

VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR



No. 14-007	Development Assistance Specialist Monitoring and Evaluation Position Vacancy-Economic Growth Office	Date: 10/06/2014
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OPEN TO: All Interested Candidates

POSITION: Development Assistance Specialist, FSN-10

OPENING DATE: October 06, 2014

CLOSING DATE: October 20, 2014

WORK HOURS: Full time; 40 hrs. Workweek

SALARY: *Ordinarily Resident (OR): Position Grade FSN-10. Salary range from \$35,562.00 to \$55,806.00 (Basic Rate + Allowances)

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

The Agency for International Development in San Salvador is seeking one individual for the position of Development Assistance Specialist, M&E, in the Economic Growth Office.

BASIC FUNCTION OF THE POSITION

The Development Assistance Specialist (Monitoring and Evaluation -M&E) is a member of the Economic Growth Office (EG) in USAID/EI Salvador and closely coordinates with the Strategic Development Office (SDO) Monitoring and Evaluation Specialist of the Mission.

The Development Assistance Specialist (M&E) works under the direct supervision of the EG Project Management Specialist and in close coordination with EG Contracting Officer Representatives (CORs) and Agreement Officer Representatives (AORs). S/he provides program and evaluation support to the EG Office to ensure that the proposed programs, activities, and/or projects are consistent with EG priorities such as Partnership for Growth Initiative. S/he has primary responsibility for assisting A/COR's in the monitoring, evaluation, and impact analysis of EG funded programs in EI Salvador and throughout the region and to responding on EG programs information to inquiries from Washington D.C, Front Office and other interested parties. The incumbent provides EG A/COR's with technical expertise and assistance in all matters pertaining to evaluation, monitoring, and program review and reporting.

The Development Assistance Specialist (M&E) will identify, develop and evaluate performance and impact indicators for all EG projects and will develop and evaluate performance and impact indicators and reports for any key policy objectives, such as the Partnership for Growth (PFG) as needed. The incumbent will also develop indicators to measure results (outputs) and progress (outcomes) for projects related to EG projects.

Indicators to be developed should focus on lessons learned and collection of best practices to guarantee sustainability, impact, replication of best practices, and success of EG projects.

A copy of the complete position description listing all duties and responsibilities is available in the Personnel Office. Contact Ext. 3152.

QUALIFICATIONS REQUIRED

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

- 1. EDUCATION:** Bachelor's degree in Social Sciences, Public Administration, International Relations, Liberal Arts or a closely related field, providing broad analytical and writing skills appropriate to the Monitoring & Evaluation assignment is required.
- 2. EXPERIENCE:** A minimum of five years of progressively responsible, job-related, professional-level experience in monitoring and evaluation, project design, program-planning, implementation, and analysis and interpretation of data and presentation of findings in written form is required. Experience in the application of research and assessment methods, and compilation of qualitative and quantitative data into final written and oral reports is required. At least two years of this experience should be in a developing country setting, and/or in planning, development, implementation, and providing monitoring and evaluation work for a donor organization, or Salvadoran public or private sector institution.
- 3. LANGUAGE:**
Level IV (fluent) in English Writing/Speaking/Reading is required.
Level IV (fluent) in Spanish Writing/Speaking/Reading is required.
- 4. KNOWLEDGE:** The incumbent must have a thorough knowledge of the Monitoring & Evaluation, reporting techniques and best practices in development organizations: technical, social and cultural aspects. Demonstrated up-to-date knowledge related to M&E working experience or collaborating with other donors, governments, international organizations.
- 5. SKILLS AND ABILITIES:** This position requires advanced analytical, communication (oral and written), interpersonal, and teamwork skills, and problem solving as well as the ability to effectively manage stress and conflict is required. The ability to serve as an effective liaison with the Mission M&E Specialist is essential. Familiarity with Economic Growth program-related issues. This work requires great flexibility, an ability to react to changing systems with sound analyses, and the ability to work under pressure. Excellent organizational skills and the ability to multi-task and stay organized in a complex and frequently changing environment is a requirement. The work requires excellent English writing and computer skills, in order to develop presentations, reports, spreadsheet programs such as Excel, etc. Diplomacy, tact, cultural sensitivity, and team participation are required, in order to establish and maintain effective working relationships within the EG Office and the M&E Specialist in the Strategic Development Office.

SELECTION PROCESS

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.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174);
<http://photos.state.gov/libraries/elsavador/231771/PDFs/ds-174.pdf>
2. Candidates must identify the position to which they are applying

Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above

SUBMIT APPLICATION TO

Executive Office
USAID/EI Salvador
PER e-mail: ssvacancies@usaid.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

1. 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.

CLOSING DATE FOR THIS POSITION: October 20, 2014

The US Mission in San Salvador 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.

Approved: USAID/EXO

MAJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

a. Evaluation

40%

Develops and maintains a comprehensive Evaluation Plan for EG by reviewing with each A/COR the evaluation needs and priorities. At the design phase of a project, the EG Development Assistance Specialist (M&E) will coordinate closely with the Mission M&E Specialist in the Strategic Development Office (SDO) to ensure adequate measures and funds are in place to accurately assess the activity and document results. On an annual basis, s/he coordinates with the Mission M&E Specialist in planning, designing, and implementing evaluations that were approved as part of the Mission Evaluation Plan. S/he coordinates with the Mission M&E Specialist in SDO to integrate evaluation findings into decision making about EG strategies, program priorities, and project design. S/he is responsible for collecting all EG evaluation information reported in the annual Performance Plan and Report (PPR) and coordinating with the Mission M&E Specialist in SDO for inclusion in the Mission reports.

b. Monitoring

40%

Works closely with A/COR's in the monitoring and reporting on Performance Monitoring Plans. Manages the EG Performance Monitoring Plan. Works with Mission M&E Specialist in SDO to ensure annual EG activity work plans and monitoring plans include relevant and effective performance measures that provide an accurate measurement of impact and results. S/he is responsible for input of data into the Annual Performance Report, by recollecting data from A/COR's. Works with A/COR's ensure preparation and follow-up of Site Visit Plans each quarter, with emphasis on EG activity oversight and Data Quality Assessment (DQA) reviews. Monitors and ensures that EG A/COR's comply with DQA.

c. Information and Data Management

15%

Coordinate responses to requests from USAID Washington D.C. and other key stakeholders on program activities and summaries. S/he will conduct research and collect resources and information to respond to on-going mission information needs or special requests for assessing new areas of intervention, evaluating on-going program implementation and preparing strategic and/or reporting documents. The EG Development Assistance Specialist (M&E) will also work with technical offices to map program sites utilizing GIS technology to identify trends in programming and cross-cutting programming opportunities. Maintains up to date data sheets on all EG projects in both Spanish and English, Power point Presentations, etc.

d. Other Assignments

5%

Responds to information inquiries. Assists the EG Project Management Specialists in drafting and editing EG Program documents such as the Operational Plan, Performance Report, and Annual Program Reports as required. The Monitoring and Evaluation Specialist will also perform other duties as assigned