



## JOB ANNOUNCEMENT

### **POSITION: Monitoring, Reporting and Evaluation (MRE)/Grants Specialist**

OPENING DATE: **July 11, 2016 @ 8:00 AM**

CLOSING DATE: **July 25, 2016 @ 5:00 PM**

LOCATION: Cotonou – Benin

WORK HOURS : Full Time - 40 hrs./week

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The United States Peace Corps Benin is seeking an individual for the position of **Monitoring, Reporting and Evaluation (MRE)/Grants Specialist**, based in Cotonou. The MRE/Grants Specialist will be a local hire with a Personal Services Contract.

The function of this position is the establishment of monitoring systems, coordinating data flows, conducting staff development in MRE, leading volunteer trainings in MRE, 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. Equally important in this position which requires MRE skills is grants management which includes training and supporting Volunteers in completing successful grant projects from application to completion reports; keeping track of all grants, reporting back to donors and to Peace Corps Washington and using the information to inform and improve programming and training in Peace Corps Benin. The MRE/Grants Specialist works in close collaboration with all staff and under the direct supervision of the Director of Programming and Training (DPT) but incumbent must be able to work independently with minimal supervision.

***Complete position description listing all duties and responsibilities is available at <http://goo.gl/UYolz6> and also at the Peace Corps Office upon request.***

Applicant must not have been employed in intelligence-related activities and must be able to submit application that clearly documents how s/he meets each of the following qualifications:

#### **Required qualifications:**

***Education:*** A Master degree in Project Management or Statistics, Accountancy or other related fields.

#### ***Work experience:***

- At least two years of substantive experience in Monitoring and Evaluation and Grants Management
- Working knowledge in Monitoring and Evaluation and Grants Management with any International Organization or Non-Governmental Organization;
- Experience in training and facilitation and/or the ability to transfer knowledge to peers and partners.

***Language:*** Advanced proficiency in oral and written communication in both English and French is required.

#### **Skills :**

- Good organizational, communication and interpersonal skills and a demonstrated ability to work with other staff as a team;
- Demonstrated ability to work in a multi-cultural setting; and
- Computer skills, proficiency in excel, word.

**SECURITY REQUIREMENTS:**

A background security investigation will be required. Final appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.

**TO APPLY:**

Submit a letter of interest with specific responses to each of the required and desired qualifications, accompanied by your CV listing three (03) traceable references. Applications will only be accepted in English and via electronic mail at [job@bj.peacecorps.gov](mailto:job@bj.peacecorps.gov) by 5:00 PM on the closing date. Be sure to indicate **MRE/Grants Specialist** in the subject title.

Only short listed candidates will be contacted. No telephone inquiries will be entertained. Written and oral communication, language, computer and other possible technical skills will be tested as part of the interview process. All education and experience must be met by the closing date of this Vacancy Announcement. Security certification requirements must be met before engagement. Certified copies of degrees earned, certificates, essays and awards that address the qualification requirements of the position as listed above may be required upon selection.

Supervision Exercised: None

Time Required to Perform Full Range of Duties: Full time position 40hours/week

APPLICATION MUST BE RECEIVED BY DEADLINE.  
*The United States Peace Corps is an Equal Opportunity Employer.*