



**DATE:** August 8, 2011

**SUBJECT:** JOB VACANCY ANNOUNCEMENT – 2011/19

**TO:** All Qualified Applicants

**JOB TITLE:** PROJECT MANAGEMENT SPECIALIST  
(Senior Technical Advisor of the Continuous Demographic and Health Survey Program - STA –CDHS) For the Local Capacity Development in Health Population Nutrition and Office.

**GRADE:** FSN-12 with the possibility of hiring the employee at the lower grade if he/she does not meet all the position's requirements

*The duration of this contract is for two years - The Job Holder will be placed in the ANSD*

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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 Project Management Specialist will serve as the Senior technical Advisor of the Continuous Demographic Health Survey. The job holder will manage this multi-million dollar contract and ensure the effective implementation of the nationwide survey. S/he participates on behalf of USAID in technical forums with the donor organizations and Senegalese national, regional and community-level stakeholders in gathering demographic information and sharing with others the data analysis. S/he will oversee the timely completion of the C-DHS through close coordination with the Office of Demographic and Social Statistics, donor agencies, universities, government ministries and other relevant stakeholders.

The Project Management Specialist will take the necessary steps to lead the planning and budgeting process for the C-DHS. This will require the job holder to mobilize the financial and human resources, implement the survey, and on an annual basis they will analyze and disseminate the survey results. This entails organizing and/or coordinating stakeholder meetings; lobbying and advocating for support and funding; ensuring data quality and completeness; and providing routine reports as well as the final survey report to the National Agency for Statistics & Demography (ANSD), USAID, other financial backers and relevant government offices.



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The jobholder is expected to take a senior leadership role for capacity development and ownership building within the ANSD. S/he will be expected to supervise and ensure quality survey data and to provide guidance and technical support as appropriate. This level of leadership and support would include: organizing the steering and/or review committees; monitoring survey implementation progress; and analyzing data and providing accurate and timely advice on technical and organizational issues.

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

Specific additional responsibilities include:

### **Leadership and Coordination of the C-DHS** (45%)

Work closely with the MOH and local government officials, on all aspects of the C-DHS and inform them of the survey data collection work plans.

Assist the ANDS in the coordination and design, planning and implementation of the C-DHS.

Ensure the establishment and functioning of the steering committee.

Plan and organize the periodical activity review meetings and ensure that information is prepared for such reviews.

Work with ICF Macro (Technical Advisors and USAID contract holder for the DHS) to develop the survey design for the C-DHS and follow that process through completion of the annual report.

Disseminate the C-DHS results through presentations at relevant professional forums or through the submission of results to peer-reviewed journals.

Build strengthen the survey management capacity within the ANDS.

Advocate and liaise with key stakeholders to ensure that the C-DHS has continuous and joint funding of the data collection, processing, analysis and dissemination.



**Management of Survey Implementation**

(35%)

Coordinate and provide overall management/guidance for the C-DHS.

With ANSD management and DSDS, participate in the development of a detailed annual work plan that is complemented by survey implementation plans.

Provide regular data based reports to ANSD management and USAID/Health Office.

Perform regular formative/supportive supervision to ensure high quality data collection standards.

Support the DSDS to select, train and deploy enumerators.

Support the DSDS to timely provide the adequate equipment and other survey logistical needs.

Working with the ANSD administrative and financial offices, ensure that a continuous and timely availability of funds so that the implementation of the survey will not be interrupted.

**Coordination of Survey Data Results with Donors, GOS Stakeholders and Other Partners** (15%)

Works closely with the USAID/Health Team, Mission Monitoring and Evaluation Specialist and implementing partners to explain data trends; provide analysis of data and results to confirm their continuing validity; takes a lead role in developing annual results reporting.

**C. DESIRED QUALIFICATIONS**

- a) **Education:** An advanced graduate degree in public health (MD., Ph.D.), demographics, bio-statistics or similar discipline, and training in epidemiological survey methodology.
- b) **Prior Work Experience:** At least 7 years of experience working in Senegal in survey design and implementation. Survey design experience should be complemented by a demonstrated capability of working with both quantitative or qualitative data collection and analysis methodologies. Experience should demonstrate a history working with data collection systems throughout the health system, including programmatic systems of monitoring and evaluation, population level survey design, and health data analysis.  
A minimum of 5 year experience of actively supervising people in survey activities required.



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- c) **Post Entry Training:** As determined to be necessary.
- d) **Language Proficiency:** Written and Spoken French and English (Level IV) is required. A working knowledge of local language (Level IV) is also required.
- e) **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.
- f) **Skills and Abilities:**
  - 1) Demonstrated managerial, administrative, analytical and decision-making abilities.
  - 2) Ability to readily analyze, understand, and discuss new demographic and health survey design, management, and implementation approaches.
  - 3) Demonstrated ability to identify priority actions, generate and complete work plans within short time frames.
  - 4) Strong oral and written skills, and 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.



#### **D. 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 demographic survey management, implementation and data analysis. It is also anticipated that the jobholder would receive technical direction from the ANSD Director, though 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 survey 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 analyzing the significance of managing a nation-wide house hold survey on an annual basis and the relevance to 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 C-DHS process which may include the supervision of field-based data collections staff and Dakar-based data analysts.
- g. **Time Required to Perform Full Range of Duties after Entry into Position:** 1 year

**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: SEPTEMBER 9, 2011**



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Cleared by: Abdou Ndiaye, Acting REXO:  Date: 8/8/2011

Kwateng-Addo, Akua, Health Office Director  Date: 8/9/2011