



USAID | MOROCCO

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Vacancy Announcement
Development Program Specialist
(Monitoring, Evaluation, and Performance Management)
Announcement Number: AID 13-03

OPEN TO : All Interested
POSITION : FSN-10
OPENING DATE: Monday, June 17, 2013
CLOSING DATE: Friday, July 5, 2013
WORK HOURS : Full-time; 40 hours/week
SALARY : Gross Salary DH 331,477 p.a. (Starting Salary based on 40 hours including allowances and bonus. U.S. Mission will withhold from gross salary employee's portion of CNSS and CIMR contributions, health/life/disability insurance contributions, as well as all tax obligations as imposed by the US and/or host country governments)

RECRUITMENT TO BE FINALIZED BASED ON FUNDS AVAILABILITY

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

The U.S. Agency for International Development (USAID) in Rabat is seeking an individual for the position of Development Program Specialist (Monitoring, Evaluation, and Performance Management.) Detailed position description is available at USAID/EXO.

BASIC FUNCTION OF POSITION:

This position is located in the Program Management Office of USAID/Morocco. The incumbent will serve as the Monitoring, Evaluation and Performance Management Specialist. The incumbent will exercise a high level of responsibility, judgment, and initiative. The incumbent will draw upon written agency policies and established USG policies as well as best practices for qualitative, quantitative, and mixed-methods research. In addition, the incumbent will routinely be called upon to utilize independent judgment to formulate policy recommendations for the Mission and Washington in areas lacking clear policy guidelines or where policies are outdated or no longer relevant relating to monitoring, evaluation, and performance management.

QUALIFICATIONS REQUIRED

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

Education: Master's degree in a field relevant to development assistance such as economics, political science, education, sociology, or psychology is required.

Experience: A minimum of three years of work experience in project monitoring and evaluation design, analysis, and reporting, as well as experience reporting to host governments is required.

Language: Level IV (fluent) in French and Arabic is required. Level III in English is required.

Skills and Abilities: Must be able to analyze complex data and to prepare complete, precise and accurate factual and analytical reports; must be able to render advice with detachment and objectivity; must have excellent written and oral communication skills; demonstrated ability to interpret, organize and present data to a variety of audiences is required; must be able to manage various activities simultaneously; must be able to develop and maintain an extensive network of contacts with development partners and host government officials; must be able to operate efficiently and effectively in a multi-cultural organization; and to work under pressure to meet tight deadlines. Demonstrated proficiency is required in using the latest computer technology to include but not limited to: word-processing, spreadsheets, statistical databases for social science, and other computer programs such as Microsoft PowerPoint. Computer skills including knowledge of quantitative software such as SPSS, SAS, or Stata and qualitative software packages such as Nudist or Atlas/ti are desirable.

SELECTION PROCESS

When equally qualified, US Citizen EFMs and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. 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.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks in addition to their probationary period before being eligible to apply for advertised positions. Temporary employees must first complete their temporary appointments before applying for advertised positions.

TO APPLY

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

1. **A letter of interest and the Universal Application for Employment, DS-174 form.**

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

- a) By mail to: usaid-rabat-hr
Attention: Vacancy Announcement AID 13-03
Address: 10, avenue Mehdi Ben Barka, Souissi, Rabat
- b) By e-mail: usaid-rabat-hr@usaid.gov

For inquiries re this vacancy announcement, contact Amal Mahmaz at amahmaz@usaid.gov

Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.

***DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (OR, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. 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.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

The USAID Mission in Morocco 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.

USAID 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.