USAID | SENEGAL
FROM THE AMERICAN PEOPLE

DATE:	December 17, 2012
SUBJECT:	**JOB VACANCY ANNOUNCEMENT Re-Advertisement – 2013/01**
TO:	Open to All Qualified Candidates
JOB TITLE:	**USAID PROJECT DEVELOPMENT SPECIALIST** **Advisor for Health Systems Strengthening, Policy and Decentralization (HSS) 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)

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

BASIC FUNCTION OF THE POSITION:

This position is for a senior Senegalese professional to support the Mission's programs in Health Systems Strengthening (HSS). The jobholder assists the Senior Health Systems Strengthening Advisor in all aspects of HSS programming and develops in-house capacity of USAID to continue the initiatives that are central to the new USAID 5-year health strategy (2012-2015).

The jobholder assists in the management of multi-million dollar contracts and grants to ensure the effective implementation of strategies developed in conformity with USAID rules and regulations and is consistent with Government of Senegal policies and operating principles. The Advisor for HSS participates on behalf of USAID level in technical and political forums with donors and Senegalese national, regional and community-level stakeholders in gathering information on efforts to increase the capacity of health systems and sharing with others USAID's activities. The jobholder provides technical assistance on HSS issues and implementation to IPs and MOH counterparts consistent with the policies of USAID.

MAJOR DUTIES AND RESPONSIBILITIES:

The Advisor for HSS provides significant increased capacity of the HPN team to manage the breadth of interventions associated with health systems strengthening.

The jobholder provides input on new program initiatives, drafts program documents to secure funding and implement activities, and assists in maintaining relationships between USAID and other organizations (MOH, IPs, NGOs, etc.) about HSS activities. The jobholder participates on behalf of USAID in meetings, conferences and outreach about HSS activities and maintains 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 all aspects of HSS and informs them of alternative approaches for attaining program objectives. Assists USAID/Senegal partners to provide the technical and managerial expertise to MOH health districts and local communities to build institutional capacity.

- Assists in the design, planning and implementation of HSS activities consistent with USAID's strategy, including those impacting on human resources (effective use, planning, appraisals, etc.), data collection and reporting, and health financing.

- Provides technical support and managerial support to partners involved in HSS during the designing and implementation phases to ensure the quality of interventions and that programmatic targets are met.

- Provides detailed input on issues related to Government health policies and programs and their positive and negative impact on efforts to strengthen health systems in Senegal.

- Conducts analyses of opportunities and constraints presented by innovative approaches to improving the health status of Senegalese and participates in the formulation, execution and assessment of these activities

- Conducts analysis of program performance and recommends changes in strategic and/or implementation approaches as required.

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

- Assists in management of contracts and grants subject to USAID rules and regulations

- Oversees capacity-building activities implemented by partners, NGOs and MOH, designed to reduce the performance gaps in health human resources and health management information systems

- Assists in designing, managing, assessing and scaling-up activities related to Results-Based Financing in selected sites

- Provides input on policy changes recommended to strengthen health systems and increase linkages with the private sector

- Recommends ways to improve governance and accountability, and to increase local resource mobilization

- Works with MOH and community partners to ensure effective monitoring and evaluation; carries out M&E visits to implementation sites to ascertain if data is collected and analyzed properly

- Serves as A/COR and Activity Manager for selected Mission contracts and grants aiming to strengthen health systems; regularly monitors and evaluates program performance and ensures that appropriate program documentation is provided.

- Serves as backstop to the Senior HSS Advisor.

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

- Collaborates closely with the HPN Team's other members to ensure development of more effective implementation of health strategy to improved health services and increased use in targeted areas

- Consults with the experts working in international organizations dealing with RBF, HMIS, data collection and public-private partnerships to keep abreast of current developments and successful interventions.

- Works closely with the Mission Monitoring and Evaluation Specialist and implementing partners to track results achieved; analyzes data and results to confirm their continuing validity; takes a lead role in developing performance information for annual results reporting.

DESIRED QUALIFICATIONS

- **Education**: A graduate degree in public health, nursing or similar discipline, and training in health financing or institutional capacity building/ organizational development.

- **Work Experience**: Five years of progressively responsible experience managing health programs. At least three years of experience designing and managing public sector programs in the developing world, preferably sub saharan Africa.

- **Language Skills**: French fluency at the FSI level 4/4 and English 4/4.

- **Knowledge Required by the Position**: Familiarity with MOH policies, regulations, program priorities and key planning documents related to USAID areas of intervention. Experience with AID program regulations and management requirements are desirable.

- **Skills and Abilities**: 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, 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 with a wide range of program partners. Ability to rapidly create text, spread-sheets and other types of documents to meet specific program and reporting needs.

- **Post Entry Training**: On-going training in Agency approaches to project design, implementation, and reporting. Technical update on HSS efforts in existing programs being used in Senegal. Computer skills and other information technology training.

- **Supervision Received**: The jobholder will report directly to the Health Office Director and will receive mentoring from the Senior HSS Advisor. S/he is expected to work with minimal supervision and oversight and to take initiatives 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 Senior HSS Advisor related to USAID policy and implementation and initiates correspondence directly in carrying out CTO/Activity Manager responsibilities.

- **Available Guidelines**: Mission Orders, Automated Directives Systems (ADS), New Management System (NMS), Strategic Plan and other technical directives from Global Bureau's Center for Population, Health and Nutrition and Africa Bureau.

- **Exercise of Judgment**: The position requires a significant level of judgment be applied in all activities. The jobholder is expected to be familiar with major constraints in Senegal's health systems and to be adept at discussing sensitive issues with GOS officials and other partners; ability 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.

- **Authority to Make Commitments**: Exercises delegations of authority granted to FSN senior technical staff, as described in Mission Orders.

- **Nature, Level, and Purpose of Contacts**: The jobholder maintains and develops professional relationships at the middle to senior levels in the GOS, NGOs and donors. Maintains frequent contact with mid-to-high level officials of MOH and other partners to discuss strategies, health policy, and program activities.

- **Supervision Exercised**: Periodic supervision of one or two FSNs in the absence of the Senior HSS Advisor.

- **Time Required to Perform Full Range of Duties after entry into the Position:** Nine months.

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: December 28, 2012

Cleared by:

Bryn Sakagawa, HPN Office Director: Date: 12/13/12

Steven T. Cowper, Sup. Reg. Executive Officer: Date: 12/14/12