



DATE: April 6, 2012

SUBJECT: JOB VACANCY ANNOUNCEMENT – 2012/02

TO: All Qualified Candidates

JOB TITLE: AID PROJECT MANAGEMENT SPECIALIST
(Maternal Child Health, Family Planning and Reproductive Health Specialist) – Health, Population & Nutrition Office (HPN)

GRADE: FSN-11/with the possibility of hiring the employee at the lower grade if he/she does not meet all the position’s requirements

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

Serves as a principal health specialist in the Mission to advise in the Maternal Child Health, Family Planning and Reproductive Health sectors. The specialist will develop effective, innovative, and integrated strategies that are delivered at a reasonable cost and involve stakeholders in a participatory manner. The implementation of these strategies will result in a sustainable reduction in maternal mortality and morbidity rates.

Manages multi-million dollar contracts and grants to ensure the effective implementation of strategies developed in conformity with USAID rules and regulations and is consistent with Government of Senegal policies and operating principles.

Represents USAID in technical and political forums with other donors and host-country colleagues. Provides technical assistance that reflects the state-of-the-art in international public health, and is consistent with the policies of USAID.

B. MAJOR DUTIES AND RESPONSIBILITIES

a) Serves as Cognizant Technical Officer (CTO) for Mission contracts and grants promoting Maternal Child Health, Family Planning, and Reproductive Health (RH); regularly monitors and evaluates program performance and ensures that relevant and appropriate program documentation is provided.

b) Provides counsel and guidance on MCH/FP/RH programs, Contraceptive Management, Social Marketing of commodities (contraceptives, ITNs, etc.) in accordance with mission strategy. Also provides guidance on issues related to Government health policies and programs, health donors and Non-Governmental Organizations programs.

c) Follows political, social, and health trends closely; provides analysis on how these trends effect the development and implementation of the Mission’s health portfolio in general, and more specifically, how the trends and changes affect MCH/FP/RH in the context of decentralization in targeted areas.



d) Advises the MOH central and district program managers, and local government officials, on USAID RH policy and programmatic matters as well as alternative strategies for expediting the attainment of program objectives. Gives guidance, and facilitates USAID/Senegal Cooperative Agencies to provide technical and managerial expertise to MOH health districts and local communities in the process of institutional capacity building.

e) Conducts thorough analyses of opportunities and constraints presented by innovative new RH approaches and participates actively in the formation and execution of activities designed to enhance Social Marketing of new contraceptive method, new mode of contraceptive distribution and new policy for malaria management in targeted areas.

f) Provides substantive guidance in promoting policy and programmatic-oriented operational research on Maternal Child Health, Family Planning, Reproductive Health, Social marketing, and community based distribution of RH services and products.

g) Provides substantive technical and policy input into MCH/FP and RH program implementation documents, including contractor delivery orders, letters, evaluations, ad hoc reports, procurement actions and waivers, and other documents related to programmatic objectives and documentation requirements. Assists in generation of annual and multi-year budgets, and other documents as needed.

h) Provides technical monitoring and reporting on the adequacy and accomplishments of technical assistance, acquisition, training and other strategic activities. Prepares reports on program activities and actions undertaken for MCH/FP/RH program components; Also prepares reports on field trips, meetings, and other events of significance to the program and its participating partners, stakeholders and sponsors.

i) Works closely with the Mission Monitoring and Evaluation Specialist and implementing partners to develop a results framework for MCH/FP/RH contracts and grant activities, and concurrently tracks and evaluates results achieved. Analyzes data and results needs to confirm their continuing validity. Takes a lead role in developing MCH/FP/RH performance information for annual results reporting to AID/W.

j) Establishes and maintains effective working relationships with USAID partners and other agencies (WHO, UNICEF, World Bank, United Nations Fund for Population Assistance, bilateral donors, etc.) for the purpose of coordination and cooperation.

