



USAID | RWANDA

FROM THE AMERICAN PEOPLE

VACANCY ANNOUNCEMENT: 2015 – 030

NOTE: All Non-Rwandan Citizens must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

- OPEN TO:** All interested Candidates.
- POSITION:** A.I.D Project Management Specialist (Senior Monitoring & Evaluation Team Leader), Grade level: FSN-12
- BASIC SALARY:** From FRW 30,236,986 to FRW 51,402,884 per year
- OPENING DATE:** August 11, 2015
- CLOSING DATE:** August 28, 2015
- WORK HOURS:** Full-time; 40 hours/week.

USAID/Rwanda is seeking an Ordinarily Resident citizen or individual with the required work permit for employment as A.I.D Project Management Specialist (Senior Monitoring & Evaluation Team Leader). USAID/Rwanda offers an Equal Employment Opportunity (regardless of age, sex, race, handicaps, national origin, etc.).

BASIC FUNCTION OF POSITION

The Senior Monitoring & Evaluation (M&E) Team Leader directs a two-person M&E Unit in the Program Office (PRO) at USAID/Rwanda, provides targeted M&E advisory services to 115+ for staff with USAID in Rwanda and Burundi, and serves as a principal coordinator on M&E with 45+ implementing partners (both local and international). The Senior M&E Team Leader is directly responsible for monitoring, performance management, and evaluation of \$225 million portfolio of U.S. foreign assistance. Key areas of responsibility include: design and coordination of performance and impact evaluations, robust performance management and monitoring of USAID-funded programs, capacity building of USAID and implementing partners' staff, and synthesizing and communicating linkages between M&E and high-level decision-making/managing for results. Starting in May 2015, additional responsibilities include program and technical support to USAID's office in Burundi (\$51 million in FY 2015 funding).

A copy of the complete position description listing all duties and responsibilities is available at the USAID/Rwanda Website: <http://www.usaid.gov/rwanda/partnership-opportunities>

QUALIFICATIONS REQUIRED

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

a. Education: (10 Points)

Master's degree or its equivalent in post-graduate studies is required, in social sciences such as political science, sociology, economics, business or public administration, or in other field relevant to development studies, program evaluation, research and international programs; with a record of independent analytical work from either primary or secondary sources.

b. Prior Work Experience: (15 Points)

Minimum ten (10) years of progressively responsible professional experience in the design, management, and implementation of development activities, with a focus on performance monitoring and evaluation, is required. Experience should include quantitative and qualitative research methods, the analysis and interpretation of data, and the integration of data and analysis into the presentation of findings in clear succinct written and oral form. Specialized training and/or experience in monitoring and evaluation techniques is required.

c. Post Entry Training:

USAID-sponsored courses in monitoring & evaluation (e.g. Managing for Results and Evaluation for Evaluation Specialists), project design, acquisition (AOR/COR) management, project management, management skills, and other trainings as needed (Programming Foreign Assistance).

d. Language Proficiency: (10 Points)

Kinyarwanda and English at IV level.

e. Job Knowledge: (30 Points)

- Expert knowledge of the principles and best practices for monitoring, implementation modalities, impact assessment, and evaluation of development projects and programs is required.
- Expert knowledge of M&E systems and different approaches to M&E implementation is required.
- Comprehensive knowledge or potential to rapidly acquire such knowledge of USG and USAID operations, regulations, procedures and documents relating to strategic and program planning, activity design, impact assessments and monitoring & evaluation requirements is required.
- Ability to monitor and evaluate complex development programs is required.
- Broad understanding of issues related to international development and transition economies.
- Knowledge of Rwandan and African political, economic, and social environments.
- Demonstrated ability to use Microsoft Office programs (Word, Excel, PowerPoint), to utilize the internet to conduct research, and the ability to learn new programs, such as Google Applications. Experience or knowledge of the following is a plus: STATA, ArcGIS or related GIS software, survey tools and methods, etc.
- Strong understanding of the relationship between monitoring, evaluation and the use of geographic information systems as an evidenced-based monitoring and decision-making tool is preferred.

f. Skills and Abilities: (35 Points)

Interpersonal Skills: Ability to develop and maintain effective working relationships with senior government counterparts, private sector, NGOs, university/think tanks, other donor counterparts and USG agencies, in addition to staff in technical and other offices in USAID/Rwanda; applies versatile negotiating techniques and strong presentation and consensus-building skills

Professionalism: Ability to apply complex rules and processes to a variety of situations with view toward accomplishing program objectives and meeting the needs of stakeholders; keeps abreast of changes and is able to adapt readily; shows persistence and remains calm in stressful situations.

Analytical Thinking: Uses facts and available information to develop logical assumptions; recognizes inconsistencies between facts and/or other data and draws correct inferences from information (include differentiating, comparing, and contrasting); analyzes and interprets data from different sources, to determine how to measure the progress of complex multilateral programs, to prepare reports and analyses, and to assess the impact of USAID programs/projects on socio-economic development in Rwanda; has expert understanding of M&E data/information collection, management, synthesis and integration into mapping environments; analyzes qualitative and quantitative data and provides high quality, succinct written reports.

Managerial Skills: Possesses good managerial skills to coordinate and oversee the work of USAID staff, Interagency colleagues, implementing partners and consultants, and to manage analytical and special study activities and contractors/evaluation teams; crafts and rolls out USAID/Rwanda's M&E policies and strategies

Planning and Organization: Ability to identify priority activities and assignments; adjusts priorities as required; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; meets deadlines and achieves results with high quality; works effectively on multiple tasks under intense time pressure.

Communication: Speaks and writes clearly and effectively; listens to others, tailors language, tone, style and format to match audience; able to explain rules and the rationale behind them; applies excellent use of English to delivering presentations and writing reports.

Computer and Software Skills: Possess knowledge and skills needed to effectively and efficiently use computers and office software such as Microsoft Word, Excel, Power Point, and e-mail; able to learn and use Agency specific software

related to work area efficiently; able to learn and use M&E-related programs, databases, and tools including presentation material incorporating effective graphics. Capable of learning additional GIS or image processing software packages, and comfortable working with other, non-spatial, database systems. Solid understanding of M&E data/information collection, management, synthesis and integration.

Teamwork: Works collaboratively with colleagues to achieve Agency's goals; demonstrates respect for people and is willing to learn from others; places team agenda before personal agenda; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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. If the selected applicant does not fill all the position requirements, he/she may be started at training level.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

TO APPLY

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

1. Application for U.S. Federal Employment (DS-174) from this link: <http://www.usaid.gov/rwanda/partnership-opportunities>
2. A current resume or curriculum vitae that provides the same information as an DS 174; and
3. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

E-mail: Kigalihr@usaid.gov

POINT OF CONTACT

Human Resources Office, Tel: 0252 596 400; Ext. 2605

CLOSING DATE FOR THIS POSITION: August 28, 2015 at 12:00 pm

CId: EXO