



USAID | SOUTHERN AFRICA

Reference No.: 674-15-1014

Position/Salary Range: Project Development Specialist –Monitoring, Evaluation and Learning
FSN-12: R563,713.00 – R789, 191.00 (Full performance - Basic Salary)
FSN-11: R407,533.00 – R570, 542.00 (Trainee level - Basic Salary)
Additional benefits include miscellaneous allowance, medical and pension fund subsidy, housing allowance and dependents' education assistance subject to qualification.

Open To: All South African citizens and permanent residents with valid work permits at the time of application.

Location: USAID/Southern Africa
Regional Program & Project Development Office (RPPDO)
Pretoria, South Africa

Opening: March 02, 2015

Closing: March 13, 2015

Work Hours: Full-Time; 40 hours/week

USAID/Southern Africa, an equal opportunity employer, seeks applicants for the above position.

English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. Interested applicants who do not meet this qualification ARE ENCOURAGED NOT to apply as their applications will not be considered.

Basic Function of Position:

The Regional Program and Project Development Office (RPPDO) is responsible for broad program support and coordination of the bilateral South Africa program, the Southern Africa regional program, as well as regional support for neighboring bilateral programs in the African continent. Serving this expansive regional platform, RPPDO provides highly skilled, technical advice and support to 15 Southern Africa Development Community (SADC) countries. RPPDO serves the full spectrum of technical areas including economic growth; democracy and governance; environment; clean energy; education and the Young African Leadership Initiative (YALI), in certain countries; Power Africa and Trade Africa (PATA); and one of the Agency's largest President's Emergency Plan for AIDS Relief (PEPFAR) programs. RPPDO serves as principal advisor to USAID staff and the Mission Director on development issues, planning, budgeting, programming, reporting and impact evaluations of U.S. economic assistance to South Africa and the region.

The Regional Monitoring, Evaluation & Learning (ME&L) Specialist serves as the USAID/Southern Africa (USAID/SA) (bilateral and regional) subject matter expert (SME) on monitoring, evaluations, and learning. The incumbent provides technical direction as Contracting and Agreement Officer's Representative (COR/AOR) for a ME&L mechanism. S/he additionally leads the Mission's region-wide Evaluations Interest Group, serves as the mission liaison to the USAID/Washington (USAID/W) Evaluation Working Group, and serves as a member of USAID/SA's Local Systems Committee. Furthermore, the ME&L Specialist shares responsibility with the Collaboration, Learning & Adapting (CLA) Advisor to provide leadership and guidance to USAID staff and senior management to improve ME&L approaches, and to promote adaptive organizational learning and evaluation practices.

Major Duties and Responsibilities:

A. Monitoring, Evaluation and Learning (ME&L)

(50%)

1. The incumbent will be responsible for liaising and collaborating with Washington ME&L experts, particularly the Bureau of Policy, Planning & Learning's (PPL's) Office of Learning, Evaluation and Research (LER). In coordination with USAID/W, the incumbent further interprets evolving program monitoring, evaluation and learning rules and policies and their application to USAID programs. The incumbent's role in the Region will be to design, advise and recommend appropriate courses of action, and to provide ME&L leadership, advice, and guidance. As a qualified and recognized technical expert, s/he will guide USAID/SA's technical teams (bilateral, regional, and bilateral missions in the region), including client presence and non-presence Missions located within the Southern Africa region, on:
 - Designing and implementing a region-wide monitoring and evaluation plan that will achieve USAID's Monitoring and Evaluation Policy.
 - Tracking performance progress and capturing results, with a strong emphasis on bringing both quantitative and qualitative research methods to bear upon cross-cutting and mission-wide development objectives.
 - Reporting on progress related to performance and impact for a variety of internal and external audiences, including providing a summary to Mission Management and Washington on every evaluation undertaken by USAID/SA's operating units.
 - Establishing and managing systems to review at least annually the status of program objectives and intended means of evaluation.
 - Incorporating monitoring, evaluation and learning into all appropriate Mission policy documents, including but not limited to the Mission Order on Monitoring, Evaluation and Learning.
 - Analyzing and identifying program and strategy options based on evaluations conducted by the mission and through a broader analysis of evidence based programs, and provide recommendations to the Director of RPPDO and Mission Management.
 - Lead USAID/SA's Evaluation Interest Group, holding regular meetings as required.
 - Provide training to Bilateral, Regional, and regional Bilateral Mission staff on monitoring, evaluation and learning methodologies; CLA methodologies; as well as cultivating and harnessing best practices and lessons learned in these and related areas.
 - Regular coordination with the GoSA to coordinate and streamline ME&L efforts.
 - Regular coordination with other donors' ME&L officers in South Africa and the region.
 - Providing ongoing TDY support.
2. S/He serves as Monitoring, Evaluation and Learning (ME&L) Advisor to USAID client missions across the region. As such, s/he will conduct and/or manage, direct and oversee training for USAID staff and implementing partners in the region on ME&L. The incumbent will also maintain an extensive and detailed technical body of knowledge of the latest ME&L techniques, applications and methodologies for use by Mission staff and partners.

