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DATE: AUGUST 17, 2016

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 11/16

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: USAID PROJECT MANAGEMENT SPECIALIST (M&E)

LOCATION OF WORK: U.S. EMBASSY, ENTOTO ROAD

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: AUGUST 31, 2016

SALARY: FSN-11 (USD 20,658 to USD 37,182) depending on the candidate's earning history, qualifications and experience.

BASIC FUNCTION OF POSITION: The USAID Project Management Specialist (M&E) fulfills a key role in the USAID Ethiopia Office of Assets and Livelihoods in Transition (ALT). The Monitoring and Evaluation (M&E) Specialist provides expertise focusing on program outcomes and impact and integrating information into existing M&E systems, programming decisions, and collaboration with partners. S/he contributes to the Office's intellectual leadership by helping to coordinate and implement the Office's analytical, evaluation, and learning agendas. In addition to these duties, the M&E Specialist will serve as an agreement officer's representative for activities as assigned by the office management. These activities may include management of purchase orders and/or awards for third-party reviews of food commodity management and evaluations of Title II-funded development food assistance programs, and/or other ALT-managed activities that aim to improve the food security, nutrition and livelihoods options for vulnerable populations. The M&E Specialist is a member of the ALT program and resource management team and reports directly to the program and resource management team leader. The ALT Office manages a large and complex portfolio that encompasses Development Assistance and Title II-funded activities to improve the food security and nutrition of vulnerable populations in Ethiopia. Over the past 10 years, Title II emergency funding has ranged from \$100 to 500 million in a given year in response to acute food needs of populations affected by droughts and other large-scale shocks. Title II development funding has been more consistent, averaging \$100 million a year to support NGO-implemented activities aligned to the Government of Ethiopia's Productive Safety Net Program. In addition to Title II resources, the ALT Office manages \$20-30 million in development assistance funds to support income generation and livelihoods diversification, climate change adaptation, and disaster risk management to protect household assets and build community resilience. Effective monitoring and evaluation of these resources is essential.

MINIMUM QUALIFICATIONS: In order to qualify, the applicant must possess the following:

EDUCATION: The multidisciplinary and multifaceted nature of the position requires a minimum of a Bachelor's Degree in food security, agriculture, nutrition, humanitarian assistance, natural resource management or international development, international relations, statistical analysis, or other M&E field. Additional certification or advanced coursework (more than just a few weeks) in the abovementioned subjects from reputable institutions is strongly desired.

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US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel. : 251-11-306002
Fax : 251-11-242438
Website:
<http://www.usaid.gov/ethiopia>

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030

EXPERIENCE: A minimum of five years of progressively responsible, job related professional level experience is required, with directly relevant experience and a proven track record of programmatic accomplishment and professional achievement in: monitoring and evaluation, food security, humanitarian assistance, livelihoods development, or agriculture. Experience with USAID projects (USAID contractors), humanitarian agencies, or the Government of Ethiopia is highly desired, but not required. Experience in the following areas is required: (i) M&E systems development and maintenance, including the development of program impact indicators, data collection and analysis, performance reporting, and development and utilization of Geographic Information System in programmatic monitoring, coordination, performance evaluations, impact evaluations, and knowledge management; (ii) Development of program related evaluations and statistical analysis; (iii) Strategy design and program policy development; (iv) Successful leadership experience in a team environment. Experience working with the Ethiopian Government, U.S. Government or other donors or USAID implementing partners is preferred.

LANGUAGE: Fluency in English (Level IV) written and oral, fluency in Amharic (Level IV) written and oral. Knowledge of another of Ethiopia's major languages is considered advantageous. English will be tested.

KNOWLEDGE, SKILLS, AND ABILITIES: Demonstrated familiarity and knowledge of commonly applied M&E methodologies is required. Knowledge of Title II programming and guidelines and familiarity with food security programming is preferred. The position requires good organizational and management skills, strong analytical and research skills, good social and professional judgment, excellent interpersonal skills in cross-cultural and multi-level settings; ability to interact effectively with mid and senior-level government officials, members of the business community and to maintain collaborative working relationships within a team structure. Excellent computer skills are required for effectively operating in this position. Example of software includes MS Word, Excel, and PowerPoint, statistical and other relevant software. Computer skills are required to implement, analyze, and monitor, and manage activity goals, inputs, outcomes, and achievements, both program and impact. Demonstrated ability to manage several complex and competing tasks under tight deadlines is required. The incumbent must be capable of rapidly analyzing information, evaluating data and preparing high quality written reports in English. S/he must be able to communicate clearly and succinctly in oral presentations and in meetings. The position requires good customer service and diplomatic skills, as the incumbent works closely with Implementing Partners, U.S. Government representatives, Government of Ethiopia officials, and other external stakeholders.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form [[Universal Application for Employment \(DS-174\)](#)] along with the credential documents to USAID Ethiopia, Human Resources Office via the email address addisusaidjobs@usaid.gov. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify the agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

For your application to be considered, the following documents must be submitted:-

- Letter of Application/Cover Letter;
- Completed and Signed Application for Employment Official Form–DS-174 found here http://ethiopia.usembassy.gov/job_opportunities.html;



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- Current Resume/CV;
- Copies of credential documents (i.e., degree, training certificates, etc.);
- Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say–Vacancy 11/16 USAID PROJECT MANAGEMENT SPECIALIST (M&E);
- Please submit the application only once; and
- Late and incomplete applications will not be considered; the application must be submitted before or on the final filing date at local Ethiopian time 5 p.m.

Application letters and Form DS-174 must be signed. Incomplete and unsigned applications/forms will not be considered.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

The USAID mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: The application form is available free of charge upon request and are also available for download from the internet [Universal Application for Employment \(DS-174\)](#). The final selection of a candidate is based solely on the advertised qualification in a competitive process. Individuals who meet the minimum qualifications are strongly encouraged to apply.