



DATE: June 25, 2012

SUBJECT: **JOB VACANCY ANNOUNCEMENT – 2012/04**

TO: Open to All Qualified Employees

JOB TITLE: **USAID DEVELOPMENT PROGRAM SPECIALIST
(Global Development Alliances Specialist (GDAs) – Program Office (PRM))**

WORK HOURS: Full time position – 40 hours/week

GRADE: FSN-11 (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.

13. Basic Function of Position

In order to meet USAID Forward targets, the Mission must increase the number of Global Development Alliances (GDAs) it has with the private sector. GDAs are public-private partnerships in which USAID levies at least a one to one funding match from private partners for development activities. This new position will be responsible for networking with the private sector in Senegal and identifying opportunities for future GDAs. The incumbent will work with the technical teams and support offices to design the GDA projects and will also be responsible for managing the projects as a COR/AOR. The position requires a highly skilled, articulate, politically astute individual who is fully knowledgeable of private sector actors in Senegal. The person must also be familiar with USAID procedures and policies regarding public-private partnerships.

14. Major Duties and Responsibilities

The USAID Development Program Specialist will be responsible for the following duties and responsibilities:

1. Advising on Public-Private Partnership (PPP) Opportunities (50%)
 - Serves as Activity Manager for all to be finalized partnerships for USAID/Senegal technical teams including Economic Growth, Health, Education, and Democracy and Governance. Works closely with the Program Office, the Global Development Alliance (GDA) Secretariat in Washington and USAID/Senegal technical teams on identification, analysis, formulation, and implementation of activities related to public private partnerships. He/she integrates relevant aspects of such needs into support for working with private business approaches, including training, mobilization, and alliance quality.



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- Works with all technical teams on managing technical assistance required for a successful design and implementation of activities for which he/she is responsible. Identifies partnership implementation options, makes recommendations to the Team Leaders.
 - Provides technical guidance and oversees the implementation of all new alliances.
 - Provide technical guidance on the creation and maintenance of USAID sector foundations.
 - Negotiates agreements and implementation plans with a private partner.
 - Maintains close liaison with the Senegal Government, the American Chamber of Commerce in Senegal, the Dakar Chamber of Commerce and other international donors, and private agencies supporting health, economic growth, education, and democracy & governance programs in Senegal; keeps counterparts informed regarding USAID activities.
 - Keeps abreast of problems which affect activity progress, and assists partners in revising activities and plans, as necessary, in light of changing circumstances. He/she is responsible for all trouble shooting with assigned partnerships; answers a broad range of alliance implementation questions. He/she is responsible for official communications to and from assigned private partners.
2. Developing GDA strategies for the Mission (30%):
- Provides guidance to USAID/Senegal on developing and implementing strategies and protocol for effective outreach to private corporations and other potential alliance partners.
 - Develops an annual Mission global alliance building action plan that will leverage funds and scale up activities for health, economic growth, and education programs.
 - Identifies potential alliance partners, initiates meetings and educates both potential partners and USAID technical staff on the others' priorities and objectives, potential areas of collaboration, and partners' organizational structures and policies.
3. Reporting, increasing the capacity of USAID staff and partners to build and promote alliances, and facilitating the technical aspects of alliance building (20%):
- Trains USAID staff and partners on best practices for building and managing alliances.
 - Educates USAID/Senegal staff on the growing significance of addressing business' core needs in alliance building.
 - Develops and/or applies appropriate risk assessment instruments to ensure that risk is shared appropriately;



- Conducts and documents due diligence research on proposed partners;
- Works with USAID contracting officers to facilitate the formal agreement process.
- Assists the Program Office and technical teams in monitoring established alliances, reporting and preparing success stories.

15. Qualifications Required for Effective Performance

- Education:** A Master's degree in a relevant field, including business, economics, public administration or international development is required.
- Prior Work Experience:** Five to seven years of program management in for-profit or not-for-profit sector is required; at least some corporate, private sector work experience is desirable.
- Post Entry Training:** N/A
- Language Proficiency:** List both English and host country language (s) proficiency requirements by level (II, II) and specialization (sp/read):
 - Level 4 English
 - Level 4 French
 - Familiarity with Local languages highly desirable
- Job Knowledge:** Demonstrated understanding of private sector operations and Corporate Social Responsibility issues (required), experience with international development. Some knowledge of development partners operations is a plus. Experience starting-up and/or managing a private foundation is desirable.
- Skills and Abilities:** Must possess strong negotiation, written and oral communication, and interpersonal skills (required). The incumbent is required to be able to: 1) demonstrate strong analytical and writing skills; 2) present technical information in concise written and oral form; 3) coordinate programs and visits independently; 4) organize formal training for USAID staff and partners; 5) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.). The candidate must also have the ability to maintain contacts at all levels with USAID, partners, and with stakeholders and report on their performance and concerns. S/he must also have excellent management, interpersonal and teamwork skills.

16. Position Elements

- Supervision Received:** Very general guidance is provided directly from the Program Office Chief. Once general assignments are set, the incumbent is required to exercise extensive judgment in planning and carrying out tasks, including the specific approach to be taken, the resolution of problems and conflicts, and the meeting of deadlines. Completed work is only reviewed for conformance.



- b. Supervision Exercised:** There are no supervisory responsibilities in this position. The Alliance Specialist will frequently serve as a team member on various program technical teams and will help facilitate team work and the accomplishments of USAID/Senegal Mission goals and objectives from the perspective of how private partnerships can be developed to leverage significant private sector resources.
- c. Available Guidelines:** ADS, Mission Orders, Project Manager’s Guide, oral instructions from the Office Chief, Mission and USAID Operating policies, Project documents.
- d. Exercise of Judgment:** Must apply a high level of sound independent judgment in all aspects of work, including solution to financial problems and in managing a large staff.
- e. Authority to Make Commitments:** The Senegal Public Private Partnership Specialist will not have any authority to make legal or financial commitments and obligations for USAID/Senegal.
- f. Nature, Level and Purpose of Contacts:** USAID Mission Director, SO Team Leaders, other USAID staff; respective Ministries officials and other senior management staff of international NGOS/donors and private foundations operating programs to deliver speeches at meetings/workshops; presents programs & strategies to visitors, development partners.
- g. Time Expected to Reach Full Performance Level:** One year.

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

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

Deadline to receive applications: July 23, 2012

Cleared by:

Abdrahmane Diallo, Acting program Officer: *Diallo* Date: 06/25/12

Steven T. Cowper, Sup. Reg. Executive officer: *Cowper* Date: 6/25/12



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