



**DATE:** December 29, 2015

**SUBJECT:** JOB VACANCY ANNOUNCEMENT – FSN/2015/07

**TO:** All Qualified Applicants

**JOB TITLE:** USAID DEVELOPMENT ASSISTANCE SPECIALIST (PMI SPECIALIST)

**GRADE:** FSN-10 *with the possibility of hiring the employee at the lower grade*

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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.

## **1. BASIC FUNCTION OF POSITION**

The President's Malaria Initiative (PMI) accounts for 40 percent of the Health Office's portfolio (approximately \$24 million annually). With a national scope, implemented through USAID's bilateral partners and a range of innovative government-to-government (G2G) agreements, the PMI program has a considerable and growing workload, particularly as its G2G programs have expanded to be larger than many traditional bilateral mechanisms. The new advisor will provide important coverage for these growing and innovative activities; s/he will be seconded 50 percent to the National Malaria Control Program, to help support implementation.

This position is for a Foreign Service National (FSN) professional to support the Mission's programs under PMI. The jobholder assists the USAID and Center for Disease Control (CDC) President's Malaria Initiative Resident Advisors as well as the PMI Technical Advisor in all aspects of management of the malaria.

## **2. MAJOR DUTIES AND RESPONSIBILITIES**

The PMI Technical Expert for the Malaria will increase the malaria team's capacity to implement its ambitious and growing program. The job holder will assist the existing PMI staff in maintaining relationships with partners (other donors, implementing partners, and the GOS) and ensuring smooth planning, implementation, and documentation of the activities and agreements in the malaria portfolio. The incumbent will participate as necessary on behalf of USAID in meetings, conferences and outreach related to malaria reduction in Senegal and maintain communication with colleagues in AID/Washington and with other USG offices in Senegal. Specific additional responsibilities include:

- *Provision of technical assistance and backstopping* (45%)
  - ✓ Advises the MOH central and district program managers, and local government officials, on PMI and informs them of any alternative approaches for attaining program objectives.
  - ✓ Assists in the design, planning and implementation of malaria prevention and control activities consistent with USAID's strategy and with the National Malaria Control Program (NMCP) and PMI.
  - ✓ Provides technical support to PMI partners and managerial support as needed during the designing and implementation phases to ensure the quality of interventions and programmatic targets are met.



- ✓ Provides detailed input on issues related to Government of Senegal and USG health policies and programs and their positive and negative impact on malaria activities in Senegal.
- ✓ Conducts analysis of program performance and recommends changes in strategic and/or implementation approaches as indicated.

• ***Management of Program Implementation*** (35%)

- ✓ Assists in management of contracts and grants in accordance with USAID rules and regulations.
- ✓ Oversees malaria prevention and control activities, including indoor residual spraying, Insecticide Treated Net (ITN) distribution, Intermittent Preventive Treatment for pregnant women (IPTp), case management, and related support activities.
- ✓ Works with suppliers and partners to ensure that commodities are purchased in a timely and cost effective manner and that the capacity exists at implementation sites to receive, manage, and distribute these items.
- ✓ Works with the national malaria control program and other partners to ensure an effective monitoring and evaluation plan.
- ✓ Serves as Agreement/Contract Officer's Representative (A/COR), Activity Manager, and G2G activity manager for selected Mission contracts, grants, and G2G agreements funded by the PMI or other USAID programs; regularly monitors and evaluates program performance and ensures that appropriate program documentation is provided.
- ✓ Serves as a backstop to the USAID and CDC President's Malaria Initiative Advisors and the PMI Senior FSN.

• ***Coordination of Mission programs with donors, GOS stakeholders and other partners*** (20%)

- ✓ Collaborates closely with other members of the Health Team to ensure effective implementation of USAID's health strategy to improve and increase use of health services in targeted areas.
- ✓ Consults with experts working in international organizations dealing with malaria and with NMCP officials to keep abreast of current developments and successful interventions.

