



DATE: October 22, 2015

SUBJECT: **JOB VACANCY ANNOUNCEMENT – FSN/2015/16**

TO: **All Qualified Candidates**

JOB TITLE: **USAID DEVELOPMENT ASSISTANCE
SPECIALIST
(Democracy, Human Rights, Governance & Peace Specialist)**

WORK HOURS: Full time position – 40 hours/week

GRADE: **FSN- 10/** with the possibility of hiring the employee at a trainee level

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 primary purpose of this Ziguinchor-based position is to serve as Democracy, Human Rights, Governance and Peace Specialist (DRG/PS). The DRG/PS shall be responsible for representing USAID/Senegal interests in the administrative regions of Ziguinchor, Sedhiou, and Kolda known together as the Casamance; serve as a liaison between implementing partners and the Democracy, Human Rights, Governance and Peace (DRG) Team Leader, the General Development Office (GDO) Director, and other Development Objective staff based in Dakar; and acting as the “eyes and ears” for the Mission concerning both program activities and social-political-conflict events within the Casamance. Also, provide pertinent analysis to inform Mission’s policy and strategy development process; and lead the Mission’s synergy building and host country system strengthening efforts.

B. MAJOR DUTIES AND RESPONSIBILITIES

DRG/PS duties shall include a variety of functions, including advising on peace, reconciliation, and development issues in the Casamance, information gathering and dissemination, monitoring and analysis, technical work, and coordination with and between the DRG Team and USAID implementing partners. Duties shall include, but are not limited to the following specific tasks:

- Support the achievement of USAID/Senegal’s third Development Objective (DO3) program goals and objectives; ensure that activities are implemented in a way that contributes to the achievement of these goals through regular monitoring, site visits to grantee/contractor activities and offices, results of which are submitted in reports, and



following-up on issues/recommendations with partners in concert with DRG Team Leader. (40%)

- Establish and develop working relationships with regional GoS, implementing partners and other stakeholders in Ziguinchor, Sedhiou, and Kolda regions; act as a liaison between USAID grantees in Ziguinchor, Sedhiou, and Kolda and the Dakar office by communicating requests, information and analysis about activities taking place in the field; foster synergies among their activities, and provide institutional capacity building advice and coaching for local organizations; represent USAID at public events and in meetings. (40%)
- Monitor and analyze the political and security situation, as well as monitor the local development environment, especially in those areas that might impact implementation of DRG programs, and communicate this information to the DRG Team in Dakar; (10%)
- liaise with other Strategic Objective teams and USAID personnel, and the staff of other USG Agencies (State Department, Department of Defense, Department of Agriculture, the Millennium Challenge Corporation) coming to the Casamance and assist them during their visit; (10%).

C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

1. **Education:** Bachelor's degree in development-related fields (such as decentralization, local governance and development, agronomy, education, or health) is required
1. **Prior Work Experience:** A minimum of Five to Seven years previous experience is required in rural development, local governance (preferably decentralization), peace and reconciliation programming or other relevant discipline, with experience working in a conflict zone..
2. **Language Proficiency:** Level IV (fluent) in English and French is required. Level II in 2 local languages is also required.
3. **Knowledge:** Must have knowledge of USAID rules and regulations as related to project cycle management, and ability to know when to refer issues that are outside of the scope of employee's position. Must have excellent knowledge of rural development, local governance, and peace and reconciliation programming. Employee must understand the social/political/economic environment of the Casamance, and must have a thorough understanding of the conflict
4. **Abilities and Skills:** Must be able to develop and maintain excellent working relationships with a variety of key stakeholders, implementing partners, mid-level government officials, and other USAID staff. Must be self-motivated and able to work without daily supervision. Must be organized and able to juggle several tasks. Must be able to monitor program progress of partners, give and receive feedback.

D. POSITION ELEMENTS

1. **Supervision Received:** Works under the direct supervision of the DRG Team Leader. Supervisor provides instructions on an as-needed basis orally and/or in writing.
2. **Available Guidelines:** AID policy documents (ADS), contracts/grant & cooperative agreements, and various Development Objective documentation.
3. **Exercise of Judgment:** Must exercise a broad scope of independent judgment and analysis. Is able to resolve both standard and simple non-standard problems without referring to supervisor. All issues relating to policy, certain external communication, and contracts are referred to supervisor.
4. **Authority to Make Commitments:** Supervisor must clear any and all verbal or written commitments.
5. **Nature, Level, Purpose of Contacts:** Has contacts with a wide variety of external and internal parties, ranging from work sessions, to courtesy visits, to site inspections, mediation etc. Level of contacts is from the village level to Ambassadors to technical program people to mid-level government officials.
6. **Supervision Exercised:** N/A
7. **Time Required to Perform Full Range of Duties after Entry into Position:** Six Months

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

Deadline to receive applications: November 15, 2015



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.