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**UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT**

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No. 010-2015

January 23, 2015

OPEN TO: All Interested Candidates

POSITION: USAID Project Development Specialist – M&E – (0011850H)

OPENING DATE: Friday, January 23, 2015

CLOSING DATE: Friday, February 6, 2015

WORK HOURS: Full time; 40 hours/week

SALARY: This position can be hired at a full performance level
FSN/PSC – 11 Col. \$87,860,886.00 – Col. Ps. \$144,970,458.00
or developmental level (LCP/PFSPSC – 10 Col.
\$70,710,280.00 – Col. \$116,671,960.00)

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

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time. The application form may be requested via e-mail at: BogotaHR@usaid.gov or BogotaHRApplicationForm@state.gov
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applications should 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 Development Specialist – Monitoring and Evaluation (M & E) for the Program Office.

BASIC FUNCTION OF POSITION

The position is located in the Program Office, USAID/Colombia in Bogota. The incumbent's major duties and responsibilities include the coordination and management of USAID/Colombia's program monitoring, evaluation, assessment, and reporting activities. S/he plays an important quality assurance role, advising technical teams and offices on Agency and Mission policies, procedures, and guidelines related to performance management. S/he serves as a resource for the Mission's staff in matters related to Mission strategies, goals, objectives, policies and procedures. S/he will analyze, monitor and report on Mission indicators and results. S/he will also be assigned other specific tasks that are critical to the planning, management, implementation, and tracking of the USAID/Colombia program. Incumbent is expected to work independently, yet consults with senior staff to gain additional knowledge and skills.

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. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

The Performance Management Specialist will use his/her performance management, monitoring, evaluation, and reporting knowledge, skills, abilities, and experience to manage responsibilities in three key areas: Monitoring and Evaluation, Documentation and Reporting, and Program Coordination.

A. Monitoring and Evaluation (50%)

The Performance Management Specialist serves as the Mission expert in program monitoring, evaluation, assessments, and reporting.

Specifically, s/he has the following monitoring and evaluation duties and responsibilities:

- Advise the program and technical offices on all aspects of Mission and Agency monitoring and evaluation policy, guidance, and resources.
- Prepare Mission Order on Monitoring and Evaluation and then provide the necessary support to technical offices to implement the policy.
- Ensure Mission compliance with ADS (Automated Directives System) 203.3.3 through 203.3.6 regarding performance measurement and evaluations.
- Coordinate the development, adoption, review, and maintenance of monitoring, evaluation, and assessment tools, mechanisms, and systems – including the Mission Performance Management Plan.
- Assist implementing partners as needed in developing and/or refining monitoring, evaluation, and reporting systems that are compatible with the Mission's Performance Management System.
- Design, adapt, implement and/or facilitate training programs for technical officers and partners in performance management, monitoring, evaluation, assessments, and reporting.
- Provide assessment of where development assistance can achieve sustainable development impact, and organize data and translate it into practical implications while identifying where additional information is needed.
- Facilitate the development, refinement, adoption, maintenance, and use of information management systems that support program monitoring, evaluation, and reporting.
- Assist technical teams and implementing partners with the development and completion of mandatory data quality assessments to support indicator reporting.
- Represents the Mission at meetings with appropriate level host country government officials and may be asked to explain aspects of the USAID/Colombia program at meetings, workshops, etc.

B. Documentation and Reporting (30%)

Under the direction of the Supervisory Program Officer or designee, the Performance Management Specialist will carry out regular reporting responsibilities within and outside the Agency on overall impact and progress towards achieving specified targets. S/he will maintain key background and reference documentation on the Mission's performance to enable the Program Office to better manage Mission reporting requirements.

Specifically, s/he has the following documentation and reporting duties and responsibilities:

- Coordinate with the Development Outreach and Communications (DOC) team in the Program Office to develop and maintain appropriate reporting systems for use in preparing key planning and reporting documents.
- Develop and maintain a reporting system to track the progress of assessments and evaluations, including actions emanating from them. Ensure that these can be easily accessed by all Mission staff.
- In close collaboration with the Program Office and Mission staff, coordinate inputs to the Mission's Annual Performance Report, which forms the first phase of the Operational Plan. Review, edit, and compile draft performance narratives, data tables, and special reports to ensure quality control and compliance with Agency guidance. Ensure that the Mission meets established deadlines for submitting the report.
- Coordinate, collect, and consolidate quantitative and qualitative performance management and impact data, as well as indicator information, into the Operational Plan.
- Contribute to drafting issues papers for portfolio reviews, focusing on performance management issues, indicator data, and impact/results.
- Assist technical offices in the drafting of language for awards to ensure that partners integrate monitoring, evaluation, and reporting into their proposals and implementation approaches, and that the timing is consistent with Mission reporting requirements.
- Ensure that the DOC team receives success stories and other performance/impact reports so that they can update fact sheets and respond effectively to information requests.
- As an integral member of the Program office, contribute to the preparation and drafting of the Congressional Budget Justifications, Congressional Notifications, and other statutory reporting requirements.

C. Program Coordination (20%)

The Performance Management Specialist will interface with other USAID offices on program management, monitoring, evaluation, and reporting functions. S/he will also maintain effective working relationships with all implementing partners' monitoring and evaluation personnel as needed.

