

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

**An Equal Opportunity Employer**

*Human Resources Office, 498 Ave Lukusa, Kinshasa  
Phone 081-8806193; e-mail: HRKinshasa@state.gov*



**ANNOUNCEMENT NUMBER: 14-40**

**OPEN TO:** All interested candidates  
**POSITION:** **AID Program Management Specialist (M&E Specialist), FSN-4005-10; FP-5 (steps 5 - 14)**  
**OPENING DATE:** July 1, 2014  
**CLOSING DATE:** July 18, 2014  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** **Ordinarily Resident (OR):** FSN-10  
**Not-Ordinarily Resident (NOR):**  
(Position Grade: FP-5) To be confirmed by Washington

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

*The U.S. Embassy in Kinshasa is seeking an individual for the position of Program Management Specialist in the Program Office at USAID.*

## **BASIC FUNCTION OF POSITION**

The Monitoring and Evaluation (M&E) Specialist will be responsible for providing the USAID Democratic Republic of the Congo (USAID/DRC) Program and Technical offices with support in the monitoring and evaluation of USAID's projects and activities in the DRC. The M&E specialist will also play an integral role in the collaborating, learning, and adapting processes under the Mission's Country Development and Cooperation Strategy

*A copy of the position description listing all duties and responsibilities is available in the Human Resources Office.*

## **QUALIFICATIONS REQUIRED**

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

**Education:** A university degree in a related field (Political Science, Sociology, International Relations, Law) is required.

**Experience:** A minimum of three (3) years experience in an area related to development, such as but not limited to management or accounting is required. Experience working with an international NGO or other international organization or government is required - particularly in a role that included monitoring and evaluation responsibilities.

**Language Proficiency:** Fluency in spoken and written French and English is required.

**Knowledge:** Must have prior experience in designing and implementing monitoring and evaluation activities and in community development, as well as in preparing documents and reports. Computer literacy (word, excel, access and use of the internet).

**Skills and Abilities:** Strong interpersonal skills, excellent oral and written communications, strong critical analysis skills, ability to be objective and make in-depth, rapid assessments of activities/projects.

## **SELECTION CRITERIA**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule. The candidate must be able to obtain and hold security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:  
Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **DEFINITIONS**

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
  - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

*The US Mission is an equal opportunity employer.*

**CLOSING DATE:** July 18, 2014

Drafted: - HR: WBULU

Cleared: - USAID: MCORBIN (E-mail)

-HR: CKUWAKATA

Approved: A/HRO: HMULLER