



AFRICAN DEVELOPMENT FOUNDATION

Job Announcement Country Program Coordinator – Senegal

The African Development Foundation (ADF), an agency of the United States Government, is seeking applications from qualified Senegal citizens for a Personal Services Contract (PSC) to assist in the coordination of its country program in Senegal. The contractor will be responsible for helping ADF fulfill its administrative oversight and program management responsibilities in the implementation of grant agreements. This includes assisting in the identification of new projects (including screening applications, and visiting potential grantees); monitoring the performance of ADF's in-country program partner; assisting with the analysis of grantee financial records and other activities associated with closing out completed grants, ensuring the smooth operation of the CPC office; and coordinating travel and other logistics for ADF personnel traveling to Senegal from Washington, DC. The contractor will be responsible for submitting accurate and timely reports in English to headquarters staff in Washington.

Education requirement:

A bachelor's degree from an accredited university in business administration, management, public administration, finance, accounting community development, economics, or a related field.

Experience:

Applicant shall have three years of professional experience in business development, finance, banking, auditing, monitoring and evaluation, and/or management of international development programs.

A solicitation that includes the complete position description and list of required qualifications will be available at <http://www.usadf.gov/contracting.html> on or about **May 24, 2010**.

Place of Performance:

Senegal

Only Senegal citizens are eligible for consideration.

Application will be accepted only via email. See the solicitation for details.

Applications submitted after June 14, 2010, 11:59pm EST will not be considered.