

Employment Opportunities (USAID)

Vacancy Announcement No. USAID 13-02A

OPEN TO: Myanmar Citizens

POSITION: Development Assistance Specialist (Monitoring and Evaluation), FSN-11

OPENING DATE: November 8, 2013

CLOSING DATE: November 22, 2013

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Rangoon is seeking an individual for the position of Development Assistance Specialist (Monitoring and Evaluation) in the Program Development Office (PDO) in the United States Agency for International Development (USAID).

BASIC FUNCTION OF POSITION:

Serves as the principal advisor on designing and implementing monitoring and evaluation (M&E) plans for USAID/Burma technical offices and leads USAID/Burma in M&E innovations. Supports the M&E work by liaising with technical offices and implementing partners in the development and implementation of the Mission's overall M&E strategy and also serves as contract manager for individual evaluation contracts as Contracting Officer's Representative (COR). Be responsible for the Mission's programming and budget operations that total approximately \$100 million/year, including strategic planning, program budgeting, resource leveraging, portfolio performance monitoring, results tracking and program evaluation, relationships with host country governments, and donor coordination, engaging Mission on bilateral programs, relationships with Burmese governments, and donor coordination.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Master's degree or its equivalent in post-graduate studies, in social sciences such as political science, sociology, economics, or in another field relevant to development studies, program evaluation, research and international programs; with a record of independent analytical work from either primary or secondary sources is required.
2. At least seven years of progressively responsible professional experience in the design, negotiation, management, and implementation of development activities, with a focus on program monitoring and evaluation, or donor-assisted, is required. Additional two years of managerial experience in project management is required
3. Level IV, strong written and oral proficiency in English and Burmese is required.
4. A thorough knowledge of the principles and best practices for monitoring, implementation modalities, impact assessment, and evaluation of development projects and programs; and must possess a standard knowledge of Asian host government policies which affect assistance programs and the development context is required.
5. Must be able to use facts and available information to develop logical assumptions; discriminate between important and unimportant details, recognize inconsistencies between facts and/or other data and draws correct inferences from information.
6. Must be able to learn and use M&E-related programs, databases, and tools including presentation material incorporating effective graphics and must demonstrate proficiency in word processing, spreadsheets, databases, presentations and other computer applications (i.e. Microsoft Office, Excel, Power Point, etc.)

IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO SELECTION CRITERIA:

1. Management will consider nepotism/ conflict of interest, budget and residency status in determining successful candidacy.
2. Eligible age: Between 18 and 60

TO APPLY:

Interested applicants must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information as an DS-174; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.
4. Do not attach Photo

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy
110 University Avenue
Kamayut Township, Yangon

(Or)

Send by e-mail to HRORangoon@state.gov

CLOSING DATE FOR THE POSITION: November 22, 2013.