



# USAID | SOUTHERN AFRICA

**Reference No.:** 674-15-1016

**Position/Salary Range:** Project Development Specialist –Monitoring, Evaluation & Assessment  
FSN-10: R354,988.00 – R496,987.00 (Full performance - Basic Salary)  
FSN-09: R250,563.00 – R350,828.00 (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 Food For Peace Office (RFFPO)  
Pretoria, South Africa

**Opening:** March 06, 2015

**Closing:** March 20, 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 FFP Monitoring, Evaluation and Assessment Specialist will operate in the Food For Peace (FFP) office within the USAID/Southern Africa Mission and be responsible for the provision of a wide range of technical assistance to USG Offices of Southern Africa to assist with the proper, transparent application and use of USG emergency and development food aid commodities provided to United Nations and Non-Governmental Organization (NGO) partners throughout the Southern Africa region. This technical assistance will include all aspects of Monitoring and Evaluation, emergency response, food security assessments, rapid rural appraisals, reporting and administration for both FFP development and emergency programs throughout the region.

During the FY 2014 – FY 2018 period, FFP/Washington will be funding six Development Programs in the region. FFP expects to invest approximately \$100 million each in Malawi, Zimbabwe and Madagascar. These Development Programs will each have a maternal and child health and nutrition, agricultural production, Village Savings and Loan and Disaster Reduction component. Though not an “expert” in any of these fields the incumbent is expected to have experience managing, monitoring, providing TA and/or reporting on these types of interventions. The incumbent is also expected to provide these technical skills to FFP's emergency portfolio in the region. Currently, FFP has emergency programs in Malawi, Zimbabwe, Mozambique and Angola. FFP responds to shocks as needed and additional emergency programs may be added rapidly. FFP also contracts the work of the USAID-funded Famine Early Warning System Network (FEWSNET), which has a regional representative, based in Pretoria, and country representatives in Malawi, Mozambique, Zambia and Zimbabwe. FEWSNET is also conducting “Remote Monitoring” in Angola, Lesotho and Madagascar. These FFP Development Programs will support the food security and health objectives of USAID/Southern Africa's regional strategy.

The incumbent will be able to analyze and report on the food security situation, impacts of shocks on lives and livelihoods, brief USG personnel on conditions of vulnerable communities and individuals and design and monitor

approaches to build resilience, improve livelihoods, and address the root causes of food security. The incumbent will also monitor food aid commodities to determine if they are being targeted and distributed effectively and equitably in order to combat hunger and malnutrition, to save lives, and for the development food aid resources address the underlying causes of food insecurity

### **Major Duties and Responsibilities:**

The FFP Monitoring, Evaluation and Assessment Specialist will undertake the following duties:

1) Represent USAID positions in meetings with mid- to high-level United Nations (UN) staff including World Food Program (WFP), Office for the Coordination of Humanitarian Affairs (OCHA), Children's Fund (UNICEF), Food and Agricultural Organization (FAO), International Organization of Migration (IOM) and possibly others in the region. NGO engagement is also necessary at a senior level including Chief of Parties and key NGO implementing personnel to discuss issues related to the effective targeting, direction of programming and distribution of emergency and development food aid resources. Represent USAID to a wide range of government officials in the countries of operation at the provincial/district level and representatives at the technical and administrative levels. Engage with other donors (ECHO, DIFID, Irish Aid, Aus Aid, etc.) in South Africa and in the countries of operations as needed. Engage with beneficiaries, community members and leaders related to FFP's food security programs as needed. Represent USAID in working group meetings in South Africa and at times in countries of operation.

