



DATE: June 29, 2012

SUBJECT: **JOB VACANCY ANNOUNCEMENT – 2012/05**

TO: Open to All Qualified Candidates

JOB TITLE: **USAID DEVELOPMENT PROGRAM SPECIALIST
Health Advisor for Government to Government Programming –
For the Local Capacity Development Program (LCD) -
Health, Population & Nutrition Office (HPN)**

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**

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

BASIC FUNCTION OF POSITON

This position will serve as Health Advisor for Government to Government Programming and be responsible for activities within the Health Portfolio related to government-to-government (G2G) and local capacity development (LCD). This position will require close coordination within USAID/Senegal Mission and the Ministry of Health.

Together with the Health Office, the Health Advisor for Government to Government Programming will take the necessary steps to develop local funding opportunities, appropriately budget, ensure timely reviews of local financial system and human resources, implement local/G2G awards, and analyze and disseminate program results. This entails organizing and/or coordinating stakeholder meetings; lobbying and advocating for collaborative support and funding; and providing routine reports to USAID, relevant government offices, and other development partners.

The individual is expected to take a leadership role for capacity development and ownership building within the Ministry of Health at large. S/he is expected to supervise and ensure quality health programming and to provide guidance and technical support as appropriate. Examples of this support would include: serving as chair of the steering and/or review committees; monitor program implementation progress; and providing accurate and timely advice on technical and organizational issues.

The Health Advisor for Government to Government Programming will report to the USAID/Health Office Director and will be expected to advise the Mission on the development of a portfolio of health programs that target local institutions and government to government support.

Strong organizational and management skills and the ability to establish reliable and productive relationships with all partners are essential.



MAJOR DUTIES AND RESPONSIBILITIES

Technical Project Management - 45% LOE

- Manage the existing portfolio of G2G/LCD activities.
- Seek and develop new G2G/LCD opportunities for the USAID/Senegal Health Portfolio.
- Manage the internal and external process of developing new G2G/LCD awards.
- Develop appropriate milestones for G2G/LCD activities and ensure that objectives are met.

Financial Project Management - 35% LOE

- Monitor and verify that all G2G/LCD activities are compliant with respective USG/GOS financial policies.
- Ensure timely payments to grant/contract recipients of G2G/LCD awards and confirm that payments comply with the terms of the awards.

Local Capacity Development - 20% LOE

- Actively build the capacity of local grant recipients to appropriately manage USG funding.
- Seek capacity development opportunities for recipients based on needs assessment.

DESIRED QUALIFICATIONS

- a) **Education:** A postgraduate degree is required. These degrees may include: health economics, public health (MPH), medicine (MD), bio-statistics or similar discipline, with formal training/extensive experience in health program management.
- b) **Prior Work Experience:** At least five years of experience working in Senegal in health program implementation. Health program management experience should be complemented by a demonstrated capability of working throughout the Senegalese Health System. Experience should demonstrate a well-established history working with the government of Senegal and include senior level engagement in systems of monitoring and evaluation, national health policy formulation and implementation, and health program design and management.
- c) **Language Proficiency:** Written and Spoken level IV French and English is required. A working knowledge of local languages is also desirable.
- d) **Knowledge required by the Position:** Familiarity with Senegal MOH policies, regulations, program priorities and key planning documents related to USAID areas of intervention. Experience with USAID program regulations and management requirements are desirable.
- e) **Skills and Abilities:**
 - 1) Demonstrated managerial, administrative, analytical and decision-making abilities.
 - 2) Ability to readily analyze, understand, and discuss new engagements between the Government of Senegal and USAID
 - 3) Demonstrated ability to identify priority actions, generate and complete work plans within short time frames.



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- 4) Strong oral and written skills and the ability to clearly communicate new program and technical concepts to technical and non-technical counterparts.
- 5) Strong interpersonal communication skills with a wide range of program partners.
- 6) Computer literacy including demonstrated use of word processing, database and/or spreadsheets, and graphical and statistical analysis software.
- 7) Knowledge of current maternal, child health and neonatal health issues and familiarity with health-related operations research methodologies and tools.
- 8) Experience mentoring, training or building the capacity of staff implementing public health interventions.
- 9) Strong organizational and managerial skills and ability to work collaboratively. Understanding of information needs of policy-makers and program management.
- 10) Ability to negotiate effectively with a range of partners, collaborating agencies, staff colleagues, government staff, and other agencies.
- 11) Ability to think critically, and to interpret and distill statistical demographic analysis for non-specialist audiences.

POSITION ELEMENTS

- a. **Supervision Received:** The jobholder applies a technical body of knowledge to complex and sensitive programs in Senegal. Although the jobholder will report directly to the USAID Health Office Director, s/he is expected to work with minimal supervision and oversight and to take initiative to improve the implementation of local/bilateral awards between the Government of Senegal and USAID. It is also anticipated that the jobholder would receive technical direction from the Health Office Director, and supervisory oversight would remain with the Health Office Director at USAID/Senegal. The jobholder liaises daily with a wide range of stakeholders to ensure synergies and effective management of Local Capacity Development activities.
- b. **Available Guidance:** USAID Handbooks, ADS, Mission Orders/Notices, and GOS budgetary and financial legislation, policy and strategy statements serve as guidelines in the fulfillment of duties and responsibilities.
- c. **Exercise of Judgment:** Considerable individual judgment must be exercised and defended as necessary in achieving the government to government objectives of USAID programming and national level decision making. The incumbent is expected to exercise authority in making decisions with regard to technical issues as they arise in the course of the fulfillment of her/his duties and responsibilities.
- d. **Authority to Make Commitments:** The incumbent has no authority to make financial commitments on behalf of the GOS or the U.S. Government.
- e. **Nature, Level and Purpose of Contacts:** Develops and maintains an extensive range of professional contacts at a high level in the GOS, within donor institutions and at USAID.



- f. **Supervision Exercised:** The incumbent is expected to provide overall supervision of the government to government and local award process which may include the supervision of field-based staff and Dakar-based programming.
- g. **Time Expected to Reach Full Performance Level:** One year.

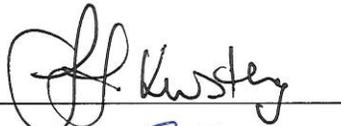
HOW TO APPLY: Interested applicants should submit a completed OF-612 form and a complete resume to:

Human Resources Mgt. Specialist. or
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 03, 2012

Cleared by:

Kwateng-Addo, Akua, Health Officer:  Date: 6/29/12

Steven T. Cowper, Sup. Reg. Executive officer:  Date: 6/29/12



