

VACANCY ANNOUNCEMENT # VN14-003

**PROJECT MANAGEMENT ASSISTANT (M&E)
FSN 08, C-536
USAID/Peru**

FROM: Susan Cheung, Regional Executive Officer

TO: All interested candidates

OPENING DATE: February 10, 2014

CLOSING DATE: February 24, 2014

WORK HOURS: Full Time – 40 hours per week

The United States Agency for International Development (USAID) in Lima, Peru is seeking an individual for the position of Project Management Assistant (M&E) in the Office of Environment and Sustainable Growth (ESG).

Basic Function of Position

The Monitoring and Evaluating Assistant serves primarily as part of the ESG team that develops data monitoring and reporting systems to meet the information requirements of project implementation, evaluation, and reporting. In this role, the incumbent will assist ESG and implementing partners in matters relating to goals, indicators, targets, data, analysis, and reporting. Secondly, assists with ESG budget preparation, tracking, analysis, and reporting. Finally, serves in a limited role as an activity manager, as assigned.

MAJOR DUTIES AND RESPONSIBILITIES

1. Program and Project Monitoring and Evaluation (M&E) Level of Effort: 50%

The Monitoring and Evaluating Assistant supports ESG in developing data monitoring and reporting systems for assistance activities under USAID/Peru's Development Objective (DO-3) relating to the Environment. The Assistant is a member of a team that helps ESG and implementing partners identify, establish, and measure goals, indicators, and targets that appropriately represent ESG objectives. The Assistant helps deal with data management and analysis, and participates in drafting components of reports such as Performance Management Plans (PMPs) and the annual Performance Plan & Report (PPR).

The Assistant also works with Activity Managers to schedule and plan evaluations as needed. These include baseline data collection, mid-term evaluations, performance evaluations, and impact evaluations.

The Assistant consults with and gets direction from the Program Office and the Financial Management Office to help ensure that ESG's M&E methods meet USAID Agency standards.

2. Program Budget and Financial Analysis Level of Effort: 25%

The Assistant supports ESG staff on budget and financial management at both the activity and overall program levels. The Assistant helps to maintain multi-year projections of funding obligations and expenditures; to report accruals, expenditures, and pipelines; and to track conformance with budget earmarks.

The Assistant consults with and gets direction from the Program Office and the Financial Management Office to help ensure that ESG's budget and financial reports meet USAID Agency standards.

3. Activity Management

Level of Effort: 25%

As assigned, the Assistant manages smaller activities in roles such as Contract Officer's Representative, Award Officer's Representative, Activity Manager, or Point of Contact, or as Alternate in these roles. In such roles, the Assistant oversees implementation performance by reviewing and accepting reports, confirming the technical necessity and reasonableness of costs incurred, conducting site visits, and consulting with stakeholders. The Assistant ensures that implementers adhere to USAID regulations and to the terms of their agreements with USAID, advising the ESG Policy Team Leader and Office Chief, as well the Award or Contract Officer in the Mission's ROAA Office regarding problems and potential corrective actions.

QUALIFICATIONS

a. Education: A university degree or equivalent experience in environment, administration, business management, economics, statistics, or a closely related field is required.

b. Prior Work Experience: Three to five years of experience is required in administration, project evaluation, accounting, or other relevant fields.

c. Post Entry Training: Training in USAID policy and regulations relating to project monitoring, data quality, evaluation, project planning and budgeting, when available. COR-AOR certification when available.

d. Language Proficiency: Level IV (fluent) in English reading and writing, and equivalent in Spanish is required. This will be tested.

d. Knowledge: Sound knowledge of goal-oriented project management is required. Working knowledge of financial analysis and accounting is desirable. Some knowledge of the principles of ecology, biodiversity conservation, natural resource management, and global climate change is desirable.

e. Abilities and Skills: Must be able to understand and evaluate project designs, budgets, goals, and success indicators. Must be able to work effectively in teams. Proven skills to work effectively in cross-cultural situations. Must possess the ability to analyze, evaluate, and present data in meaningful terms. Strong communications skills, in speaking and in writing.

USAID/Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. USAID/Peru also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Candidates will not normally be considered for higher-level positions during their probationary period.

To apply for this position, interested candidates should submit the following or the application will not be considered:

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.
3. Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

All completed applications must be returned to USAID/Peru Human Resources Office or via fax to 618-1350 or via e-mail limausaidhr@usaid.gov by 4:00 p.m. Monday, February 24, 2014. Applications received after the closing date will not be accepted.