C. DESIRED QUALIFICATIONS

a. Education: A postgraduate degree in public health (MPH-CES), medicine (MD), nursing or similar discipline, with formal training in maternal health issues, infectious diseases (STI including HIV, malaria, tetanus), child survival immunization, nutrition management is required.

a. Prior Work Experience: Eight years of progressively responsible experience managing regional and national level MCH/FP and/or RH. At least six years' experience designing and managing public sector programs in the developing world, preferably sub-Saharan Africa.



b. Post Entry Training: On-going training in Agency approaches to project design, implementation, and reporting. Technical update in maternal and child health, reproductive health, and private sector approaches to health care service delivery. Computer skills and other information technology training.

c. Language Proficiency: French fluency at the FSI level 4/4 and English 3+/3+.

d. Knowledge required by the Position: Familiarity with MOH policies, regulations, program priorities and key planning documents related to USAID areas of intervention. Experience with AID program regulations and management requirements are desirable. Thorough clinical knowledge of contemporary Maternal Health/ Family Planning issues and interventions and modern program service delivery approaches. Awareness of current thinking and literature on RH approaches.

e. Skills and Abilities: Demonstrated managerial, administrative, analytical and decision-making abilities. Ability to readily analyze, understand, and discuss new program design, management, and implementation approaches. Demonstrated ability to identify priority actions, generate and complete work plans within short time frames. Must have strong oral and written skills, and ability to clearly communicate new program and technical concepts to technical and non-technical counterparts. Strong interpersonal communication and negotiation skills in achieving results with a wide range of program partners. Ability to work in close coordination with technical colleagues in an integrated overall program environment. Strong computer literacy and aptitude to rapidly acquire and apply additional skills. Ability to rapidly create text, spreadsheets and other types of documents to meet specific program and reporting needs.

D. POSITION ELEMENTS

a. Supervision Received: Incumbent is supervised by the Senior MCH/RH/FP Specialist. Performance will be evaluated on the basis of specific work objectives and benchmarks pre-determined with the Senior MCH/RH/FP Specialist and team members.

b. Available Guidelines: Mission Orders, Automated Directives Systems (ADS), New Management System (NMS), Strategic Plan and other technical directives from USAID Global Health and Africa Bureau.

c. Exercise of Judgment: Incumbent must exercise wide and independent judgment to interpret and enforce USAID rules and regulations. Must be able to negotiate sensitive issues with GOS officials and other partners, to analyze and solve difficult problems related to program formulation and implementation. Must be able to review and appraise quality of reports and evaluations, and technical services procured by USAID. Must be able to provide rapid independent analysis of problems, issues, and opportunities as they arise, and make recommendations to senior management.

d. Authority to Make Commitments: Exercises delegations of authority granted to FSN senior technical staff, as described in Mission Orders.



e. Nature, Level and Purposes of Contacts: Must provide consistent and credible representation of USAID to high level MOH, donor, and other partner contacts and coordination bodies for technical, policy and program management issues. Will have frequent contacts with high level officials of MOH and other partners to define and/or reorient strategies, discuss health policy, and translate policy into program action. Negotiates with MOH and other partners at National Program Director level on design, implementation, and monitoring of Mission funded activities. Represents USAID to multi-lateral donor coordination bodies and in defining donor technical, policy and program agenda with MOH and other Ministries. Interacts on a regular basis with a wide range of PVOs/NGOs and other development organizations as USAID representative.

f. Supervision Exercised: May be called upon from time to time to serve as acting SOT#3 coach, at which time will supervise up to 8 FSN professional and administrative staff. Provides ongoing support and guidance to other SOT#3 team members for their individual and team skills development in information technology, planning and management practices, and other areas as appropriate.

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

HOW TO APPLY: Interested applicants should submit a completed OF-612 form or a complete resume to:

Human Resources Mgt. Specialist. or
USAID/Senegal
B.P. 49 - Dakar, Senegal
Email address: usaiddakar-hr@usaid.gov

Human Resources Specialist
USAID/Senegal
Petit Ngor - Dakar, Senegal

Deadline to receive applications: May 11, 2012

Cleared by: Akua Kwateng-Addo, HPN Officer:  Date: 4/5/2012
Steven T. Cowper, Sup. Executive Officer:  Date: 4/5/12