

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 32/2015
OPENING DATE: 10/15/15
CLOSING DATE: 11/13/15
POSITION TITLE: Development Program (Monitoring & Evaluation) Specialist, FSN-11
SALARY: KZT 7,109,667 p.a. (starting gross salary per year)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asia (USAID/CA), Almaty, Kazakhstan

MAJOR DUTIES: Under the general supervision of the Program Officer the incumbent: 1) serves as a regional Monitoring and Evaluation (M&E) team leader and a professional advisor to senior staff and performs complex analysis to inform USAID's development policies in Central Asia; 2) oversees continued development and execution of the Mission Performance Monitoring Plan to ensure that the performance and impact of USAID development programs are regularly monitored and evaluated for the Annual Performance Plan and Report, Portfolio Reviews, and other reporting requirements; 3) coordinates with all levels of stakeholders and business partners across the entire Central Asia mission and liaises with strategic partner missions to measure the results and impact of shared programmatic objectives to determine how well the Mission's development strategy is advancing; 4) advises and supports Mission colleagues to develop Project and Activity Monitoring and Evaluation Plans, Results Frameworks, and other management processes to assess program impacts and results achieved; 5) ensures that technical office staff conducts appropriate reviews as per USAID policy; 6) participates in project and activity development as M&E subject matter expert, providing guidance on USAID policy and strategic priorities to technical teams; 7) accompanies senior Mission and/or U.S. Embassy staff on official visits; 8) serves as a proponent of USAID M&E policies and priorities; actively contributes to building M&E capacity for USAID/Central Asia staff and implementers through personal advocacy and on-the-job training of colleagues; 9) compiles key system requirements, undertakes iterative design, and implements and administers USAID/Central Asia's information management system, which combines budgetary data, award information, program and performance, and other development data; 10) liaises with the systems design team based in Washington on updating and adjusting the USAID Development Information Solution (DIS) system to meet the Mission's requirements; 11) develops and conducts training for Agency users across relevant operating units and implementing partners; 12) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, Skills and Experience (60%):** Bachelor's (University) degree (or host country equivalent) or above in international development, social science, public administration, business administration, economics, statistics, international relations, or related field. Minimum five years of professional experience in development programming (project design, and project management) with substantial involvement with M&E of project activities. Minimum of three years of experience with an international development organization on project management. Hands-on experience with systems, databases, and complex data handling. A broad and comprehensive knowledge of economic, political, social, and cultural characteristics of Central Asia. A thorough understanding of the development prospects, potential, priorities, and resources of the Central Asian countries. Expert knowledge of Monitoring and Evaluation in the development as of the core discipline (including knowledge of evaluation methodology, data quality standards, statistics, research methods). Strong quantitative and analytical skills including statistics and data analysis for performance monitoring, measurement, and reporting. Ability to deal effectively with problems and manage among numerous competing priorities, largely independently. Ability to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimum guidance. Good typing and note-taking skills, and competency with Microsoft Office applications.

- **Teamwork/Interpersonal and Communication Skills (30%):** Strong communication skills (both written and oral and public speaking). Ability to organize/present complex analysis of highly specialized development-related technical information in concise & thorough manner both in written and oral form, and furnish information and advice in assigned areas with detachment and objectivity. Ability to work with others in a collegial and effective fashion.

- **Language Skills (10%):** Level IV (fluent knowledge) of English and Russian (reading, writing, and speaking).

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Packages should be received by **COB Friday, November 13, 2015** via e-mail: almaexo_hr@usaid.gov (preferred) or mail to the Executive Office (EXO)/Personnel, USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan. A copy of the Position Description is available in EXO/Personnel (tel.: (7-727) 2507612/17, ext. 6353).

USAID/CA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.