



**DATE:** September 13, 2016

**SUBJECT:** JOB VACANCY ANNOUNCEMENT – FSN/2016/13

**TO:** All Qualified Applicants

**JOB TITLE:** USAID Development Assistance Specialist (Private Sector Specialist)

**APPLICATION PERIOD:** From September 13, 2016 to October 3<sup>rd</sup>, 2016

**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.

**A. BASIC FUNCTION OF POSITION**

The Private Sector Specialist's primary responsibility is to work on all issues pertaining to private sector development, including the policy and regulatory environment for micro, small, and medium enterprises (MSMEs) and the enabling environment for increased investments, and employment. As such, the Private Sector Specialist provides expertise on private sector business development services, value chain development, entrepreneurship development, and the policy and regulatory environment for private sector development.

**B. MAJOR DUTIES AND RESPONSIBILITIES**

- a) The Specialist position is to serve as an expert within the EGO to the Mission on private sector growth and development.
- b) Assist the EGO team in developing and supporting a comprehensive strategy for greater private sector.
- c) Assist EGO to develop micro, small and medium enterprises (MSME) development programs and activities.
- d) Assist the EGO to develop public-private partnerships (PPPs) in Senegal.
- e) Provide advice and counsel on necessary policy reforms to increase access to business services for women and men-owned businesses.
- f) Perform analysis of market issues and develop assistance programs for workforce development, focusing on youth employment and entrepreneurship development



USAID's strategy for transformational development in Senegal seeks to boost economic growth through private sector development focused on improving the enabling environment for investment, increasing competitiveness, promoting trade and reducing poverty and unemployment. The main function of this position is to assist EGO in providing leadership to the Mission to achieve this strategic vision. The incumbent will take an active, results-oriented role in helping increase the accessibility, availability, relevance, and sustainability of business services, training and extension, inputs, equipment and technologies that equitably respond to the needs and capacities of micro-scale firms, formulate opportunities to help microbusinesses and small-scale producers take advantage of and meet the requirements of high-value end markets, and promote effective entrepreneurship development and support models for adults, youth, and specially disadvantaged populations. The incumbent will also promote the implementation of policy reforms to reduce barriers for greater private sector development.

The position will provide technical expertise and support leadership, management, policy dialogue and coordination for the USAID/Senegal's Economic Growth Office. This includes providing requested technical advice in private sector development issues and policies in Senegal to the Mission Director, Deputy Mission Director and other members of the leadership. The position is also responsible for developing and maintaining comprehensive knowledge of current economic growth issues and model interventions and for establishing and maintaining professional working relationships with GOS officials, key implementing partners, local leaders, and other business professionals.

## **C. TECHNICAL OVERSIGHT AND PROJECT MANAGEMENT**

1. Serves as Contracting or Assistance Officer Representative (C/AOR) for Mission awards promoting private sector development and improved policy environment for MSME development and related activities, which includes consistent monitoring and evaluation of program performance and financial oversight managed under his/her supervision. Provides technical guidance to contractors and grantees within the scope of the awards. Accepts deliverables from contractors on behalf of the mission.
2. Serves as USAID liaison with donors group on private sector development and policy reform, preparing necessary documents, presenting USAID's positions at meetings, and briefing USAID management and Embassy on issues and discussions. Maintains active dialogue with other donors, local organizations, and various GOS offices private sector and policy reform issues and activities, building contacts to facilitate dissemination of information and coordination of activities.
3. Contributes to regular reporting requirements such as field trip reports, quarterly accruals, procurement obligations and pipeline reviews and the semi-annual portfolio reviews.
4. Works closely with Mission monitoring and evaluation specialists and implementing partners to develop results frameworks for economic growth contract and grant activities and track and evaluation results achievement. Analyzes data and results needed to confirm their continuing validity. Takes a lead role in developing performance information for annual results



reporting to AID/W. Conducts analysis of program performance and recommends changes in strategic and/or implementation approaches as required.

