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# Vacancy Announcement

USAID | Burundi

Bujumbura, Burundi

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Vacancy Announcement No. 2014-21

November 26, 2014

**Open To:** All Interested candidates  
**Position:** Monitoring and Evaluation Specialist, FSN Grade 10.  
**Opening Date:** Immediate  
**Closing Date:** **December 10, 2014**  
**Work Hours:** Full-time; 40 hours/week

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USAID/Burundi is recruiting one person for the position of **Monitoring and Evaluation Specialist** to work at the **USAID office** in Bujumbura.

## **BASIC FUNCTION OF POSITION:**

The United States Agency for International Development (USAID) supports a range of health programs in Burundi including HIV/AIDS, Malaria, Family Planning, Maternal and Child Health, Reproductive Health, Nutrition, and Health Systems Strengthening, with an estimated annual budget of \$ 40 million U.S. Dollars. Planning, implementation, monitoring and evaluation of USAID programs are guided by USG priority Development Objectives and specifically informed by relevant Agency guidance, program specific guidance, national protocols, and projects are implemented in close collaboration with the Government of Burundi (GOB), multilateral and bilateral donors, and implementing partners (IP). Beginning in 2014, USAID/Burundi has been working to integrate its programs to achieve management and programmatic efficiencies for greater health impact.

The Program Specialist (Monitoring and Evaluation) will be a specialist in the field of public health monitoring and evaluation and will have the overall responsibility to design, coordinate, and implement strategies and systems for data collection, management, analysis, reporting, and evaluation to effectively support the of USAID/Burundi Health Team. The incumbent will work at a project management level with the Ministry of Health, implementing partners, non-governmental organizations, contractors and grantees on strategic information activities in Burundi and to guide and coordinate the implementation and strengthening of high quality program monitoring, evaluation and reporting systems at national, provincial, district, and service delivery levels. Quantifying progress towards targets set for USG health investments requires state-of-the-art technical knowledge, concepts, and theories in Monitoring and Evaluation; skills in collection, analysis, and interpretation of complex program data; presentation and advocacy skills, and the ability to develop and maintain collaborative working relationships with a wide range of stakeholders.

**MAJOR DUTIES AND RESPONSIBILITIES:**

## I. Program Management

(75%)

The Program Specialist (Monitoring and Evaluation) individually and in collaboration with other members of the Health Team is responsible for providing day-to-day technical assistance and guidance to USIAD/Burundi in meeting monitoring, evaluation and reporting requirements and assessing and managing data required for the management of a \$40M portfolio of health activities. The job holder is responsible for planning, designing, and managing a wide range of activities required for monitoring and evaluation of USAID/Burundi health programs including Operational Planning, Semi Annual and Annual Program Reporting, Performance Management Plans, and Data Quality Assessments. He/she will be extensively be involved in planning, project monitoring, and reporting of ongoing and newly designed projects. The incumbent is required to work very collaboratively with all members of the USAID/Burundi Health Team, other USG agencies, bilateral and multilateral donors, host country counterparts and implementing partners.

- Monitoring & Evaluation (M&E)

The job holder will provide expert technical assistance in monitoring and evaluation of USG health investments in Burundi. In collaboration with other members of the Health Team, he/she is responsible for designing, implementing, monitoring and regularly evaluating USAID/Burundi's M&E strategies, systems, and processes for all USAID supported health programs, projects, and activities at all levels. He/she leads the development of the M&E component of all new projects by working with USAID partners in defining adequate indicators, assisting in target setting, and proposing appropriate means of monitoring and verifying results. He/she will work with the various members of the Health Team to ensure project work plans and monitoring plans include adequate indicators and effective performance measures; and that all Performance Monitoring Plans conform to the requirements specified in project documents and comply with relevant USAID and USG guidelines. He/she will write relevant sections of the Health Implementation Plans, the PEPFAR Country Operational Plan, the Malaria Operational Plan, Semi Annual and Annual Performance Reports, and other key program monitoring, evaluation and reporting documents.

The Specialist will assist USAID Agreement Officer's Representatives (AORs), Contracting Officer's Representatives (CORs), and Activity Managers in reviewing Performance Monitoring Plans, project monitoring reports, program evaluations, reporting and documentation. The specialist is expected to periodically assess site monitoring tools used by the Health Team for improvement. He/she will lead Data Quality Assessment (DQA) efforts and will assist in developing Scopes of Work (SOWs) for mid-term and end of project evaluations and other program assessments. The Program Specialist (M&E) will maintain up-to-date team site monitoring plan and will conduct regular site visits individually or in collaboration with other members of the team to keep abreast of M&E aspects of the entire Health Team portfolio, with the largest component expected to consist of data management for the HIV/AIDS component of the portfolio which represents the largest part of the USAID/Burundi health portfolio. He/she will liaise with USAID's Program Officer regarding performance indicators, performance monitoring plans; and monitors the use of indicators by implementing partners to ensure they are used to measure activities in a way that assists the entire office and the Health Team to meet internal and external reporting requirements.

The incumbent will build the capacity of other staff in the Health Team in monitoring, evaluation and reporting through on-the-job training and mentoring. The Specialist will liaise with in-country donors and the GOB on common M&E and reporting requirements; provides periodic technical assistance to the GOB in improving the national Health Management Information System to ensure national-level data are available and reliable; develops and disseminate reporting formats and

guidance to the USG implementing partners as necessary; and analyzes and presents M&E findings from IP's submissions as required.

- General Program Management

The Program Specialist (Monitoring and Evaluation) may be assigned to directly manage projects that implement activities specifically related to Monitoring and Evaluation and Strategic Information. In this capacity, he/she is expected to carry out full management responsibilities for cooperative agreements, contracts or grants as appropriate. This involves, but not limited to, providing technical direction, reviewing and approving work plans, monitoring budgets and activities, reviewing and approving requests if delegated by the Agreement/Contracting Officer, conducting financial analysis and regular pipeline reviews, conducting regular project meetings, site visits and maintaining updated project files.

- Scientific Research

The job holder will contribute to and participate in studies and perform research assignments that require independent analysis and interpretation. Such studies and research are cross-cutting and include substantive and often sensitive information. He/she will coordinate with the other USG agencies and implementing partners to develop, oversee preparation of, and disseminate the results of evaluations of public health services, including demographic surveys, indicator surveys, behavior change surveillance, etc. The incumbent takes the lead on additional research-related tasks as assigned. The Specialist will also assist the Ministry of Health (MOH) in preparing and disseminating white papers, presentations and peer-reviewed journal articles as well as writing national policy documents after fulfilling publication clearance requirements set by the Agency and USAID/Burundi as appropriate.

## II. Administrative Management

(10%)

The incumbent will maintain files and records on M&E data and is responsible for ensuring data quality, integrity, and security of information. Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible, these records will be filed electronically and entered into the reference system. He/she may be asked to prepare various administrative documents including program briefs, memos, letters, and may be required to present to high level Congressional and Executive delegations, industry leaders and other high-level visitors. He/she may be assigned to participate in planning and executing and occasionally may be requested to serve as Control Officer during high level visits.

## III. Interagency Coordination

(15%)

As a subject expert on matters pertaining to Monitoring & Evaluation of health programs, the job holder will represent USAID/Burundi at various technical, policy, and strategic planning meetings that involve other USG Agencies. He/she will work as part of the PEPFAR interagency team on M&E related activities, briefs senior agency officials when required, and prepare written reports for submission to other interested parties as necessary. He/she may serve as a chair or rotating chair on inter-agency technical working groups to ensure effective coordination of work plan development, implementation of strategies, and evaluation of plans related to M&E and reporting are carried out effectively in a timely manner.

As instructed by the Senior Health and PEPFAR Team Leaders, the incumbent may participate with other stakeholders on in-country committees for monitoring and evaluation issues. The purpose of

such committees is to assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for M&E issues on a national level. Based on information received in the national committees, the Specialist may recommend revisions to USAID /Burundi strategies for M&E. The job holder represents USAID in the area of program SI/M&E and attempts to influence other collaborative organizations engaged in health programs to adopt appropriate SI/M&E strategies for their program activities.

Note: This framework job description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency that expand coordination and capacity building with host country national institutions and partners.

### QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education-** A Master's degree (or host country equivalent) in Public Health, Epidemiology, Public Policy or equivalent degree with specialization in monitoring and evaluation is required.
- b. **Work experience-** A minimum of five years of progressively responsible, professional-level experience working as an M&E specialist in a health/medical research organization, university or public health program implementing agency is required. One additional year of experience at the managerial level is required.
- c. **Language Proficiency-** Level IV (fluency – speaking/reading/writing) English and French are required. Level III (good working knowledge, speaking, writing) of one of the major local languages in country (Kirundi or Kiswahili).
- d. **Job Knowledge-** Strong knowledge of monitoring and evaluation methodology, data quality assurance, analysis reporting and best practices in data dissemination and data use is required. Good knowledge of data management processes and tools, including web-based database systems is required. High level of competency in managing data information and evaluations on large scale health activities required. Working knowledge of the objectives and operations of the USG, or the program activities of other international donor organizations, is required. In-depth specialist knowledge of public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of HIV/AIDS, Malaria, Maternal and Child Health programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.
- e. **Skills and Abilities-** Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare required written reports. Strong leadership skills are required to lead results-driven project teams and workgroups. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of survey indicators and monitoring systems, evaluation designs, use of reliable and valid instruments, field experience in data collection, and methods in data analysis. The incumbent will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in a wide range of public health programs to adopt appropriate strategies for monitoring and

evaluation. Intermediate user level of word processing, spreadsheets and databases is required. Strong skills in interpretation of program monitoring and evaluation data are required.

## POSITION ELEMENTS

- a. **Supervision Received** – Directly supervised by the PEPFAR/Burundi Team Leader
- b. **Supervision Exercised** Position has no direct supervisory responsibilities but as the senior technical expert in his field, provides work guidance to the health team and maintains a results-oriented working relationship with implementing/cooperating partners, contractors and/or host country employees.
- c. **Available Guidelines** – Generally accepted international monitoring and evaluation standards for global health delivery systems, USG strategic objectives and operating provisions, program handbooks, and appropriate cost principles. The USAID/USG planning and reporting guidelines, and host country rules, regulations and policies issued both in writing and orally.
- d. **Exercise of Judgment** - The incumbent is required to exercise independent judgment and ingenuity to interpret and develop applications and guidelines and in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Balanced judgment must be exercised in setting priorities. The use of initiative and discretion is expected from the incumbent in dealing with inter-agency and agency health sector personnel and other development partners to resolve problems that arise during the course of work - problems for which there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively with officials of the relevant GOB Ministries and the private sector, in overseeing implementing agency activities and coordinating multi-sectorial efforts in support of the USG strategic objectives.
- e. **Authority to Make Commitments**- The position holder has no authority to make financial commitments on behalf of the USG. However, in the course of program management responsibilities, the position holder has the responsibility to make technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to USAID/Burundi and USAID headquarters in Washington.
- f. **Nature, Level and Purpose of Contacts**- Job holder must maintain frequent internal high-level contact with other USG agency counterparts in complementing programs to coordinate and standardize monitoring and evaluation programs that achieve results specified in USAID's Development Objectives in Burundi. External contacts are with senior program managers in the MOH, participating partners, NGOs and other program collaborators. The purpose is to support and develop the highest technical quality of M&E and to obtain concurrence and cooperation for joint strategies. Contacts also include national, provincial and local government program managers, professional program and clinical staff including physicians, nurses, laboratory technicians, NGO directors, supply chain managers, pharmacists, and other public health professionals for purposes of program evaluation.
- g. **Time Required to Perform Full Range of Duties**- One year.

**TO APPLY**

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/employment-opportunities.html> Interested applicants for this position **should** submit all the following documents with their application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174);
2. A current resume or curriculum vitae that provides additional information;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Optional: Any other documentation (e.g. certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above can be added to your application.

**SUBMIT APPLICATION TO**

Human Resources Office  
Attention: The Human Resources Officer  
Embassy of the United States  
Avenue des Etats Unis  
B.P 1720 Bujumbura

*(Please indicate your Name, your Telephone number and the Position Title on the envelope and sign in the logbook upon drop-off of your application)*

or

Email: [BujumburaHR@state.gov](mailto:BujumburaHR@state.gov)

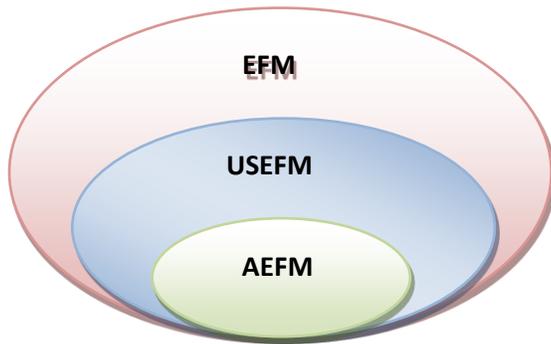
**POINT OF CONTACT**

Telephone: +257. 22.20.70.24

**CLOSING DATE FOR THIS POSITION: December 10, 2014**

*The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

**DEFINITIONS**

This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

**1. Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**2. US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**3. Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- **Is a U.S. citizen; and**
- Is Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- **Does not receive a Foreign Service or Civil Service annuity**

**4. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**5. Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Approved: VGellis; USAID Country Representative  
Reviewed: AJaffer; HR Assistant

Drafted: ANzabampema; Administrative Assistant