



**USAID | SENEGAL**  
FROM THE AMERICAN PEOPLE

USAID **50** ANNIVERSAIRE

**DATE:** July 22, 2011

**SUBJECT:** JOB VACANCY ANNOUNCEMENT – 2011/12

**TO:** All Qualified Applicants

**JOB TITLE:** AID DEVELOPMENT ASSISTANCE SPECIALIST( PMI)  
Health Nutrition and Population Office

**GRADE:** FSN-11 with the possibility of hiring the employee at the lower grade  
if he/she does not meet all the position's requirements

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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**

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

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 consistent with Government of Senegal policies and operating principles. The AID Development Assistance Specialist for Malaria program participates on behalf of USAID in technical and political forums with donors and Senegalese national, regional and community-level stakeholders in gathering information on malaria and sharing with others USAID's activities. The jobholder provides technical assistance on malaria issues to implementing partners and Ministry of Health (MOH) counterparts consistent with USAID policies.

#### **B. MAJOR DUTIES AND RESPONSIBILITIES**

The HPN Team, in tandem with the Mission's other offices, has developed a new five-year strategy that builds on the lessons learned and successes of the previous five-year program. The new strategy requires enhanced capacity among Foreign Service Nationals (FSNs) to ensure continuation of the health results obtained for the Senegalese people under the previous strategy while introducing new concepts and Best Practices in Senegal over the next five years. The AID Development Assistance Specialist for Malaria program provides essential backstopping and assistance on the HPN team related to malaria.



- 2 -

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 (Implementing Partners, the National Malaria Control Program, development partners working in malaria etc.). The incumbent participates on behalf of USAID in meetings, conferences and outreach related to malaria reduction in Senegal 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 the PMI and informs them of any 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 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 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 indicated.

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

- Assists in management of contracts and grants in accordance with USAID rules and regulations.
- Oversees 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 NMCP and other partners to ensure an effective monitoring and evaluation plan. Carries out Monitoring & Evaluation (M&E) visits to implementation sites to ascertain if quantitative and qualitative data are collected and managed properly.



- 3 -

- Serves as Agreement/Contract Officer's Technical Representative (A/COTR) and Activity Manager for selected Mission contracts and grants funded by the PMI or other USAID programs; regularly monitors and evaluates program performance and ensures that appropriate program documentation is provided.
- Serves as backstop to the USAID and CDC President's Malaria Initiative Advisors.

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

- Collaborates closely with other members of the HPN Team to ensure effective implementation of USAID's health strategy to improve health services and increase use in targeted areas.
- Consults with the experts working in international organizations dealing with malaria, and with NMCP officials, 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 on PMI.

**C. DESIRED QUALIFICATIONS**

1. Education: A graduate degree in public health, nursing or similar discipline, and training in infectious diseases.
2. 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.
3. Language Skills: Level IV (Fluent) French and level IV (Fluent) English. Proficiency in one or more Senegalese Language Level IV required
4. 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
5. Knowledge: A thorough knowledge of the concepts, principles, techniques, and best practices of health systems, health policies across the spectrum of health issues, and state-of-the-art knowledge of high impact interventions in malaria is required. A thorough knowledge of host-country's economic, political, social and cultural environment and of the development assistance activities in Senegal 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. A thorough knowledge of U.S. Government legislation relating to development assistance; experience with USAID program regulations and management requirements are desirable.



- 4 -

**6. 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, 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.

#### **D. POSITION ELEMENTS**

- 1. 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 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 PMI Resident Malaria Advisors, Office Director and other relevant staff, related to USAID policy and implementation, and initiates correspondence independently in carrying out AOTR/Activity Manager responsibilities.
- 2. 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.
- 3. Exercises of Judgment:** The position requires a significant level of judgment 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; 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.
- 4. Authority to Make Commitments:** Exercises delegations of authority granted to FSN senior technical staff, as described in Mission Orders.
- 5. 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.
- 6. Supervision Exercised:** Periodic supervision of one or two FSNs in the absence of the Senior Malaria Advisor.
- 7. Time Required to Perform Full Range of Duties after entry into the Position:** One year.



- 5 -

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

Human Resources Mgt. Specialist. or  
USAID/Senegal  
B.P. 49 - Dakar, Senegal  
Email address: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)

Human Resources Mgt. Specialist  
USAID/Senegal  
Petit Ngor - Dakar, Senegal

**Deadline to receive applications: August 25, 2011**

Cleared by: Akua Kwateng-Addo, HPN Office Director:  Date: 7/25/2011

Ross M. Hicks, Sup. Reg. Executive Officer:  Date: 7/25/11