



# USAID | ETHIOPIA

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**DATE:** July 28, 2015

**FROM:** HUMAN RESOURCE OFFICE, USAID ETHIOPIA

**SUBJECT:** JOB/VACANCY ANNOUNCEMENT NO. 13/15

**TO:** ALL QUALIFIED APPLICANTS

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

**LOCATION OF WORK:** US EMBASSY ENTOTO ROAD

**HOURS:** FULL TIME 40 HOURS PER WEEK

**FINAL FILING DATE:** August 20, 2015

**SALARY:** FSN-11 (USD 18,868 to USD 33,964 per annum) depending on the candidate's earning history, qualifications and experience.

**BASIC FUNCTION OF THE POSITION:** The USAID Project Management Specialist (M&E Specialist) is a core member of the team. The M&E Specialist provides expertise focusing on education program outcomes and impact and integrating that information into existing monitoring and evaluation 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 and evaluation agenda. The M&E Specialist reports directly to the office director.

**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 Master's Degree in education or in international development, international relations, statistical analysis, or other monitoring and evaluation (M&E) field. Additional certification or advanced coursework (more than just a few weeks) in the abovementioned subjects from reputable institutions is strongly desired.

**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. Experience in the following areas is required:

- 1) M&E systems development and maintenance, including the development of program impact indicators, data collection and analysis, performance reporting, and development and utilization of GIS in programmatic monitoring, coordination, performance evaluations, impact evaluations, and knowledge management;
- 2) Development of program related evaluations and statistical analysis;
- 3) Strategy design and program policy development;
- 4) Successful leadership experience in a team environment.

**LANGUAGE:** Level IV (fluent) English. Knowledge of Amharic (Level IV) is required. Knowledge of another of Ethiopia's major languages is an advantage and will be considered as such. English test will be given.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The position requires expert knowledge in primary education, data management, testing and assessment, as well as core USAID functions such as budgeting and reporting are required. Finally, the position requires good customer service and diplomacy, as the incumbent works

closely with over ten very diverse implementing partners throughout Ethiopia. Preference will also be given to individuals who can demonstrate concrete knowledge of the following areas: reading instruction; grade 1-4 language instruction; the design and production of supplementary reading materials; experience supporting the training of primary school language teachers; and supporting education projects and programs. The M&E Specialist must foster and maintain close relationships with several Government of Ethiopia officials, researchers, other diplomats serving as donor country representatives, local and international implementing partner organizations, and other non-government organizations. The M&E Specialist requires a high degree of political astuteness to effectively coordinate the use of data across the portfolio and a broad knowledge of the Government of Ethiopia system of education in various institutions and agencies. The M&E Specialist must possess organizational and management abilities, research and statistical ability, analytical ability, good social and professional judgment, excellent interpersonal skills in cross-cultural and multi-level settings; able to interact effectively with government senior officials, researchers, program managers and customers. He must be able to undertake extensive field trips and maintain collaborative working relationship in a team structure. The M&E Specialist must be capable of producing high quality work, and be able to work under stressful conditions, and in difficult and complex situations. S/he must be able to communicate effectively with socially and economically disadvantaged individuals and families. He must be able to communicate ideas in writing and orally clearly, concisely and effectively in English and Amharic or other major national language; lead and participate in discussions and meetings efficiently and effectively. He must be able to rapidly analyze information, evaluate data, and prepare reports and related documents in English and Amharic.

**APPLICATION & SELECTION PROCESS:** All applicants must submit a completed form {[Universal Application for Employment \(DS-174\)](#)} to USAID Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia or submit at the back gate of the U.S. Embassy located at Entoto road between the hours of 7:30 am and 5:00 pm on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications in 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.

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.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. 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: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [Universal Application for Employment \(DS-174\)](#). FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS.