring Plan. S/he analyzes and presents these data for different purposes and audiences, including regular performance reviews within USAID/Senegal and with the MOE, as well as for Washington as part of the Mission's annual Operational Plan and Performance Plan and Report processes. The Education Specialist is responsible for creating and ensuring implementation of the Team's monitoring and evaluation plan, including regular site visits to monitor program activities.

In addition, the Education Specialist serves as one of the Team's C/AOR and/or Activity Managers, responsible for contributing to the management of at least one of the Team's multi-year core activities, as well as smaller grants and contracts. As an Education Team member, s/he assists the education Team Leader and Deputy by contributing to the administrative, technical, and financial management of the education portfolio, by providing technical direction and guidance, conducting site visits, reviewing contractor deliverables and reports, verifying that performance meets acceptable standards for the U.S. Government, and monitoring and conducting periodic evaluations of implementing partner performance.

The Education Specialist contributes to technical and policy discussions related to USAID/Senegal's education program, to Senegal's education sector plan (PAQUET), and to Senegal's education system at large. The Education Specialist serves as a technical advisor on focus areas of USAID/Senegal's education portfolio. S/he closely tracks the MOE's priorities for these technical areas, participating in working groups focused on these priorities with the MOE and other donors, and ensuring that USAID programming contributes to the Senegalese government's long-term objectives for the education sector. In addition, s/he contributes to the team's Development Outreach and Communications strategy by identifying program success stories and finding ways to convey information on USAID/Senegal's education program to audiences in Senegal and the United States.

#### **A. Project Management (50%)**

##### **In his/her capacity as Activity Manager, the incumbent will:**

- Contribute to the management priorities of USAID/Senegal's Education Team and program;
- Review implementation plans, annual work plans, and monitoring and evaluation plans;
- Conduct regular field visits and document in writing progress and challenges observed;
- Participate in regular monitoring meetings with implementing partners, MOE technical staff and other stakeholders 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 the MOE;
- Identify program success stories and other means of outreach to U.S. and Senegalese audiences;



- Monitor implementing partners' spending through their budgets, their vouchers and invoices, and progress against their annual work plans;
- Ensure that all incremental funding actions comply with USAID's forward- funding guidelines.

**B. Monitoring and Evaluation (30%)**

**In his/her capacity as Education specialist, the incumbent will:**

- Contribute to the development and maintenance of a monitoring, evaluation and performance reporting plan;
- Organize and maintain complete electronic and hard copy files to support the Team's monitoring and evaluation activities, in close coordination with the Education M&E Specialist;
- Support the tracking of progress against relevant Agency and project-level indicators at the input, output, and impact levels;
- Work with the Mission's M&E specialist and implementing partners to set and regularly update targets;
- Support the Education M&E specialist in regularly updating Data Quality Assessments for all relevant indicators;
- Develop and ensure the implementation of a Team monitoring and evaluation plan, including quarterly site visits to monitor activities;
- Collect performance data from partners and regularly update the monitoring and evaluation plan;
- Compile data when more than one partner reports on the same performance indicator;
- Present education sector data in a variety of analytical and visual formats (graphs, charts, maps, etc.);
- Identify indicators that are not performing as expected and work with implementing partners to take corrective action;
- Prepare and present data at periodic Steering Committee meetings and Program Implementation Reviews;
- Participate in the annual program performance reviews with the MOE and other program stakeholders;
- Prepare and report performance data on a regular basis for relevant global initiatives;
- Work closely with the M&E Specialist to prepare and submit performance data for USAID/Senegal's annual Operational Plan and Performance Plan and Report to USAID/Washington.

**C. Representation to and coordination with other USAID/USG offices and external education partners (20%)**

**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 education sector performance;
- 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/Senegal’s education program in French and English.

### **C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

1. **Education:** **Education:** A minimum of a Master’s degree is required, preferably in the field of Education.

1. **Prior Work Experience:** At least 5 years’ experience working in the education sector in positions of progressive responsibility. Relevant experience includes working in schools, serving as an official of the MOE, or managing education programs for an international organization, private company, or non-governmental organization.

2. **Language Proficiency:** Overall level IV (fluent) English proficiency is required. Level IV French is required. Fluency in one of Senegal’s national languages is highly desirable. Demonstrated ability to write technical, conceptual, logically structured, complex documents, reports, presentations and other communications is a necessity.