5. Assists the EGO team in developing and designing new activities that support EGO's strategy for greater private sector development.
6. Advises mission on private sector, msme, ppp, and employment issues.
7. Provides strategic direction and technical support for the design of key private sector development interventions related to access to finance, MSME, youth employment, and the enabling environment for private sector growth. In this context, liaises with other mission staff, private sector development professionals and other partners to ensure USAID private sector program goals are realistic and achievable.
8. Conducts analyses of opportunities and constraints to increase private sector development in Senegal. Follows closely current political, social and economic trends in Senegal and provides analysis on how these trends effect the development and implementation of the Mission's economic growth programs. This includes preparing analytical reports on private sector development, policy environment, and employment within Senegal's political, economic and social context.
9. Develops and maintains close professional contacts with key GOS and private sector actors active in finance, PPPs and in foreign or domestic investments. Gathers both published and raw data on policy reform, private sector development, and finance from a wide variety of sources both nationally and internationally.
10. Reviews and presents key macroeconomic and other policies of the GOS that affect private sector development including international agreements and conventions such as OHADA (Organization for the Harmonization of Business Law in Africa) and WTO (World Trade Organization). Provides implications of these policies and agreements for the effectively implementation of USAID private sector development programs.
11. Provides technical support for the development, procurement and monitoring of public-partnerships within the missions activities and to the GOS.

## **D. PROGRAM SUPPORT AND COMMUNICATION**

The incumbent will assist EGO in fulfilling a number of program support requirements as well as be a primary liaison with partners on behalf of USAID. S/he will be proactive in facilitating formal and informal communications between EGO implementing partners, GOS officials, and other international development organizations. Communication can be in person, by phone or written communications. The incumbent is required to be able to prepare briefing documents (as/when required) including participation in the drafting of annual Technical, Programmatic and Fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a professional and competent manner requiring little or no editorial changes (in English).



2. With supervision, the incumbent will provide support to USAID/Senegal in a wide variety of assigned tasks, such as: serve as a member of Mission teams responsible for guiding the design, implementation, and evaluation of USAID assistance; contribute to the USAID/Senegal annual performance reviews and development of Mission Operating Plans; and organize donor coordination events in support of project activities. The incumbent will be expected to broaden his/her knowledge of the other program sectors managed by EGO in order to promote program synergy and maintain office continuity during times of shifting workloads.
3. Maintains contacts with a broad spectrum of USAID/Washington staff, especially in the Office of Microenterprises & Private Enterprises Promotion to keep abreast of current developments and successful interventions. Liaises with the Economic and Commercial Officers in the US Embassy to maintain up to date knowledge of U.S. investors, or potential investors in Senegal. Develops and maintains an extensive range of contacts with representatives of the Senegalese public and private sectors, international financial institutions, investors, financial institutions.
4. Responds to requests from partners, USAID/Washington, the GOS and other donors on USAID's private sector development programs, activities and results. In this context, provides USAID representation at national and regional technical conferences on issues of the policy environment for MSME development, strengthening private sector productivity, entrepreneurship development and employment.

## **E. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

**Education:** Possession of a University/College Degree (i.e Bachelor's Degree) in the field of economics, agricultural economics, business, or other related degree is required.

- a. **Prior Work Experience:** A minimum of five (5) years of prior work experience in project management positions analyzing and coordinating programs in the field of economic development, private sector promotion, finance, or business is required. Prior project management experience and technical knowledge in the field of agriculture economic development is required. This can also include knowledge and experience in such areas as fostering of the business enabling environment, food security, climate change, trade and investment, and access to finance. The incumbent should have a broad understanding of Senegal's business environment and its relationships to Senegalese law, policy, and private sector operations. Intimate knowledge of Senegalese financial laws highly desired.
- b. **Language Proficiency:** Strong written and oral proficiency in English is required (Level IV). Level IV (fluent) in French is also required. Given the nature of the position, effective written and oral communication are critical to perform successfully in this position. The incumbent must be able to communicate effectively and accurately with 1) all categories of Mission employees; 2) local government officials at the Senior Minister level and lower; 3) numerous international and local economic development organizations, donors, and other



embassies; 4) the USAID/Washington's Bureau for Economic Growth, Education, and Environment (E3) and Africa Bureau; and 5) the general public.