The incumbent is additionally responsible for all mandatory external evaluations commissioned by USAID. Responsibilities include, but are not limited to, the following:

- Serve as ME&L reviewer and advisor to technical offices and implementing partners on upcoming evaluations.
- Create annual working plans for all external evaluations to be conducted over the year.
- Collaborate with bilateral and regional technical offices to obtain funding for all mission evaluations conducted by USAID/SA and manage the Mission's ME&L budget of approximately \$12.5M.
- Maintain records of all evaluations conducted by USAID/SA.
- Manage the development of Statements of Work (SOWs) with technical teams to obtain ME&L services that will achieve a team's goals and is tailored to the team's specific need.
- Serve as a member of the ME&L team or providing technical expertise to USAID staff who are serving as part of the ME&L team.
- Analyze evaluations submitted by external contractors for quality control and circulate for peer review.
- Synthesize evaluation methods, findings, and recommendations on every evaluation for consumption by the public, Mission Management, and USAID/W.
- Coordinate reporting of results necessary for the Regional and Bilateral Performance Plan and Report (PPR), and act as quality control officer for this data.
- Provide updates on latest ME&L methodologies and techniques, and disseminate these across bilateral, regional, and bilateral Missions in the region.
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- Track and maintain a database of ME&L records, and ensure integration with Agency information management systems such as the Development Experience Clearinghouse (DEC).
 - Manage the monitoring, evaluation, learning and reporting on USAID/SA's USAID Forward objectives.
4. The incumbent shall lead the development and manage all regional and/or evaluations-related mechanisms, including serving as COR to one or more evaluations mechanisms.
 5. The incumbent shall develop and maintain an ME&L network, covering such communities as the GoSA, the non-governmental organization (NGO) sector, professional groups, implementation and resource partners, other donors, USAID implementing partners, and other USAID missions in the region, building partnerships for the USAID Mission as well as building ME&L capacity in government institutions. Of particular emphasis, the incumbent will work closely with South and Southern African local institutions to develop their capacity to lead USAID external evaluations. The incumbent is the principle liaison with USAID/W on ME&L issues, and will play a significant role in developing the Agency's ME&L agenda.

B. Project Management

(40%)

1. The incumbent will be responsible for development and management of contract and/or grant relationships with the selected ME&L team or consultant, including for the procurement of services to conduct baseline surveys and reviews, performance evaluations, as well as extensive and highly technical impact evaluations. On average, this will amount to approximately \$12.5 million dollars per year. As a COR/AOR, the incumbent will be responsible for the implementation of program activities as assigned. These duties will include:
 - Developing proposals, task orders, activity design documentation, and SOWs consistent with established USAID policies and regulations, including creative thinking and conceptualization of evaluations dealing with problems for which there is little precedent, ensuring synergies among cross-cutting program areas, requiring the incumbent to interrelate pertinent subject matter with a broader spectrum of problems and issues. In addition, the incumbent will oversee, direct and supervise the development of initial project documentation required to describe the ME&L mechanism and secure its approval.
 - Supervise junior ME&L staff in the preparation of procurement documentation including terms of reference, deliverables, budgets, etc. to acquire the services (Personal Services Contracts, Purchase Orders, Indefinite Quantity Contracts, etc.) needed to execute ME&L activities consistent with USAID policies. This will include reviewing and determining appropriate implementing mechanisms and modifications and making recommendations to the Regional Office of Acquisition and Assistance (ROAA).
 - Undertake regular analyses of financial information of project activities, including overall evaluation pipeline analysis and expenditure review, and make adjustments and recommendations as necessary.
 - Lead the ongoing development of USAID/SA's Performance Management Plan (PMP), and associated results frameworks.
- C. Other job related duties as assigned, including but not limited to:**
- (10%)**
- Develop position description of junior ME&L staff for classification.
 - Coordinate with the Collaboration, Learning and Adapting (CLA) Advisor in the design, implementation, and integration of ME&L practices among staff, particularly with regard to learning methodologies, throughout the Southern Africa region.
 - Collaborate with CLA Advisor in providing joint leadership, guidance and overall direction to USAID staff and senior management on Agency Knowledge Management / Learning strategy.
 - Support senior RPPDO managers in reviewing and advising on their reports regarding data analysis, recommendations and conclusions.