### 3. **DESIRED QUALIFICATIONS**

- Education:** A graduate degree in public health, nursing or similar discipline, and training in infectious diseases.
- Prior Work Experience:** Five years of progressively responsible experience managing health programs. At least three years' experience designing and managing public sector programs in the developing world, preferably Sub-Saharan Africa.
- Post Entry Training:** On-going training in Agency approaches to project design, implementation, and reporting. A/COTR training, Technical update in malaria prevention techniques being used in Senegal. Computer skills and other information technology training.
- Language Proficiency:** Level 4 (Fluent) French and level 3+ (professionally fluent) English. Proficiency in one or more Senegalese languages.



- e. **Knowledge:** A thorough knowledge of the concepts, principles, techniques, and best practices of health systems, health policies, and in particular of high impact interventions in malaria, is required. A thorough understanding of Senegal's national health policies and international priorities is necessary, as well as knowledge about Senegal's development prospects, priorities, and resources in the health sector with particular emphasis on health issues affecting women and children and Senegal's health system. Familiarity with U.S. Government legislation relating to development assistance and experience with USAID program regulations and management requirements are desirable.
- f. **Abilities and Skills:** Demonstrated managerial, administrative, analytical, and decision-making abilities. Ability to readily analyze, understand, and discuss new program design, management, and implementation approaches. Demonstrated ability to identify priority actions and generate and complete work plans within short time frames. Strong oral and written skills, and ability to clearly communicate new program and technical concepts to technical and non-technical counterparts. Strong interpersonal communication skills. Ability to rapidly create text, spreadsheets, and other types of documents to meet specific program and reporting needs.

#### 4. **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 PMI Resident Advisor, s/he is expected to work with minimal supervision and oversight and to take initiative to improve program management, planning, and results. The jobholder liaises daily with the other HPN team members to ensure synergies and effective management of activities. The jobholder drafts correspondence and presentations as requested by the PMI Resident Malaria Advisors, the PMI FSN Advisor, Health Office Director, and other relevant staff related to USAID policy and implementation.
- b. **Supervision Exercised:** None.
- c. **Available Guidelines:** Mission Orders, Automated Directives Systems (ADS), New Management System (NMS), Strategic Plans and other technical directives from the Global Health Bureau and Africa Bureau.
- d. **Exercise of Judgment:** The position requires judgment to be applied in all activities. The jobholder is expected to be familiar with major issues surrounding malaria in Senegal and to discuss sensitive issues with GOS officials and other partners and to be able to review and appraise quality of reports and evaluations, and technical services procured by USAID. Must be able to provide rapid independent analysis of problems, issues, and opportunities as they arise, and make recommendations to senior management.
- e. **Authority to Make Commitments:** Exercises delegations of authority granted to FSN technical staff, as described in Mission Orders.
- f. **Nature, Level, and Purpose of Contacts:** The jobholder maintains and develops professional relationships at the middle levels in the GOS, NGOs, and donors. Maintains frequent contact with mid-level officials of MOH and other partners to discuss strategies, health policy, and program activities.
- g. **Time Expected to Reach Full Performance Level:** One year.



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**HOW TO APPLY:** Interested applicants with existing Senegalese Work Permits or who possess Senegalese Work Permits **MUST** submit a complete application package which includes:

- A cover letter,
- An OF-612 form (form can be found on this web site: <http://senegal.usaid.gov> under “doing business with USAID - Job Opportunities – Application form”) and
- A detailed resume plus 3 References.
- Copies of relevant degrees.

All the above mentioned documents are **REQUIRED** and must be prepared in English and should be addressed to:

Human Resources Management Specialist  
Routes des Almadies  
B.P. 49 - Dakar, Senegal  
Or  
Email address: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)

**Deadline to receive applications: January 29, 2016**

***EQUAL EMPLOYMENT OPPORTUNITY: The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

***The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.***