Specifically, s/he has the following program coordination duties and responsibilities:

- Serve as the Mission's primary technical expert in assessing program effectiveness, and as the point of contact for all monitoring and evaluation activities.
- Follow up on performance management-related action items identified during portfolio reviews to ensure that actions are completed in accordance with agreed timetables.
- Ensure that the monitoring and evaluation sections of partners' quarterly and annual performance reports are reviewed during portfolio reviews and filed centrally for Mission staff.
- Analyze monitoring and evaluation sections of partner reports and discuss areas of concern with responsible Contracting Officer Technical Representatives.
- Lead Mission efforts to adopt recommendations and key findings from evaluations and assessments into Mission processes and procedures.

- Work closely with the DOC team to analyze routine monitoring information and the outcomes and conclusions of evaluations and assessments for distribution to public sources.
- In coordination with Mission management, the incumbent prepares position papers and briefing documents for senior management negotiations with host country officials, implementing partners, and with bilateral and multilateral donors. S/he establishes and maintains relationships with appropriate key officials in the negotiation process (including Ministerial senior advisors) and coordinate work with non-governmental organizations, PIOs and host country partners in the private sector that have project implementation responsibilities for USAID-financed activities.

REQUIRED QUALIFICATIONS

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

Education:

A Bachelor's degree in economics, political science, sociology, public administration, international development, or business administration is required. A Master's degree is preferred.

Prior Work Experience:

The candidate must have at least five years of relevant experience in the design and management of development assistance programs, preferably involving international partners. Relevant experience is defined as some combination of developing, managing, evaluating, and assessing development programs; strategic planning; and project design and feasibility analysis. Experience is required in the collection, analysis and effective presentation of information.

Knowledge:

Must be familiar with a variety of technical approaches to conducting an evaluation. Must have good knowledge of host country socio-economic and political conditions, a good grasp of the Colombian conflict and issues related to the drug trade. Must have good knowledge of Colombian policies and procedures related to International Cooperation. Must be willing to learn USAID/Colombia and Agency policies, goals, documentation preparation and procedures.

Skills and Abilities:

Must possess strong analytical, communication and interpersonal skills. The ability to work on teams and reach consensus in difficult situations is required. Demonstrated ability to establish and maintain high-level government contacts at the national and local levels and with donor and private sector organizations. Must be able to obtain, evaluate, and interpret factual data and prepare precise, accurate and complete reports using computer software applications; and to develop and present briefings to a wide array of audiences. Must be able to guide and support the work of monitoring and evaluation colleagues in other offices. Also must be able to integrate Mission long and short-term objectives with those of the host government. Must have a high level of diplomacy and negotiation skills.

Post Entry Training:

Appropriate modules of the supervisory training program, financial management for non-financial managers, leadership and program operating, managing for results, organization and operations, team skills, etc.; training in agency database systems and in other special areas related to duties when available and based on fund availability. Training in the use of Excel, Power-Point, Word and other USAID-approved software, GLAAS, Phoenix.

Language Proficiency:

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

POSITION ELEMENTS

Supervision Received:

Work is performed under the direct supervision of the Office Director or his/her designee who assigns work on a long-term basis and reviews work primarily in terms of achievement of program results and their effectiveness in meeting host country and USAID objectives. S/he is expected to work independently, yet consult with senior staff as needed.

Available Guidelines:

Appropriate sections of USAID's Automated Directives System (ADS), Mission Orders and other established USAID/Colombia and Agency administrative policies, procedures and regulations.

Exercise of Judgment:

Considerable judgment required in planning program and Mission activities, evaluating the relevance and reliability of information concerning their implementation; in organizing and presenting data; in the preparation of reports and documents; and in the preparation of program and related briefings. Judgment is required in identifying problems and issues and in making recommendation for their reorientation and when to report the problem, with recommendations to the Program Office management.

Authority to Make Commitments:

The USAID Project Development Specialist 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 appropriate senior members of Government of Colombia Ministries, other donors, non-governmental organizations and the private, for profit sector to obtain unpublished and published information concerning their programs and projects and activities and to seek their involvement in the implementation of USAID funded programs where appropriate. Close contact is maintained with the Program Office management, USAID Front Office, and with the Latin America and Caribbean (LAC) Bureau desk personnel to provide briefings and draft cables. Maintain contacts with other agencies/sections of the U.S. Embassy as required including NAS, POL and Econ.

Supervision Exercised: This is a non-supervisory position.

Time Required to Perform Full Range of Duties

One year.

SELECTION CRITERIA

1. Education (15%):

A Bachelor's degree in economics, political science, sociology, public administration, international development, or business administration is required. A Master's degree is preferred.

2. Prior Work Experience (40%):

The candidate must have at least five years of relevant experience in the design and management of development assistance programs, preferably involving international partners. Relevant experience is defined as some combination of developing, managing, evaluating, and assessing development programs; strategic planning; and project design and feasibility analysis. Experience is required in the collection, analysis and effective presentation of information.

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%):

Must be familiar with a variety of technical approaches to conducting an evaluation. Must be able to obtain, evaluate, and interpret factual data and prepare precise, accurate and complete reports using computer software applications; and to develop and present briefings to a wide array of audiences. Must be able to guide and support the work of monitoring and evaluation colleagues in other offices. Must have good knowledge of host country socio-economic and political conditions, a good grasp of the Colombian conflict and issues related to the drug trade. Must have good knowledge of Colombian policies and procedures related to International Cooperation. Must be willing to learn USAID/Colombia and Agency policies, goals, documentation preparation and procedures.

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.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY FRIDAY, FEBRUARY 6, 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.