



# USAID | SOUTHERN AFRICA

**Reference No.:** 674-15-1025

**Position/Salary Range:** **Project Management Specialist (Monitoring & Evaluation)**  
**FSN-11: M295,859.00 – M473,377.00 (Full performance - Basic Salary)**  
**FSN-10: M230,423.00 – M368,671.00 (Trainee level - Basic Salary)**  
**Additional benefits include meal and miscellaneous allowance, medical and pension fund subsidy subject to qualification.**

**Open To:** All Lesotho citizens and permanent residents with valid work permits at the time of application.

**Location:** USAID/Lesotho  
Regional HIV/AIDS Program Office (RHAP)  
Maseru, Lesotho

**Opening:** September 18, 2015

**Closing:** October 16, 2015

**Work Hours:** Full-Time; 40 hours/week

**USAID/Lesotho, an equal opportunity employer, seeks applicants for the above position. English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. Interested applicants who do not meet this qualification ARE ENCOURAGED NOT to apply as their applications will not be considered.**

### **Basic Function of Position:**

The Monitoring and Evaluation (M&E/SI) /Strategic Information (SI) Specialist works under the supervision of the USAID/Lesotho Senior Strategic Information (SI) Advisor and Director and serves as the primary USAID/Lesotho PEPFAR Program point of contact for PEPFAR M&E/SI activities and reporting in Lesotho. The incumbent collaborates and provides advice, guidance, and direction to USAID PEPFAR implementing partners, cognizant Government of Lesotho (GOL) ministries including the Ministry of Health, local government, multilateral and bilateral donors.

S/he is responsible for the implementation, oversight and strengthening of M&E/SI PEPFAR requirements including the Monitoring, Evaluation and Reporting (MER) indicators, preparation of the M&E/SI component of the Country Operational Plan (COP), quarterly reporting, tools for collection, SIMS (Site Improvement through Monitoring System) and data quality protocols for PEPFAR activities. The incumbent monitors the progress of assigned projects, identifying technical, personnel, logistical issues and makes or recommends revisions as necessary for program success. S/he identifies system or training needs and participates in the development and implementation of courses for partners and stakeholders. S/he is the coordinator and point of contact for the Site Improvement through Monitoring System (SIMS) for USAID/Lesotho.

### **Major Duties and Responsibilities**

#### **Program Management 70%**

- S/he develops and maintains effective liaisons with the U.S. government interagency team, M&E/SI staff in the MOH, implementing partners, and multilateral and bilateral donors. S/he will be a participating member of the M&E/SI Technical Working Group.
- S/he will assist the GOL in its M&E/SI initiatives such as the Demographic and Health Survey (DHS), sentinel surveillance, Annual Joint Review (AJR), research and evaluations as needed.

- S/he is responsible for the following types of data collection and data quality: 1) routine program monitoring data (MER guidance); 2) special studies and assessments; 3) evaluations (impact, outcome, process, economic); 4) surveillance and surveys; and 5) spatial data.
- S/he is responsible for preparing and coordinating the USAID/Lesotho SIMS Action Planner, site visits and SIMS data entry. S/he in conjunction with the Contracting/Agreement Officer's Representative or Activity Manager provides corrective action for barriers impeding the effective implementation of USAID/Lesotho PEPFAR program activities.
- S/he is the technical expert and resource on M&E/SI for USAID/Lesotho's PEPFAR program. S/he provides M&E/SI technical assistance and consultation to partners and stakeholders. S/he develops technical requirements for Statements of Work in support of data collection and data management projects. S/he participates in technical reviews of M&E/SI proposals.
- S/he stays up-to-date on M&E/SI developments, best practices, requirements and materials. S/he recommends staff training activities in implementing partner organizations, develops training programs, manuals, and materials. Builds staff capacity through training and mentoring.
- S/he reviews and ensures the quality of partner M&E/SI plans and quarterly progress reports. S/he assists in identifying and recommending program evaluations.
- S/he provides training on Data for Accountability, Transparency and Impact (DATIM) program for partner staff.
- S/he organizes and performs Data Quality Assessments (DQA) as required.

