USAID | SENEGAL
FROM THE AMERICAN PEOPLE

USAID 50 ANNIVERSAIRE

DATE: **March 15, 2012**

SUBJECT: **JOB VACANCY ANNOUNCEMENT – 2012/01**
Extension of Closing Date

TO: **All Qualified Candidates**

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

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

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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 Education Specialist will provide technical assistance to USAID/Senegal's education team, contributing to the management of a program focused on the goal to "Better educate Senegalese youth", with an emphasis on basic education. Responsibilities will involve working together with education team colleagues to manage a nationwide program that supports the Ministry of Education (MOE) in education sector reform, pre-service and in-service teacher training, improving the quality of reading and Math instruction for Senegalese students in Grades 1-8, fostering community and private sector participation in education, decentralizing education system management, and expanding access to education in conflict areas and for hard-to-reach and marginalized children. The education team is currently implementing 4 projects, one to improve the " Quality Middle School education" in Senegalese schools at an estimated budget level of $20 million, the second supporting "Equity, Quality, Relevance, Transparency and Participation in Education" at an estimated budget level of $40 million, the third is an annual $2 million fixed amount reimbursement agreement with the government of Senegal, and the fourth that is process will be focused on improving reading and Math in basic education . The education Specialist will serve as an Activity Manager for one of these five-year projects, as well as for smaller education contracts or grants depending upon the availability of funds. S/he will assume responsibility within the education team for the monitoring and evaluation of education programs, including the development and maintenance of a formal Performance Monitoring Plan (PMP) that must be updated semi-annually and will serve as a management tool and the basis for all of USAID/Senegal's education program reporting. In addition, s/he will participate in education sector working groups focused on technical areas related to the activities for which s/he serves as activity manager.

B. MAJOR DUTIES AND RESPONSIBILITIES

The Education Specialist will contribute to the management of USAID/Senegal's education program, working in a collegial team environment to achieve education program objectives.

S/he will contribute 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, the reporting of education program results to USAID headquarters in Washington. S/he will work with the Mission's M&E specialist to conduct Data Quality Assessments on these indicators, collect data, and regularly update the Performance Monitoring Plan. S/he will analyze and present 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 Plans and Performance Reports. The Education Specialist will be 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 will serve as one of the team's Activity Managers, responsible for contributing to the management of one or more five-year contracts or cooperative agreements, each with ambitious education sector objectives and rigorous reporting requirements. Focal areas of these projects include support to education sector reforms and decentralization, pre-service and in-service teacher training, the introduction of WIFI and other Information and Communication Technologies (ICT) as a means to improve the quality of instruction in Senegalese middle schools, reinforcement of primary school students' basic literacy and numeracy skills, student assessment, support to Parent Associations (APE) and School Management Committees (SMC), involvement of local governments and private sector actors in education, and the expansion of access to education for conflict ridden, rural and other hard-to-reach populations. As education team member, s/he will assist the education Team Leader 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 meet acceptable standards for the U.S. Government, and monitoring and conducting periodic evaluations of contractor performance.

The Education Specialist will contribute to technical and policy discussions related to the USAID/Senegal's education program, to Senegal's education sector investment program (PDEF), and to Senegal's education system at large. The Education Specialist will serve as a technical advisor on focal areas of USAID/Senegal's education portfolio. S/he will closely track the MOE's priorities for these technical areas, participate in working groups focused on these priorities with the MOE and other donors, and ensure that USAID programming contributes to the Senegalese government's long-term objectives for the education sector. In addition, s/he will contribute to the team's Development Outreach and Communications strategy by writing 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 any deficiencies observed;

- Participate in regular monitoring meetings with the implementing partner and MOE technical staff 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 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 their continuation applications;
- 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:

- Develop and maintain a Performance Monitoring Plan to serve as a program management and reporting tool;
- Organize and maintain complete electronic and hard copy files of this Performance Monitoring Plan, including sources and supporting documentation for each performance indicator;
- Identify relevant Agency and project-level indicators to track progress at the input, output, and impact levels;
- Work with the Mission's M&E specialist and implementing partners to set and regularly update targets;
- Conduct under the supervision of the Mission's M&E specialist regularly update Data Quality Assessments for each of these indicators;
- Develop and ensure the implementation of a team monitoring and evaluation plan including quarterly site visits to monitor program activities;
- Collect performance data from partners and regularly update the Performance Monitoring Plan;
- Compile data when more than one partner reports on the same performance indicator;
- Present Performance Monitoring Plan and other education sector data in a variety of analytical and visual formats (graphs, charts, maps, *etc.*)
- Identify indicators that are not performing as expected and alert implementing partners to take corrective action;
- Prepare and present Performance Monitoring Plan data at periodic Steering Committee meetings and Program Implementation Reviews;
- Participate to the annual program performance reviews for MOE and other program stakeholders;
- Prepare and report performance data on a regular basis for presidential initiatives;
- Prepare and submit performance data for USAID/Senegal's annual Operational Plan and Performance Report to Washington.

C. Representation to the MOE, Donors, and other Education Stakeholders (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 PDEF and DRSP;
- 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.

C. 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 programs for an International Organization, private company, or non-governmental organization. Experience working in U.S education system desired.

C. Security Clearance: LES employment authorization from the Regional Security Office.

D. Post-Entry Training: The successful applicant must successfully complete the required USAID AOTR/COTR training for non-procurement professionals within one year of being hired.

E. 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.

F. 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 under PDEF and the Poverty Reduction Strategic Document (DRSP);
- 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.
- Some knowledge of USAID/Senegal's education programs in Senegal.

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G. **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).

D. POSITION ELEMENTS

A. Supervision Received: The Education 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. Supervision Exercised: N/A.

C. 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.

D. 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.

E. Authority to Make Commitments: Limited to program and project issues of a non-financial nature.

F. Nature, Level and Purposes 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.

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

Deadline to receive applications: April 6, 2012

Cleared by: Momar Sow, Education SPO Leader: _____ Date: 3/19/2012

Steven T. Cowper, Supervisor Executive Officer: _____ Date: 3/16/2012