- c. **Knowledge:** A comprehensive knowledge of the concepts, principles, techniques and practices for the policy, technological and institutional factors constraining growth and diversification in the Senegalese economy, especially in the areas of agriculture and/or food security. Appropriate understanding of issues constraining private sector development, transparent and efficient administration and implementation of business policies is desirable, as is that of banking and microfinance institutions' operating practices, venture capital development, marketing and sales of financial and savings products, financial analysis, loan guarantees. Computer literacy in word processing, spread sheet preparation and analysis, project scheduling and data base management is required. The incumbent must have broad knowledge of current political, social, economic and strategic factors in Senegal and an excellent understanding of the complexity of Senegal organizational structure, bureaucracy and the reform processes which are on-going.
- d. **Abilities and Skills:** The incumbent is required to 1) demonstrate sound analytical reasoning skills; 2) obtain, analyze, and evaluate a variety of data; 3) organize and present technical information in concise written and oral form; 4) plan, develop, manage and evaluate important and complex programs independently; 5) effectively manage more than one activity at a time; 6) furnish information and advice in assigned areas objectively; 7) follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight; 8) work effectively as a team member in an established culturally diverse Mission Team; and 9) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications. (i.e. Microsoft Office, Excel, PowerPoint, etc.). The incumbent must also have the ability to establish and maintain contacts at all levels of government and with stakeholders in the non-governmental and private sector arena. The incumbent must be able to communicate USAID/Senegal's economic development program and policies to the abovementioned, as well as transmit and interpret those country government and non-governmental sector program-related concerns to Senior USAID officials. The incumbent must also have demonstrated potential to acquire knowledge of USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of the Mission's overall Development Objectives and EGO goals. The incumbent must be flexible and resourceful, and have excellent interpersonal skills. The incumbent must be willing and able to travel extensively throughout Senegal as/when necessary or requested in direct support of EGO program Development Objectives and Goals. Originality of ideas and creative thinking highly desired.

## F. POSITION ELEMENTS

1. **Supervision Received:** The incumbent works under the supervision of the EG Office Director or her/his designee. In collaboration with the incumbent, the immediate supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of



best practices; 3) provide regular feedback to incumbent throughout the Performance Evaluation Period; 4) prepare the annual Evaluation Report as/when required; and 5) obtain input from the appropriate USAID/Senegal technical offices and team members. As the incumbent is expected to work with a high degree of independence, s/he must be able to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up. The incumbent must be able and willing to work additional hours beyond the established 40-hour workweek and outside the established Monday-Friday workweek as may be required or necessary. The incumbent must be proactive and able to be self-directive and self-motivating.

2. **Available Guidelines:** The incumbent is required to understand Mission and Agency-specific policies and procedures which govern Project Activity Management in addition to the USAID/Senegal established administrative operating procedures, policies and formats. Oral guidance from the immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving agency guidelines and policies which affect the overall economic development, private sector growth, food security, and business enabling environment programs including but not limited to the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement regulations, environmental regulations contained in 22 CFR 216 and USAID Program Strategy and Policy Documents. In addition, the EGO Office Director, EGO team members, other Mission technical support staff and counterparts in USAID/Washington are available as resources to provide advice and guidance.
3. **Exercise of Judgment:** In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgement in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with Mission personnel as well as representatives from other GOS and donor or partner organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. In addition, considerable judgement is required in working effectively with officials in the government (if needed) and the private sector, in overseeing contractor and/or grantee activities and coordinating multi-sectoral efforts in support of USAID/Senegal development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.
4. **Authority to Make Comments:** The incumbent exercises the authority given to C/AORs and activity managers, and may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. Within the scope of the authority delegated, the incumbent may indicate to ranking counterpart and implementing partners' officials that they will make a recommendation to USAID on a specific activity issue or



problem. The incumbent will have no independent authority to commit funds on behalf of the USG or the USAID/Senegal Economic Growth Office.

5. **Supervision Exercised:** This position is designated as non-supervisory however s/he may be expected to informally supervise more junior staff while undertaking or delegating necessary tasks as assigned. As noted above as well, the incumbent will be expected to provide supervision over contractors and/or grantees in his/her role as C/AOR.
6. **Post-Entry Training:** The incumbent of this position will be expected to receive training and to be certified as Contract & Agreement Officer's Representative (C/AOR) as soon as possible or within six months of starting the job.
7. **Nature, Level, and Purpose of Contacts:** Develops and maintains an extensive range of high level contacts with business and GOS officials, community leaders and multilateral and bilateral donor missions represented in Senegal for the purpose of obtaining or verifying published and unpublished information on Senegal's competitiveness trends and events, and for following developments in finance and PPP development and business associations and groups.
8. **Time Required to Perform Full Range of Duties:** One (1) year is required for the incumbent to perform the full range of duties.
  - a) **Time Expected to Reach Full Performance Level:** One Year

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

- A cover letter,
- A detailed resume plus 3 References,
- An OF-612 form (form can be found on this web site: <https://www.usaid.gov/senegal/work-with-us/careers> under "CAREERS" and,
- Copies of relevant degrees.

Only complete application package, received before the closing date, will be considered.

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)

Subject: FSN 2016/13 Development Assistant Specialist – Private Sector Specialist



# USAID | SENEGAL

FROM THE AMERICAN PEOPLE

**Deadline to receive applications: October 03, 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.***

**Cleared by:**

**Anne Williams** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Samuel Carter** \_\_\_\_\_ **Date:** \_\_\_\_\_