



# Peace Corps of the United States of America Bamako, Mali Management Notice

## PERSONAL SERVICES CONTRACTOR VACANCY ANNOUNCEMENT NUMBER 03 - 15

**OPEN TO:** All Interested Candidates

**POSITION:** Monitoring, Reporting and Evaluation Specialist (MRE)  
/Program Assistant- WASH/Nutrition

**OPENING DATE:** February 3, 2015

**CLOSING DATE:** February 19, 2015 at 5pm

**WORK HOURS:** Full-time; 40 hours/ week

**POSITION SALARY:** 10,567,773 per year  
(Starting salary before benefits and allowances)  
Position grade: PSC-9

### **Overall Responsibilities of this Position:**

The United States Peace Corps/Mali seeks a Monitoring, Reporting and Evaluation Specialist/Program Assistant- WASH/Nutrition (MRE/PA) based in Bamako. This position is aimed at establishing monitoring systems; coordinating data flows; conducting staff development in MRE; leading Peace Corps Volunteer (PCV) training in MRE and WASH/Nutrition; and providing leadership and coordination for timely and reliable data for analysis and reporting according to Peace Corps guidance and the requirements of US government-funded partnerships.

### ***DUTIES INCLUDE:***

#### **Monitoring, Reporting & Evaluation (MRE) (50% of time)**

The MRE/PA will serve to strengthen and expand in the Peace Corps capacity to better communicate the value of Volunteers' work in the communities they serve.

#### **Program Assistant for WASH/Nutrition (40% of time)**

Under the supervision of the Program Manager for Water, Sanitation and Hygiene/Nutrition (WASH/Nutrition) Program in Peace Corps-Mali, the MRE/PA will provide on-going support to the implementation of the WASH/Nutrition program in Mali. The MRE/PA supports the Program Manager in planning, researching, managing and evaluating the Peace Corps WASH/Nutrition program and assists in providing technical and administrative support to an average of 40 Peace Corps Volunteers and Trainees. The MRE/PA also serves as the lead technical trainer during Pre-Service and In-Service trainings (PST/IST), enabling training and programming to be fully integrated into the WASH/Nutrition programs.

#### **Small Grants Coordination 5%**

The MRE/PA will coordinate all small grant programs for PC and oversee the timely and accurate submission of applications and reports. Provide status updates to the Country Director, post staff, and relevant Peace Corps/headquarters staff.

#### **Other (5% of time) General Management and Administration**

As a staff member at post, provides input and works on tasks affecting overall post management and the success of the Peace Corps program in country as a whole.

**QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED:** Qualifications, skills and attributes required to perform the duties of the post include:

## **Qualifications:**

1. Education: A minimum of a Bachelor's degree in Monitoring and Evaluation, Program Management, Public Health, WASH/Nutrition, Water and Sanitation, Social Sciences or in a related field.
2. Experience: 3 years required, 5 years is desirable, evaluating development projects including designing, implementing and reporting using appropriate analysis.
3. Excellent computer skills including word processing and spreadsheet programs; excellent command of English, both spoken and written; native ability in spoken and written French and spoken Bambara.
4. Previous experience working with an International Organization in Mali is desired.
5. Ability to work independently with little supervision; good organization and time management skills; willingness to take the initiative; excellent teamwork skills, strong service attitude; personal integrity; strong cross-cultural skills; strong interpersonal skills, strong interest in Mali's development.
6. Ability and willingness to travel extensively.
7. Ability to travel throughout Mali as needed for implementation of the program and as in line with the job.

## **Position Elements**

1. Supervision Received: Director of Programming & Training and Program Manager.
2. Nature, Level and Purpose of Contacts: Works closely with Programming and Training Staff, Country Director, Peace Corps Trainees and Volunteers. Communicates at all levels as required by the job responsibilities.

**HOW TO APPLY:** Interested applicants for this position must submit the following or the application will not be considered:

1. A resume or C.V. that includes:
  - Professional positions held, identifying duties, responsibilities, dates of employment and reason for leaving
  - Education and training, identifying universities attended, dates of attendance, degrees and diplomas.
  - Professional licenses, Certificates, Registrations
  - An accounting for periods of unemployment longer than three months
2. Three professional references. (One must be from the current employer.)
3. Photocopies of: Academic Diplomas, Certificate of all post graduate training, internships, residencies, fellowships and Professional registrations
4. A cover letter
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

The CV, and cover letter must be in English. Official translation is not required.

## **SUBMIT APPLICATION TO:**

Attention: HR Specialist, Peace Corps Mali in Bamako Phone: 00223 20213553/20214479

**Applications will only be accepted by email to:** [pcmalijobs@peacecorps.gov](mailto:pcmalijobs@peacecorps.gov)

The United States Peace Corps is an equal opportunity employer.

Issuance of this advertisement does not constitute a hiring commitment on the part of the Peace Corps.

Only pre-selected candidates will be contacted