



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

DATE: July 20, 2012

SUBJECT: JOB VACANCY ANNOUNCEMENT – 2012/08

TO: Open to All Qualified Candidates

JOB TITLE: USAID DEVELOPMENT ASSISTANCE SPECIALIST (LCD
(Democracy & Governance Specialist) – General Development Office
(GDO)

WORK HOURS: Full time position – 40 hours/week

GRADE: FSN-11 (with the possibility of hiring the employee at a trainee level)

DURATION: 2 Years (Local Capacity Development – LCD)

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

BASIC FUNCTION OF POSITION

The position is located in the General Development Office (GDO), USAID/Senegal. The primary function of this position is to serve as technical advisor on all issues pertaining to capacity building for government institutions and local organizations, and democracy and governance (DG). The specialist will support the USG's goal to enhance USAID's ability to engage with and increase the use of host country institutions and organizations, promote democracy, good governance, and national reconciliation. He/she is a resource person on reviewing and tracking the implementation status of the GOS development policies for democracy, governance, human rights, conflict resolution, and local capacity building.

One of USAID's highest priorities is to enhance democracy, good governance and national reconciliation through better citizen participation and strengthened host country institutions and organizations. In support to this goal the Specialist will promote and provide leadership to the mission to achieve this Development Objective. The key aspects of this position include; (a) advising the USAID/Mission on effective ways to engage host country institutions and organizations, governance, political processes, conflict resolution and human rights issues; (b) providing analysis of political, social and economic trends; (c) managing mission's DG projects; (d) serving as DG cross sectoral focal point with other sectors within the mission to promote DG mainstreaming and synergy building. The incumbent will provide advice and counsel to the Mission Director, the GDO Office Director, the Democracy and Governance Team Leader and other mission Office Directors.

MAJOR DUTIES AND RESPONSABILITIES

- a) Serves as local capacity building and cross sectorial focal point within the mission (30%)



1. Helps develop and implement strategies and action plans for building local capacity and enhancing USAID's ability to effectively engage and use host country systems, institutions, and organizations.
 2. Works with other Mission's sectors to foster governance integration across the Development Objectives through implementation of a truly cross-sectorial approach and integration of governance concerns
 3. Supports establishing a DG working group that meets regularly to; address intra-mission learning and adaptation; share information on governance issues in each sector to identify similarities and differences; share and document
 4. Progress and best practices in achieving and measuring desired results; discuss implementation challenges.
 5. Represents DG team in the design, management and monitoring of other sectorial programs and activities.
- b) Advises Mission on Governance, Transparency, Political Processes, and Conflict Resolution issues (15%)**
1. Provides expert advice on democracy, governance and conflict issues which also include advice to USAID and partners on developing programs and contracts for improved fiscal decentralization, accountability and transparency, elections and political processes and conflict resolution.
 2. Provides expert counsel and guidance on the development and implementation of GOS and civil society partnerships, including capacity building for relevant GOS offices. Works closely with other USAID 'sectors, GOS counterparts, other donors and the private sector including citizen groups to facilitate and manage partnerships.
 3. Follows closely current political, social and economic and conflict trends and provides analysis on how these trends affect the development and implementation of the Mission's DG and other programs. This includes analysis of transparency, accountability, political processes, conflict issues and policy issues within Senegalese context. Gathers both published and available data on a wide range of DG/Conflict issues from a wide variety of sources both nationally and internationally.
 4. Participates actively in relevant Mission-wide activity planning and management discussions to provide expert opinion on decentralization, transparency, political processes, human rights and conflict resolution needs and issues. Work closely with other technical teams and implementing partners to review activities for coherence, relevance, and programmatic realism in light of Mission goals to promote further decentralization, transparency, political processes and conflict resolution.
 5. Prepares analytical reports to inform the GDO office, mission management, technical offices, GOS officials, local leaders and organizations, and implementing partners on issues such as decentralization, transparency and accountability, political processes, conflict resolution and relationship between improved governance, improved service deliveries and how these activities might support other sectorial activities.



c) Manages Mission Governance, Transparency, Accountability, and Peace building Activities (45%)

1. Serves as Contracting Officer's Representative (COR) or Agreement Officer's representative (AOR) for Mission contract and grant activities, and/or Activity Manager promoting increased decentralization, transparency, accountability, elections and political processes and peace building, constantly monitoring and evaluating program performance and ensuring that relevant and appropriate program documentation is provided.
2. Works closely with Mission monitoring and evaluation specialist and implementing partners to develop results frameworks for DG contract and grant activities and track and evaluate results achievements. Analyzes data and results needs to confirm their continuing validity. Takes a leading role in developing performance information for the Operational Plan, and annual reporting to USAID/Washington.
3. Conducts analysis of program performance and recommends changes in strategic and/or implementation approaches as required.

d) Build synergies between USAID and other donor-funded interventions (10%)

1. Serves as USAID liaison with donor groups on public policy, good governance, decentralization and local governance, elections and conflict resolution presenting USAID's positions at meetings, and briefing USAID management and Embassy officials on issues and discussions.
2. Consults with AID/Washington staff, AFR and DCHA's democratic governance specialists as well as current professional literature to keep abreast of current developments and successful interventions. Liaises with the political section in the US Embassy to maintain up to date knowledge of political trends and current issues.
3. Represents USAID at national and international conferences on issues of democracy, governance, transparency, accountability, peace building, preparing papers and doing presentation as required.

DESIRED QUALIFICATIONS

a. Education: Completion of a master's degree, or equivalent, in political science, public administration law, international development, economics or related fields is required.

b. Prior work Experience: A minimum of 5 years of progressively responsible work experience in democracy, governance, decentralization and local government, political processes, or peace building or other closely related development programs is required. Experience working political scientists, democracy and governance specialists, conflict advisors and political analysts, information dissemination and communication of information on DG/conflict issues is also desirable.

c. Language Proficiency: Level IV in spoken and written French and English is required. Speaking skills in one or more local languages is desired.

d. Knowledge:

- Solid understanding of the institutional and operational structures of government institutions and civic society groups.
- Proven institutional capacity assessment and building experience.



- Thorough knowledge of DG development theory and programming and peace building in general, increased transparency and accountability, and elections programming in particular.
- Comprehensive knowledge of Senegalese politics; Senegal's anti-corruption policies; decentralization's law and policies, and the structure and functioning of its central and local government; civil society organizations; political parties; and conflict issues thorough understanding of general economic, political, social and cultural phenomena in Senegal.
- Considerable familiarity with approaches and goals of development organizations and their approaches to DG and peace building programs. Knowledge of African democracies, as well as theoretical and conceptual linkages between democracy and economic development.

e. Abilities and Skills

- Ability to monitor program activities and results achievements. Prepares scope of work for technical studies and technical assistance activities. Reviews quarterly and technical reports and work plans. Prepares field reports for site visits. Prepares written and oral briefs and presentation for Mission management and GOS officials on progress.
- Represents USAID at donors 'meetings concerning governance, transparency, accountability, elections, peace and conflict issues, meeting with GOS officials and local partners, and at various workshops and conferences. Prepares notes of meeting, highlighting key issues for Mission management.
- Effective writing and organizational skills to prepare guidance, to complete program status reports, analyses and presentations. Ability to write succinctly to produce documents quickly and to prepare program design documents.
- Proven record of effective team-based working relationships, from staff to policy levels, with a wide range of individuals and organizations, including technical experts and contractors, host country partners (public and private sectors) and international organizations.
- Skill in the operation of personal computers is required included demonstrated ability to use word processing, spreadsheets, and calendar software applications, especially Excel, Outlook, MS Word and Power Point.

POSITION ELEMENTS

a. Supervision received: the incumbent works under the supervision of the DG team leader. The supervisor assigns work objectives in relation to program objectives and Mission priorities but the employee is expected to independently plan and carry out activities, selecting the approaches and methods to be used in solving problems, but with minimal supervision.

b. Available guidelines:

- Employee implements activities in accordance with applicable Automated Directives System (ADS) regulations and Mission guidelines. Employee develops working knowledge of Africa Bureau directives and democracy/ Governance/Peace building policy statements.

c. Exercise of Judgment:

- Working within the parameters established by ADS regulations and Missions guidelines, the employee draws experience and professional judgment to make program implementation decisions and undertake policy discussions.



- Exercises delegations of authorities granted in USAID/Senegal Mission Orders and those for COTR and AOTR officers. Clears key written communications with the GDO Office Director.
- Incumbent must demonstrate a keen sense of timeliness in exercising judgment and completing an array of simultaneous actions. Considerable trust is placed on incumbent's judgment and ability to respond to partners' variable agendas with the USAID/Senegal position, and to know when to defer taking a position.

d. Authority to Make Commitments:

- Incumbent exercised a broad scope of independent judgment. Refers to immediate supervisor on matters pertaining to policy, priority of resolution of problems for which there is no clear precedent.

e. Nature, level and purpose of contacts:

- At USAID: Mission Director and Deputy Director, Office Directors and all Mission professional and support staff as well as relevant technical staff in various USAID/Washington Bureaus.
- Government of Senegal: senior government officials, including Minister's chiefs of staff and senior counselors, and prefets, and presidents and mayors of local governments, and leaders of local organizations.
- Other actors: civil society organizations, the private sector, and other non-state actors.

f. Supervision Exercised: N/A

g. Time Required to Perform Full Range of Duties after Entry into Position: 6 months.

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

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

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

Deadline to receive applications: August 17, 2012

Cleared by:

Cleared by: Momar Sow, Education SPO Leader:

Date: _____

Steven T. Cowper, Sup. Reg. Executive officer:

Date: 7/20/12

