



JOB VACANCY ANNOUNCEMENT U.S. MISSION - ACCRA

The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified person for the position of **Monitoring and Evaluation (M&E) Specialist** in the Regional Program Office (RPO) of USAID/West Africa. The primary purpose of this position is to perform Monitoring, Evaluation and Learning (ME&L), and reporting functions for the Mission. The incumbent serves as a principal ME&L advisor to the Mission including its Development Objective (DO) teams in the conception, design, development and implementation of ME&L systems for the USAID/WA development program.

Education, Prior Work Experience & Language: Completion of a Bachelor's degree in Social Sciences such as political science, sociology, economics, international development or Monitoring and Evaluation is required. A minimum of Five (5) to seven (7) years professional experience in monitoring and evaluating development projects is required. At least five (5) years of professional experience in the area of monitoring and evaluation. This should include developing performance management plans, selecting indicators and developing targets, conducting evaluations, surveys, assessments, designing log frames and other tasks related to ME&L and at least five (5) years of experience with reporting on project activities is required. This should include writing quarterly reports, project success stories, final reports, and other reporting tasks. Significant work experience which demonstrates a strong understanding of computer systems, in particular database used to track results and other programmatic information is required. Excellent English Language (written and oral skills) and ability to write technical documents in English, to concisely summarize complex ideas and to edit work is required. ***English Language proficiency will be tested.***

For full requirements and position description, please log on to the following websites:

<http://ghana.usembassy.gov/jobopportunities.html>

<http://www.usaid.gov/ghana/work-with-us/careers>

<http://www.usaid.gov/west-africa-regional/work-with-us/careers>

SALARY RANGE: Grade (FSN 10) GH¢56, 457.00 – GH¢84, 698.00 p.a. depending on Qualification and Experience)

HOW TO APPLY: Interested applicants must submit **signed cover letter, relevant certificates and CV with references** to:

**Mailing Address: Regional Executive Office
USAID/West Africa
P.O. Box 1630, Accra**

Or by Email to: acpersonnel@usaid.gov;

CLOSING DATE: JUNE 9, 2016

Note: When submitting your application via email, please start the subject line with the position title. Failure to state this and submit signed cover letter with relevant documents will result in a determination that the applicant is not qualified.

ALL U.S. AND NON-GHANAIAAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF REQUIRED WORK AND/OR RESIDENCY PERMITS TO THEIR APPLICATIONS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.

Only shortlisted applicants will be contacted

USAID/West Africa anticipates awarding one Personal Services Contracts (PSCs) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.