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: 12-57

OPEN TO:	All interested candidates
POSITION:	**Health Team Monitoring and Evaluation (M&E) Specialist, FSN-10;**
	FP-5 (steps 5 through 14)
OPENING DATE:	September 11, 2012
CLOSING DATE:	September 25, 2012
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

SALARY LEVEL WILL BE BASED ON PRIOR JOB-RELATED EXPERIENCE AND SALARY HISTORY. FOR SALARY INFORMATION, PLEASE CONTACT HUMAN RESOURCES OFFICE: ***081-8806193.***

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 Health Team Monitoring and Evaluation (M&E) Specialist in the USAID Health section.

BASIC FUNCTION OF POSITION

The incumbent is responsible oversight on all activities related to program-wide performance monitoring, including target setting, monitoring, evaluation, information management, reporting and planning development of the M&E components of new activity design. The M&E Specialist is responsible for managing and reporting the Health Team Performance Management Plan and supporting the establishment of baseline data and targets for indicators. S/he will build capacity of staff and partners on M&E tools, data management and analysis, and data quality. The M&E Specialist will implement recommendations to address gaps in data and make recommendations for strengthening data collection, interpretation and use. S/he will prepare and disseminate periodic program performance reports, including lessons learned.

The M&E position is cross-cutting with duties supporting the President's Malaria Initiative and the HIV/AIDS program each representing 30% of the assignment for the full-time position, and the remaining 40% providing support to the Integrated Health Program, family planning and other health program elements.

The incumbent will work closely with USAID Health Team Project/Program Managers, the USAID Program Office M&E Specialist, and project level M&E staff to ensure quality data collection, monitoring and reporting.

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 Master's Degree in Public health, health sciences, social sciences or a related field is required.

Experience: Five years of progressively responsible professional-level experience in the field of public health is required, including at least three years' experience in field-based data collection and analysis, and design and implementation of M&E systems for health sector development assistance programs. Substantive experience in analyzing data and presenting findings in written or oral form is also required.

Language Proficiency: Level IV (Fluent) English and French is required.

Knowledge: The incumbent must have a thorough knowledge of M&E methodologies and tools and the development of organization-wide M&E systems. S/he must also have a thorough knowledge of the principles, concepts, techniques and accepted procedures of program management, evaluation, reporting and budgeting.

Skills and Abilities: The M&E Specialist must be able to compile, evaluate and present data for reporting program progress and impact and possess strong quantitative and analytical skills. The incumbent must possess excellent interpersonal skills and be able to communicate effectively, both verbally and in writing, with government technical officers and donors' counterparts. Must have the ability to conceptualize, manage and evaluate activities. The incumbent must be able to operate word processors, office information systems and personal computers. Strong skills in MS Excel Word, PowerPoint and Access are required.

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 EFMs 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 and medical 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 EFMs and EFMs 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.

5. 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.

The US Mission is an equal opportunity employer.

CLOSING DATE: September 25, 2012

Drafted: HR: FNSASU
Cleared: USAID: DJACKSON (email)
Approved: HRO: TJEVERETT