Required Qualifications at the Full Performance Level:

a. Education:

Possession of a Master's or equivalent degree in business administration, public administration, development management and/or related social science or relevant fields is required. Undergraduate coursework should ideally include coursework in quantitative and qualitative research methods and their application. A graduate degree in the above relevant fields is highly desirable, particularly those including graduate study and application to the implementation of performance and impact evaluations.

b. Prior Work Experience:

- From five to eight years of progressively responsible prior experience in economic and social development 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.
- Prior work experience with USAID or other bilateral or multilateral development agencies in the region is highly desirable.

c. Post Entry Training:

Rapid familiarization with a wide range of Agency policies and procedures. Training in AID Project Design and Implementation, ME&L courses, COR/AOR courses, and sector specific knowledge related to backstopping responsibilities will be arranged, as feasible and available. On the job training in relevant methods and techniques listed above. Appropriate technical training may be supported where necessary.

d. Language Proficiency

Level IV English proficiency. The applicant must read, write and speak fluent English

e. Job Knowledge:

- General knowledge of the function and operation of foreign aid programs, particularly in the Southern Africa context including USAID missions, regional and bilateral implementing and resource partners – including USAID’s bilateral partners in other countries; in-depth familiarity with the NGO and development community in Southern Africa, especially as it relates to reaching Southern Africa’s disadvantaged population.
- A thorough understanding of the substantive and administrative elements of USAID .design and implementation as well as monitoring and evaluation processes is highly desirable. Must be able to obtain, analyze and evaluate complex data sets (quantitative and qualitative), including experience in applied statistics and impact evaluation methodology, and to prepare precise and accurate reports and analyses of information received.
- Basic knowledge of Microsoft Office computer applications is required. Broad knowledge of accounting and internal control processes is desirable.

f. Skills and Abilities:

The incumbent:

- Must be able to develop and maintain contacts with staff throughout USAID missions in the region, and with government and non-government organizations.
- Must be able to effectively identify, mobilize, and draw upon the expertise of technical and managerial personnel in the Mission. Perceptive analysis and the ability to write and speak effectively are required skills. In addition,
- will be expected to provide technical advice and recommendations to senior management and interagency colleagues, USAID/W, government representatives, implementing and resource partners, and other official donors as appropriate.

Evaluation Criteria and Weights:

1. Education/Weighted 5% based on initial application review;
2. English Language Skills/Weighted 20% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 25% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 25% based on written assessment and interview.

How the Selection will be made:

The successful candidate will be selected based upon the following:

1. a preliminary review of the applicant’s submitted package (which includes the cover letter and CV) to establish that minimum educational and English writing fluency requirements are met; and
2. tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate;
3. a personal or telephone/DVC interview; and
4. reference checks.

- USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.
- The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**
- Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.** References will only be solicited for those interviewed applicants who are being considered for ranking.
- Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.
- As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/SA.

USAID/SA reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Applicability:

This position is open to all South African citizens and permanent residents with valid work permits at the time of application. USAID/SA management will consider nepotism/conflict of interest, budget, section need for continuity and residency status in determining successful applications. Current USG employees on probationary status (i.e. within their first year of employment) are not eligible to apply.

Compensation:

The Project Development Specialist –Monitoring, Evaluation and Learning will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, pension fund and medical aid subsidy. Subject to qualification, compensation for housing and dependents education assistance is also available. The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and English language fluency requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

For an application package to be considered complete, please follow the following instructions and submit your application through one of the channels mentioned below:

1. Ensure that your application is accompanied by a **cover letter**,
2. Include a CV of no more than **4 pages**, and
3. Ensure that all communications (including your cover letter) includes the Announcement Reference # and the Title of the Position(s) for which you are applying.

Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.

1. P-net website
www.pnet.co.za

Please note that you will be required to register on the site first before you can upload your application material and/or CV to be considered.

2. E-mail:

jobapplications@usaid.gov
[jobapplications\(at\)usaid.gov](mailto:jobapplications(at)usaid.gov)

Point of Contact:

Penny Mamabolo, Telephone: (012) 452-2058

Paula Vernon, Telephone: (012) 452-2028

Lavinia Denation, Telephone: (012) 452-2054

Only short-listed candidates will be acknowledged.

Closing date for this position: March 13, 2015 (Close of Business).

The U.S. Mission in South Africa provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to further equal employment opportunity in all personnel operations through continuing enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.