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**UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT**

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No. 072-2015

July 1, 2015

OPEN TO: All Interested Candidates

POSITION: USAID Project Management Specialist – Monitoring and Evaluation M&E (0011870B)

OPENING DATE: Wednesday, July 1, 2015

CLOSING DATE: Wednesday, July 15, 2015

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC – 10 Col. \$70,710,280.00 – Col. Ps. \$116,671,960.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

Please pay special attention to the “Language Testing Procedures” portion (6th page) since Applicants must attach language test results to the application in order to be considered.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form (DS-174) no later than the closing date at 4:00 p.m. Eastern Standard Time.

All candidates interested in this vacancy **MUST** use the form DS-174 to apply. Note that no other type of application for employment forms will be accepted.

Please follow this link <<http://photos.state.gov/libraries/colombia/231771/PDFs/NewDS-174Englishpdfversion.pdf>> to open the DS-174 form. The job announcement and application form may also be found on the website <http://bogota.usembassy.gov/hr.html> under New Application Form.

- Once the DS 174 form is filled out please send it via email to BogotaHR@usaid.gov
- Applications can also be delivered directly to the U.S. Embassy (as instructed below). **Please note:** the Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the HR Office immediately if you are contacted by a third party and/or asked to pay a fee.

SUBMIT APPLICATION TO:

American Embassy
c/o **USAID** Human Resources Section
Carrera 45 No. 24B-27 (Post 2)
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking for an individual for the position of USAID Project Management Specialist – Monitoring and Evaluation (M&E) for two technical offices; Office of Consolidation, Land and Livelihoods and the Environment Office.

BASIC FUNCTION OF POSITION

This position description reflects the duties and responsibilities of the USAID Project Management Specialist -Monitoring and Evaluation (M&E) position at USAID/Colombia. The incumbent is the primary advisor on Monitoring and Evaluation (M&E) for two technical offices (Offices): the Office of Consolidation, Land and Livelihoods (CLL) and the Environment Office (ENV). The M&E Specialist plays an important advisory role with the offices' technical teams and implementing partners on performance management policies, procedures and guidelines. S/He provides sound assessments of where USG assistance is achieving sustainable impact and provides management recommendations for USAID programs. S/he is a core member of the Mission's Performance Management team, which is responsible for guiding the establishment of Mission-wide policies and practices that achieve desired programming results. The M&E Specialist works under the supervision of the Deputy Office Directors in the two designated Offices.

MAJOR DUTIES AND RESPONSIBILITIES

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Passion for Mission, 2) Excellence, 3) Integrity, 4) Respect, 5 Empowerment, 6) Inclusion, and 7) Commitment to Learning.

A. Monitoring and Evaluation

- A. Provides expertise on M&E, data quality assurance and management of USAID funded activities, researches and applies best practices to achieve desired results, and reports on partner's compliance with USG and USAID policy and regulatory requirements in a timely and accurate manner.
- B. Provide guidance and consultation to the designated office teams and collaborate effectively with Government of Colombia (GOC) officials, USAID management and staff and USAID implementing partners concerning M&E systems, best practices and provides remedies on M&E related issues.
- C. Ensure that USG resources are effectively coordinated and optimized to achieve mission goals and objectives, and that the resulting efforts are clearly documented, targets and indicators accurately up-loaded in approved reporting systems.
- D. Under the authority of COR/AORs, conducts in-field Data Quality Assessments to ensure that data reported by implementing partners is accurate, valid, reliable, and timely.
- E. In coordination with the office technical teams, s/he provides guidance on the designs and proposes new custom indicators for the respective offices' M&E plan as required and improves the data collection methodology of the offices' and activities' indicators.
- F. In coordination with the Program Office, the M&E sets targets and coordinates performance monitoring and reporting. Provides guidance to the offices to ensure integrity of results, avoid duplication of efforts, and develop and report achievements on a quarterly and annual basis. As required, the incumbent makes recommendations to the technical teams for adapting targets to be consistent with appropriated budgets, country constraints, and efforts to facilitate a transition to greater country ownership. This requires the technical supervision and coordination of each implementer's respective M&E leader, as well as field site visits to monitor project performance, progress and assess indicator quality.
- G. Travels to activity sites (20 – 30% of his/her time) to observe progress, identify and/or solve problems; takes action to ensure that assigned actions are successfully completed in accordance with USAID regulations and expectations.

B. Strategic Planning and Program Development:

- A. In coordination with CORs/AORs, develop appropriate M&E system information and guidance for use in preparing key planning and budget documents, such as but not limited to: the Country Development Cooperation Strategy (CDCS), the Country Operational Plan (COP), the Congressional Budget Justification (CBJ), the Performance Plan and Report (PPR), the semi-

annual and annual program progress results, program area analyses and portfolio reviews, presentations, and briefing documents.

- B. Drafts evaluation statements of work, scopes of work and program descriptions in coordination with COR/AORs and senior office staff. Establishes and maintains an extensive range of high-level, technical contacts with the GOC, implementing partners, international donors, and NGO entities to exchange information, coordinate efforts and prepare documentation related to M&E issues.
- C. S/He may be required to oversee, direct and lead sector analyses, evaluations and assessments relevant to the offices' portfolios on behalf of the Mission.
- D. Incumbent will be the offices' point of contact for USAID-sponsored invitational training. S/he is responsible for ensuring that Participant Training submissions from contractors into TraiNet are timely and accurate. Incumbent is responsible for providing their offices with TraiNet reports on number of people trained in each subject.

C. Program/Policy Analysis and Reporting:

- A. Ensures that appropriate performance management policies and mechanisms are in place to measure program effectiveness and assesses the potential of more efficient M&E methods and tools.
- B. Supports CORs/AORs in tracking data against yearly and life-of-project performance targets.
- C. Provides activity-specific and program related information for the preparation of high-level reports, including but not limited to performance reports, quarterly reports, and annual reports for the Offices.
- D. Participates in and contributes to other USAID/Colombia internal reviews as required. Prepares briefing materials for high-level visitors on the status of program's budgets, funding projections, progress, earmarks, directives, commitments and obligations, financial plans, pipeline analysis, feasibility studies and other related documents.
- E. Provides technical and advisory support for official responses to internal and external inquiries and communications.

D. Information Systems Management:

- A. Manages the offices' information systems for monitoring and evaluation of indicators.
- B. Assumes the lead role in incorporating the offices' monitoring and evaluation metrics with the Mission's information management system, entitled "Monitor".
- C. Monitors and ensures that data reported to the Monitor system is accurate, timely, reliable, and precise. Ensures that current data reflects the progress of each implementer's project for both designated offices.
- D. Prepares data application design for IT-developers to use in the construction of monitoring and evaluation information systems.
- E. Provides guidance on the incorporation of Geographic Information Systems (GIS) technology to strengthen program monitoring, coordination and evaluation. Incumbent will perform other duties as assigned that are within the scope of this position description.

REQUIRED QUALIFICATIONS

Note: Candidates who do not meet these required qualifications will not be considered.

Education: A Bachelor's Degree or local equivalent in Development, Development Economics, Social Sciences, Environmental Sciences, Monitoring and Evaluation, and/or Statistical Analysis is required.

Prior Work Experience: A minimum of five years of progressively responsible experience in the monitoring and evaluation of development assistance projects/programs. Experience in the collection, analysis and presentation of information and in depth experience working with statistical software packages.

Post Entry Training: Obtain knowledge of USAID's M&E processes and procedures. Automated Directive Systems (ADS), Mission Internal Procedures, GLAAS, Phoenix, TraiNet, U.S. Federal Acquisitions Regulations and other mandatory training set by Agency standards. Become familiar with USAID standard procedures.

Language Proficiency: Level IV (fluent) English ability and equivalent in Spanish for written and oral communication required.

Job Knowledge: Strong analytical skills and knowledge of statistical analysis, project management, and implementation are required. In-depth understanding of Performance Monitoring Plan procedures, indicators and intermediate results framework and their application to program design, management, and monitoring. Superb knowledge of database management is required. Fair knowledge of remote sensing and GIS technologies. S/he must also have a good working knowledge of project development, implementation and management protocols.

Skills and Abilities: The successful candidate must be able to collect, analyze and evaluate complex data using statistical software or similar type tools. An ability to synthesize and clearly present complicated data in a concise, coherent and clear way to a wide audience. An ability to identify, articulate and clarify performance management problems, such as the reporting of erroneous information (calculation of indicators) by contractors and grantees and maintain quality control of data and information systems is essential. An ability to conduct data verification in the field to ensure that data collected and reported reflects the field information is also essential. Ability to design M&E tools, surveys, and evaluations, applying quantitative and qualitative statistical methods and analyses is required.

Applicant must possess strong communication and interpersonal skills. S/he must have a high level of diplomacy and negotiation skills and must be able to function independently and collaboratively as part of a team, including the technical teams, implementers and other stakeholders inside and outside USAID. Effectively manage his/her time and resources to meet deadlines while addressing multiple concurrent tasks for both offices.

POSITION ELEMENTS

Supervision Received: The incumbent will report to the offices' Deputy Directors, who will be responsible for reviewing and approving the incumbent, including establishing appropriate deadlines. In carrying out specific assignments, the individual will work closely with other office team members. The incumbent will carry out tasks under his/her own initiatives, foreseeing constraints and opportunities and taking appropriate action to optimize benefits. The incumbent will work within the policy guidance of the Mission and be responsible for his/her own compliance with USAID policy and regulations.

Supervision Exercised: None

Available Guidelines: USAID Automated Directive System (ADS) provides the policies and procedures which govern work in project management. Compliance with U.S. Federal Acquisition Regulations (FAR) and USAID's AIDAR for the offices' contracts and agreements. Mission Orders and other established policies and procedures, and Plan Colombia provisions as applicable.

Exercise of Judgment: Given the nature and level of supervision, the M&E must exercise substantial independent judgment in performing his/her duties. Considerable judgment is required in planning, evaluating the relevance and reliability of information, organizing and presenting data during the preparation of documents, presentation and briefings. The incumbent adjusts the order in which they perform their daily work as required to complete task; plans and organizes their work over a period of days, months, quarters and years; amends existing practices as needed; plans the quarterly out lays for CORs/AORs and activity managers; liaises with external organizations; resolves most problems/situations

encountered without assistance; resolves harder problems/situations referred by other staff. Has significant input into strategy through creation of M&E criteria.

Authority to Make Commitments: The incumbent may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines. When dealing with partners and Mission personnel, the M&E is authorized to suggest solutions to non-technical problems, within their abilities and authority, and make recommendations that are consistent with operating procedures. S/He is not authorized to make financial commitments on behalf of the U.S. Government.

Nature, Level and Purpose of Contacts: Continuous contact is maintained with other USAID offices, high-level officials of GOC Ministries, implementing partners, other donors and NGOs to collaborate on program development and implementation, as well as to obtain unpublished and published information concerning the offices' program, projects and activities. Conducts liaison activities with other donors, high-level representatives of the GOC, US Embassy Personnel, grantees and contractors as well as STAFFDELS and CODELS.

Work Environment: Work entails occasional travel to dangerous areas of the country to advise, supervise, monitor and evaluate programs and projects. Because of travel restrictions for U.S. citizens, the incumbent is, in many cases, the only USAID contact that regional and local authorities and/or the beneficiaries may have.

Time Required to Perform Full Range of Duties: One year.

SELECTION CRITERIA

1. Education (15%):

A Bachelor's Degree or local equivalent in Development, Development Economics, Social Sciences, Environmental Sciences, Monitoring and Evaluation, and/or Statistical Analysis is required.

2. Prior Work Experience (40%):

A minimum of five years of progressively responsible experience in the monitoring and evaluation of development assistance projects/programs. Experience in the collection, analysis and presentation of information and in depth experience working with statistical software packages.

3. Evidence of strong English/Spanish writing and oral skills proficiency (10%):

Level IV (fluent) English ability and equivalent in Spanish for written and oral communication required.

4. Knowledge, Skills, and Abilities (35%):

Strong analytical skills and knowledge of statistical analysis, project management, and implementation are required. In-depth understanding of Performance Monitoring Plan procedures, indicators and intermediate results framework and their application to program design, management, and monitoring. Superb knowledge of database management is required. Fair knowledge of remote sensing and GIS technologies. S/he must also have a good working knowledge of project development, implementation and management protocols.

The successful candidate must be able to collect, analyze and evaluate complex data using statistical software or similar type tools. An ability to synthesize and clearly present complicated data in a concise, coherent and clear way to a wide audience. An ability to identify, articulate and clarify performance management problems, such as the reporting of erroneous information (calculation of indicators) by contractors and grantees and maintain quality control of data and information systems is essential. An ability to conduct data verification in the field to ensure that data collected and reported reflects the field information is also essential. Ability to design M&E tools, surveys, and evaluations, applying quantitative and qualitative statistical methods and analyses is required.

Applicant must possess strong communication and interpersonal skills. S/he must have a high level of diplomacy and negotiation skills and must be able to function independently and collaboratively as part of a team, including the technical teams, implementers and other stakeholders inside and outside

USAID. Effectively manage his/her time and resources to meet deadlines while addressing multiple concurrent tasks for both offices.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

LANGUAGE TESTING PROCEDURES

Most of the positions at the Embassy require specific levels of both Spanish and or English. All applicants must attach copies of valid language tests (in non-primary language) results to the application of employment. The Embassy will only accept the standard English language tests as follows: **TOEIC, TOEFL (IBT/ITP/PBT), IELTS, iTEP or FSI, and Spanish test administered by AVANTI or FSI for EFM.**s.

Applicants who have completed a University Degree in the United States or any other English speaking country will be exempt from taking the English Test.

Applicants who are currently working in a position at the Embassy that require the same level of English will be exempt from taking the English Test.

For applicants who have previous work experience at other U.S. Embassies, the language level required for the position performed at that post will be confirmed by the U.S. Embassy Bogota / Human Resources Office and applicants would be exempt from taking the English Test.

Language test results are valid for five years.

Score of English test is required.

Applicants may choose the following **English** institute to take the **TOEIC** test:

- **In Other Words S.A.**, Carrera 14 A # 101-11, Oficina 201, Edificio Lúmina, Bogota, Colombia. Applicants must request an English test by writing to: inotherwords@etb.net.co or maryluzalvarez2002@yahoo.com for further information please contact PBX: 616-1671, a/o Cell phone No. 310-305-6917. **Cost of language test is the applicant's responsibility.**

Score of Spanish test is required and language examination is given at:

- **Avanti Language School:** Cra. 21 # 87 – 24 Polo Club, Bogota, Colombia. Applicants must request a Spanish test by writing to management@avantilanguageschool.com. For further information please contact PBX: 634-6637. Cost of language test is the applicant's responsibility.. **Cost of language test is the applicant's responsibility.**

*****APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY WEDNESDAY JULY 15, 2015 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME. *****

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

USAID handles their own recruitment processes.
For any questions in regard to this recruitment process please contact USAID Bogota office directly.