



## VACANCY ANNOUNCEMENT

No. 2013-010	Date: July 25, 2013	Ref:
Subject:	<b>MONITORING AND EVALUATION SPECIALIST</b>	
Location:	<b>ABUJA – HEALTH, POPULATION AND NUTRITION OFFICE</b>	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Monitoring and Evaluation Specialist, FSN 11

**OPENING DATE:** July 25, 2013

**CLOSING DATE:** August 08, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** FSN: N5,959,341 p.a (Starting basic salary on FSN-11 Position Grade)  
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

**USAID/Nigeria in Abuja** is seeking to employ a suitable and qualified candidate for the position of a Monitoring and Evaluation Specialist.

### **BASIC DUTIES OF THE POSITION:**

The Monitoring and Evaluation (M&E) Specialist provides technical and program expertise to the HPN Team.

The primary responsibility of the Specialist is to support the Senior Health Advisor in providing technical leadership to the GON and others in working to monitor the implementation and evaluate the impact of the HPN portfolio of activities. The Manager will work within the HPN Office Health Systems Strengthening (HSS) Team and the Program Office to ensure that HPN programs/projects across the country are efficient and effective in improving the health of Nigeria's population.

The Manager provides technical advice on monitoring and evaluation to members of the HPN Office staff and to other USAID staff as needed. The work includes serving as Contracting and Assistance Officer's Representative (COR/AOR) for bilateral agreements or contracts, serving as Activity Manager of field support activities, participating in the design of new programs/projects and the

evaluation of ongoing programming, advising the Mission and other stakeholders (including MOH and other donors) on best M&E practices, participating in relevant sector-wide technical working groups with the MOH and with other donors, and helping to integrate M&E programs/projects/interventions into other areas of the Mission portfolio. The Manager keeps abreast of current publications and information on program/project M&E, in order to advise the Mission on all issues related to M&E activities.

### **MAJOR DUTIES OF THE POSITION:**

#### **a. Technical Advice and Advocacy – 75%**

The Manager works with the USAID HPN and Program Office M&E and management staff to strengthen USAID M&E activities, with special emphasis on implementing best practices in Nigeria. S/he develops appropriate opportunities to integrate awareness of internationally-recognized best practices in M&E across the HPN Office, including increasing the awareness of the importance of improved M&E on overall program success. The Manager assists senior USG, Mission, Office, Team, and Work Group staff in representing USAID to IPs, NGOs, GoN agencies, and other national and international groups and bodies, in order to develop effective M&E strategies for health program/project activities to meet national and international standards, and to achieve national and USAID goals. The Manager collaborates with HPN AORs/CORs and implementing partners in the preparation and presentation of M&E requirements according to USAID and international standards.

#### **c. Other – 25%**

The Manager is responsible for maintaining the HPN Performance Monitoring Plan in conjunction with the Program Office. The Manager will also mentor Project Management Specialists and Assistants and Administrative Assistants in M&E-related areas, and backstops other Health Systems Strengthening Working Group members. S/he will also perform other duties as assigned or required.

### **MINIMUM REQUIRMENTS:**

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

**a. Education:** Completion of a Bachelor's degree, preferably in M&E or administration is required. An advanced degree in M&E management, Public Health, or other professional training geared toward M&E management in a hospital or community setting is desired.

**b. Experience:** A minimum of five years of progressively responsible professional experience working in M&E, particularly in USG operations and/or the health field in Nigeria.

**c. Post Entry Training:** Familiarization training in USAID-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, etc., will be provided. On-the-job training will be provided relating to USAID and USAID M&E policies, procedures, and regulations; the Automated Directives Systems (ADS); Mission Orders; and, planning and reporting databases. Formal COR/AOR certification courses, training to maintain professional capability in the field, and other courses offered for professional USAID staff will be provided as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function, and needed

to maintain and update professional qualifications, will be provided as they become available, subject to availability of funds.

**d. Language Proficiency:** Level IV (fluent) English oral and writing ability is required, good working knowledge of one or more local languages is highly desired.

**e. Knowledge:** Knowledge of M&E for health systems and public health (family planning, malaria and maternal and child health) commodities and logistics in Nigeria is required, including technical, social, and cultural aspects. State-of-the art, specialized knowledge of the public health aspects of managing M&E programs, and evidence-based practices and policies (for M&E management in particular) are required. A demonstrated knowledge of the concepts, principles, techniques, and practices of GoN policies and programs in the sector is required. A thorough knowledge of the Nigerian economic, political, social, and cultural characteristics, and the history of development assistance, in particular as it relates to health in Nigeria, including current trends and directions, is desired.

**f. Skills and Abilities:** Must be able to work effectively with mid- and senior-level public and private-sector officials from the GoN and IPs. Must be able to work effectively in a team environment, and coordinate well with others. Must be able to develop effective and collaborative manager-to-manager relationships with IPs. The work requires excellent writing and computer skills in order to develop presentations, reports, etc. Diplomacy, tact, cultural sensitivity, and Team participation are required, in order to establish and maintain effective working relationships within USAID/Nigeria, and with the Nigerian public and private sectors. Excellent organizational skills and the ability to multi-task and stay organized in a complex, frequently changing environment is a requirement. Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict, is required.

### **SELECTION PROCESS:**

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 employees serving a probationary period are not eligible to apply.
3. Current employees who are qualified will be given preference.
4. Only successful applicants who meet the minimum requirements will be notified.
5. The Human Resources Office will **NOT** accept applications or resume **submitted in U.S. Government official envelopes.**
6. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

## **HOW TO APPLY:**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. A **type-written application** specifically applying for this position, and addressing the minimum requirements as advertised. **Please reference the job title and announcement number on the application letter.**
2. A current resume or curriculum vitae, listing all job responsibilities; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter**

## **SUBMIT APPLICATION TO:**

USAID Nigeria  
ATTN: Human Resource Office  
c/o U.S. Embassy  
1075 Diplomatic Drive  
Abuja, FCT,  
Nigeria

## **POINT OF CONTACT:**

Tel: 09-461-9300 ext. 9319

**CLOSING DATE FOR THIS POSITION IS: August 08, 2013**

An Equal Opportunity Employer

Approved:EXO: BPalmer

Drafted:HR: JUdomi

Cleared:HPN: CCarr