#### Administrative Management 20%

- S/he manages SI collection and reporting process, ensuring personal data integrity and security of information in reporting databases are carefully guarded.
- S/he is responsible for the development, implementation and ongoing maintenance of technical and administrative program files for M&E/SI activities.

#### Interagency Coordination 10%

- S/he represents USAID/Lesotho PEPFAR program for M&E/SI issues at various technical, policy and Strategic planning meetings with the MOH and other collaborators and works to influence implementing partners to adopt appropriate M&E/SI strategies for their program activities. S/he briefs Agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

**Education:** Bachelor's degree in international development, statistics, monitoring and evaluation methodologies, or related field. Post graduate degree preferred in Public Health, Science, Economics, Statistics or related field.

**Prior Work Experience:** Minimum five years' experience monitoring and evaluating international development and public health programs. Demonstrated experience in evaluation methodology, experimental design, statistical analysis, sampling methodology and/or data collection and analysis. Experience building organizational capacity in M&E/SI and/or training individuals in M&E/SI.

**Post Entry Training:** Agreement Office Representative /Contracting Office Representative (COR/AOR), Project Design and Management and Programming Foreign Assistance.

**Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (spread): Level IV in English (Fluency) Speaking/Writing/Reading. Fluent Sesotho is preferred.

**Job Knowledge:** Strong knowledge of theoretical and practical concepts of M&E/SI and working knowledge of epidemiology, surveillance, and survey methods. Thorough knowledge of M&E/SI theory, principles, implementation and evaluation programs. Broad knowledge of the principles of public health programs and practice including knowledge of organizational and operational concepts and practices applied by public, private, non-profit organizations engaged in health related work. Knowledge of health information systems and reporting.

- a. **Skills and Abilities:** Advanced knowledge of creating databases of indicators is preferred, i.e. STATA and SPS. Ability to use software programs such as Excel, Word, PowerPoint. Ability to quickly analyze M&E program design, management and implementation approaches. Ability to write clear, concise documentation including reports, Statements of Work, policies and guidelines. Ability to orally present programmatic subject matter to audiences.

**How the Selection will be made:**

The successful candidate will be selected based upon the following:

1. a preliminary review of the applicant's submitted package (which includes the cover letter and CV) to establish that minimum educational and English writing fluency requirements are met;
2. tests to include an English writing skills test, a Microsoft Office proficiency test that may include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate;
3. a personal or telephone/DVC interview; and
4. reference checks.

- USAID/Lesotho's Human Resources Section will perform the preliminary review (step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.
- The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**
- Following the interview (step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (step 4) prior to advising the TEC of the results of these checks. Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package. References will only be solicited for those interviewed applicants who are being considered for ranking.
- Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Section Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection
- As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/SA.

**USAID/Lesotho reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.**

**Applicability:**

This position is open to all Lesotho citizens and permanent residents with valid work permits at the time of application. USAID/Lesotho management will consider nepotism/conflict of interest, budget, section need for continuity and residency status in determining successful applications. Current USG employees on probationary status (within their first year of employment) are not eligible to apply.

**Compensation:**

The Project Management Specialist (Monitoring and Evaluation) will be compensated in accordance with the U.S. Mission to Lesotho's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

**To Apply:**

**ONLY applicants who meet the minimum educational and English language fluency requirements as stated in this solicitation will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
  2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
  3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
  4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

E-mail your application to:

[hromaseru@state.gov](mailto:hromaseru@state.gov)

**Also ensure that your application is accompanied by a cover letter, a CV of no more than 4 pages, and all your communications (including your cover letter) includes the Announcement Reference number and the title of the position for which you are applying. Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.**

**Point of Contact:**

Ts'epang Mohale telephone: (00266) 2231 2666

Mzwandile Sopeng Telephone: (00266) 2231-2666

Only short-listed candidates will be acknowledged.

Closing date for this position: October 16, 2015 (Close of Business).

The U.S. Mission in Lesotho provides 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 United States Agency for International Development (USAID) also strives to further equal employment opportunity in all personnel operations through continuing enhancement programs.