



# Guinea

B.P. 1927  
Conakry, Guinea

## United States Peace Corps in Guinea

Personal Services Contractor (PSC) Vacancy Announcement

VACANCY PSC-006-2016

**OPEN TO:** All Interested Candidates  
**POSITION:** **Monitoring and Evaluation Coordinator**  
**OPENING DATE:** Monday, September 19, 2016  
**CLOSING DATE:** Sunday, October 02, 2016  
**WORK HOURS:** Full-time: 40 hours/week

### POSITION DESCRIPTION

S/he will be responsible to oversee the development and implementation of the M&E system and manages the Small Projects Assistance (SPA) Grant program, the Peace Corps Partnership Program (PCPP), and grants for the West African Food Security Program (WAFSP). S/He serves as M&E Champion and point person on navigating the PCGO online application process. the **Monitoring, and Evaluation Coordinator** works as part of an interdisciplinary Programming and Training Team managing the Monitoring and Evaluation (ME) systems and multiple grant programs in order to ensure that PC/Guinea's Training, Education, Agroforestry and Public Health Programs are performing optimally.

The **M&E Coordinator** supports the U.S. Peace Corps mission in Guinea in the following main areas:

1. **Monitoring, Evaluation and Reporting**
2. **Grants Management**
3. **Knowledge Management and Promotion**
4. **Training.**

### HOW TO APPLY:

Interested applicants for this position must write to [pcguineejobs@gn.peacecorps.gov](mailto:pcguineejobs@gn.peacecorps.gov) to obtain TASK AND RESPONSIBILITIES and a completed U.S. Employment Application form (DS-174). The form must be completed in English. Applicants must also submit:

1. A resume or C.V.
2. Three professional references.
3. A cover letter
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### SUBMIT APPLICATION TO:

Attention: **Director of Management and Operations**  
[pcguineejobs@gn.peacecorps.gov](mailto:pcguineejobs@gn.peacecorps.gov)

Applications will only be accepted by e-mail to [pcguineejobs@gn.peacecorps.gov](mailto:pcguineejobs@gn.peacecorps.gov). Applications must be received no later than Sunday October 02, 2016 at 00:00 hrs.

*The United States Peace Corps is an Equal Opportunity Employer*