#### **3. Knowledge:**

- Thorough knowledge of international education issues, as well as trends in Senegal and West Africa;
- Thorough knowledge of the Senegalese basic education system, its evolution and the challenges and issues involved in achieving reform as proposed by Senegalese education sector plans and policies;
- Knowledge of education program management;
- Knowledge of program monitoring and evaluation;
- Technical knowledge of national education policies, education system planning and management, decentralization, pre-service and in-service teacher training, curriculum, student instruction and assessment, girls’ education, use of ICTs in education, community participation in education;
- Knowledge of USAID/Senegal’s education programs in Senegal.

#### **4. Abilities and Skills:**

- 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 develop and lead a rigorous monitoring and evaluation plan;
- 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, donor and other education sector stakeholders;
- Ability to prepare documents, budgets, and reports using MS Office software (Word, Excel, PowerPoint).

#### **D. POSITION ELEMENTS**

- 1. Supervision Received:** The incumbent works under the supervision of the Education Team Leader; however, is also 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. The Education Team Leader will assist the Education Specialist to 1) establish a 12-month work plan with appropriate objectives and performance measures; 2) review outputs and deliverables to ensure timeliness, accuracy, implementation of best practices and compliance with Agency policies; and 3) assess the incumbent's performance, seeking input from extended team members and external stakeholders, as appropriate. The incumbent is expected to appropriately prioritize all work, setting and meeting deadlines.
- 2. Available Guidelines:** The incumbent implements activities in accordance with USAID Mission Orders, Mission Strategy, and other relevant reports; the Automated Data System (ADS); and USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. The position requires working knowledge of Africa Bureau directives, the Agency Education Strategy, and other Agency or Bureau policy statements and guidance on education. Working within the parameters established by ADS regulations and Mission guidelines, the employee draws on experience and professional judgment to make program implementation decisions and undertake policy discussions.
- 3. Exercise of Judgment:** The position entails activity implementation and monitoring for results. The incumbent exercises a broad scope of independent judgment, referring to the Education Team Leader on matters pertaining to policy, priority or resolution of problems for which there is no clear precedent. The incumbent must demonstrate a keen sense of timeliness in exercising judgment and completing an array of simultaneous actions. Considerable trust is placed on the incumbent's judgment and ability to respond to partners' variable agendas with the position of USAID/Senegal, and to know when to defer taking a position. Judgment is required to make decisions, based on careful analysis of facts and variables, possible alternatives, potential political and development implications and impact.
- 4. Authority to Make Commitments:** The employee will have no independent authority to make resource commitments on behalf of the U.S. Government, USAID/Senegal, or the Mission's Education Team. The incumbent exercises the authority given to C/AORs and activity managers, and may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the Education Team Leader informed of activity and project status. Within the scope of the



authority delegated, the incumbent may indicate to a ranking counterpart and implementing partners that s/he will make a recommendation to USAID on a specific activity issue or problem. The incumbent clears all planning, reporting, briefing and other key written communications or oral presentations with the Education Team Leader.

5. **Nature, Level, Purpose of Contacts:** The Education Specialist is expected to represent the U.S. Government to the MOE and other education stakeholders in the implementation of USAID-funded education activities. S/he will have extensive contact with other actors in the sector at the central and decentralized levels, including: other donors, Senegalese private sector firms, local and international NGOs, and civil society at the community and school levels.
6. **Supervision Exercised:** N/A
7. **Time Required to Perform Full Range of Duties after Entry into Position:** One-year

**HOW TO APPLY:** Interested applicants with existing Senegalese Work Permits or who possess Senegalese Work Permits **MUST** submit a complete application package which includes:

- A cover letter,
- An OF-612 form (form can be found on this web site: <http://usaid.gov/senegal> under “doing business with USAID - Job Opportunities – Application form”) and
- A detailed resume plus 3 References.
- Hard copies of relevant degrees.

All the above mentioned documents are **REQUIRED** and must be prepared in English and should be addressed to:

Human Resources Specialist  
Routes des Almadies  
B.P. 49 - Dakar, Senegal  
Email address: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)

**Deadline to receive applications: August 27, 2014**

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** *The US Mission in Senegal 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. USAID/Senegal 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.*