2) Provide M&E Technical Assistance to FFP's partners in the region as required to include, but not limited to: **50%**

- a. Provide technical assistance and training to USAID Missions, FFP implementing partners and other stakeholders on program design, program monitoring, surveys, FFP requirements and implementation practices related to M&E.
- b. Monitor, analyze and provide technical feedback on program design (LogFrames, Indicator Performance Tracking Tables, Performance Indicator Reference Sheets, Performance Management Plans, Activity Descriptions, Detailed Implementation Plans, etc.), beneficiary and population based survey methodology, program evaluations, and instruments and annual reporting and resource request processes for development and emergency programs as needed.
- c. Work with FFP Global M&E Team to develop and improve program design, reporting and evaluation policy, standards and practices and advance the FFP learning agenda. Write and/or provide technical feedback on policy development and learning tools, and conduct research and manage evaluation and learning processes as needed.
- d. Summarize program results and generate systems to communicate program successes, lessons learned, useful examples, etc. for improved performance and long-term impact.
- e. Review, analyze and improve the quality of data reported to FFP/W through the coordination and implementation of Data Quality Assessments.
- f. Assists the RFFPO with monitoring and evaluation of program implementation by FFP partners in all aspects of program implementation to include proposal review (TEC), staffing, overall program logistics, outreach and programmatic impact. Report findings to USAID Missions and Embassies throughout the region.
- g. Participates a member of the FFP response teams during the assessment of food security related shocks and making recommendations on how FFP should respond.
- h. Monitor and evaluate the efficiency and effectiveness of FFP-funded activities.

3) Based on the technical Assistance visits in the region, advise of any issues arising that need to be addressed, including immediate reporting of any actual or suspected diversions of USG resources, missed implementation targets, and non-compliance with USAID regulations. Make recommendations for addressing and solving any problems that are discovered, provide feedback to the implementing partner and conclude with follow-up to ensure improvements. Draft reporting briefings and cables as necessary. **10%**

4) Engage in USAID initiatives and strategy development to ensure that FFP programming is effectively integrated into Mission strategies, operational plans and reporting information. Draft briefing materials and represent the office at official technical briefings, portfolio reviews and in strategy development. Provide information for the

weekly reports that go to USAID/Washington. Assist in design, technical evaluation and implementation of new food aid programs, as well as advise on future use of Title II resources. **10%**

5) Provide reports on all assessments, evaluations, trips, etc., for an audience at the USAID Mission Director and US Ambassador levels. **20%**

6) Other relevant duties as assigned.

### **Required Qualifications at the Full Performance Level:**

#### **a. Education:**

- Possession of a university degree or equivalent degree in social sciences preferably with performance measured curriculum.

#### **b. Prior Work Experience:**

- At least four years progressively responsible experience in the field of food aid commodity management is required. One year experience participating in food security assessments in the field.
- One year experience participating in food security assessments in the field.

#### **c. Post Entry Training:**

- USAID M&E trainings, FFP Boot Camp, etc., and USAID operational procedures.

#### **d. Language Proficiency**

- The FFP Monitoring, Evaluation and Assessment Specialist must possess a high degree of proficiency in both written and spoken English at the 1\1 level. Written English must be at the level to prepare reports, briefings, summaries, presentations, etc., at the USAID Mission and Ambassador levels. Fluency in a local language of the region is highly desired.

#### **e. Job Knowledge:**

- Experience in monitoring and evaluation development and emergency programs to include indicator measurement, DQAs, evaluations, etc.
- Regulation 11, the regulation that governs the use, management and reporting of USAID Title II food aid commodities, as well as FFP policies and guidance related to food aid commodity management.
- Some experience in budgeting and financial monitoring.
- Some experience in monitoring, and assessing both development and emergency programs and shocks.
- Experience in briefing higher level managers and diplomats.

#### **f. Skills and Abilities:**

In addition to those mentioned above and below,

- Must be able to apply various M&E theories.
- Must be able to train others in the use of M&E information systems.
- Must be able to communicate well in verbal and written form on issues related to commodity management, assessments, monitoring and tracking and reporting.

### **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.

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

**Point of Contact:**

Gugu Mbambo, Telephone: (012) 452-2225

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 20, 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.