



DATE: July 18, 2012

SUBJECT: JOB VACANCY ANNOUNCEMENT – 2012/07

TO: All Qualified Applicants

JOB TITLE: AID DEVELOPMENT ASSISTANCE SPECIALIST
(Education Project Management Specialist) –
General Development Office (GDO)

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.

13. BASIC FUNCTION OF POSITION

USAID is seeking to expand the scope of the partnership with the GOS to include support to primary schools. While students in primary grades (1-6) will be targeted, particular focus will be placed on improving the reading skills of students in the early grades (1-3) in order to ensure that reading challenges are identified and addressed through effective and timely interventions. USAID also continues to strengthen host country financial and technical sector systems by working directly through them to fund and manage activities.

In alignment with a key component of the Agency’s new Global Education Strategy focused on improving the reading skills of 100 million children in the primary grades worldwide by 2015, USAID will focus on improving the MOE’s existing reading and math delivery systems by working with teams from the Directorate of Elementary Education (DEE), the National Institute for the Study and Action of Educational Development (INEADE), as well as other MOE departments to develop a more rigorous and effective instructional approach, upgrade existing assessment systems, and improve research and evaluation capacity at all levels within the MOE.

The Education Management Specialist serves as technical advisor to the Government of Senegal’s (GOS) Ministry of Education (MOE) to support GOS in the following activities:

1. provide assistance on procurement of goods and services related to project needs
2. provide assistance on putting in place a project monitoring and evaluation system that includes standard and custom indicators
3. conduct field monitoring and evaluation
4. provide assistance in drafting reports for USAID and other partners
5. assist in the financial management of the project

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME



Serves as education project management local capacity focal point within the MOE (30%)

1. Helps develop and implement strategies and action plans for building local capacity and enhancing MOE's ability to effectively engage and use USAID new guidance in project management.
2. Works with other MOE relevant directorates to foster the culture of project management across the education system.
3. Supports establishing a project management working group including all donors in education that meets regularly to address management issues with the education sector; share information on the system's procurement, financial management, internal control and reporting in various programs; share and document progress and best practices in achieving and measuring desired results; discuss implementation challenges.
4. Represents Education team in the design, management and monitoring of other sectorial programs and activities.

Advices Mission on project management issues (15%)

1. Provides expert advice on public management issues which also include advice to USAID and partners on developing programs and contracts for improved management plans and activities.
2. Provides expert counseling and guidance to the mission on education decisions concerning the GOS and civil society partnerships, including capacity building for relevant GOS offices. Works closely with other USAID 'sectors to update and monitor the mission new management policy and guidance.
3. Follows closely current political, social and economic and trends and provides analysis on how these trends affect the development and implementation of the Mission's education programs. This includes gathering both published and available data on a wide range of education 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 education 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 quality in education.
5. Prepares analytical reports to inform the GDO office, mission management, technical offices and implementing partners on issues such as annual planning, project coordination, procurement, financial management, internal control, local capacity building, sustainability, equity, reporting and how this might affect other sectorial activities.

Activity Manager for support to project management (45%)

1. Serves as Activity Manager facilitating the achievement of the project results and ensuring that relevant and appropriate program documentation is provided.
2. Provide orientation for all technical and administrative stakeholders on the goals of the project.
3. Organize orientation sessions for Ministry staff. The sessions will also focus on action planning/objective setting. These sessions will include, when appropriate and/or required, Mission technical staff, employers and other stakeholders to share expectations and begin development of regional action plans.
4. Assist in the provision of logistical support for interventions in accordance with Project Implementation Letter (PIL) in the following areas.
 - Placing of all related equipment and tools in targeted districts and schools.
 - Coordination of interventions nationwide including the dissemination of the bank of tests items, the provision of learning kits and teaching guides, the reporting on general performances.
 - Disbursement of program costs and allowances as authorized in the PIL.
 - Handling small grants administration for eligible activities.
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- Liaising with all local partners, institutions, and USAID/Senegal to ensure that programs are functioning properly, on schedule and provide early notification to the Mission if any deviation from the original plan will alter the program completion date ;
- De-briefing with USAID upon completion of their program.

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

1. Serves as USAID liaison with donor groups on project management issues presenting USAID's positions at meetings, and briefing.
2. Consults with relevant Missions bureaus especially on management issues as well as current professional literature to keep abreast of current developments and successful interventions. Liaise with other donors' projects to ensure more synergy in education programs.
3. Represents USAID at national and international conferences on issues of education project management, preparing papers and delivering presentation as required

15. DESIRED QUALIFICATIONS

a. Education: A minimum of a Master's degree is required, with honors or graduate degree preferred.

b. Prior Work Experience: At least 5 years' experience working in the education sector in positions of progressive responsibility. Experience both as a teacher and administrator is preferred. Relevant experience includes working in schools, serving as an official of the Ministry of education, managing education evaluation programs for MOE, an International Organization, private company, or non-governmental organization. Experience working in U.S Education system desired.

c. Post Entry Training: The applicant must successfully complete the required USAID AOR/COR training for non-procurement professionals within one year of being hired.

d. Language Proficiency: Overall level IV (fluent) English proficiency is required. Level IV French is required. Fluency in one of the Senegal's national languages is highly desirable.

e. Knowledge:

- Thorough knowledge of education project management, 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 under PDEF and the Poverty Reduction Strategic Document (PRSP).
- Knowledge in general management.
- Knowledge of education program performance and impact 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.
- Some knowledge of USAID/Senegal's education programs in Senegal.
- Knowledge of USAID policies and procedures, and experience managing USAID projects highly desirable.

f. Skills and Abilities:

- 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 Performance Monitoring 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 and donor stakeholders.
- Ability to prepare documents, budgets, and reports using MS Office software (Word, EXCEL, PowerPoint).

POSITION ELEMENTS

- a. **Supervision Received:** The Education Project Management Specialist will work under the supervision of the Education Team Leader; however he/she will be 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
- b. **Available Guidelines:** Considerable discretion and latitude for interpretation is possible within the Education Assistance Agreement (AA) and USAID/Senegal’s Mission Orders. Overall Agency guidance is available in the Automated Directives System (ADS) which continues to be updated, and applied world-wide to policy, practices, and procedures in the management of USAID programs.
- c. **Exercise of Judgment:** Must demonstrate ability to make sound judgments and take responsibility for representing the USAID Mission and on occasion the U.S. Embassy in front of the host Government, donors, and partners.
- d. **Authority to Make Commitments:** Limited to program and project issues of a non-financial nature.
- e. **Nature, Level, Purpose of Contacts:** The Education Specialist is expected to represent the U.S. Government to the MOE and other ministries involved in the implementation of USAID-funded education programs. S/he will have extensive contact with other bilateral and multilateral donors working in the education sector. Other contacts may include the U.S. and Senegalese private sectors, PVO/NGOs working in education, and civil society at the community and school levels.
- 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 or a complete resume to:

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

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

Deadline to receive applications: August 10, 2012

Cleared by: Momar Sow, Education SPO Leader:

[Handwritten signature]

Date:

2/19/2012

Abdou Ndiaye, Acting Executive Officer:

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Date:

2/19/12

