Memorandum

DATE: November 25, 2016

FROM: Robert Clink, A/Supervisory Executive Officer

SUBJECT: Vacant Position: USAID/Mali Project Development Specialist (Monitoring & Evaluation)

REFERENCE No.: HR-PRM-002-2016-PDS

TO: All Malian Citizens and Local Residents at the time of application.

OPEN PERIOD: November 28, 2016 to December 12, 2016 (5:00 pm Bamako time)

GRADE LEVEL: FSN PSC-11 (FCFA 15,858,340 to FCFA 24,580,432) (If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

NUMBER OF POSITION: One (1) Vacancy

The U.S. Agency for International Development Mali is seeking one individual for the position of Project Development Specialist (Monitoring & Evaluation) for the Program Office.

BASIC FUNCTION:

The incumbent plays a lead role for essential Mission-wide operations that ensure effective management of development programming. The position serves as the Program Office’s Monitoring and Evaluation (M&E) specialist, the Mission’s lead in donor coordination and engagement with donor finance and technical organizations, and senior program cycle advisor. As the lead M&E expert, the MES manages the M&E Platform and provides overall guidance to technical teams and assistance in planning data quality assessments and evaluations. She organizes periodic portfolio reviews and presentations and assists in analyzing Mission data to assess the effectiveness of development activities. The MES provides guidance on agency results reporting requirements, and ensures data quality requirements meet appropriate standards. As the Mission’s main liaison with the donor community, the MES will engage in strategic discussions, presentations and coordination with the development donor coordination committee on behalf of USAID/Mali. In this capacity, the MES works closely with the Program Office’s Supervisory Program Officer to coordinate donor assistance with international organizations and other donor governments, anticipating potential problems and spearheading solutions. The MES will also provide vision and coordination for a donor coordination and engagement strategy, and will represent USAID/Mali as needed at meetings with donors. Finally, the MES will provide a range of support to ensure that sound Agency Program Cycle practices and guidance are followed in the Mali Mission.

MAJOR DUTIES AND RESPONSIBILITIES:

The PDS (Monitoring & Evaluation Specialist) position includes the following functions:

A. M&E coordination (60%):

- Serve as the Contracting Office’s Representative (COR) for the Mission-wide M&E Platform Task Order 1 and IDIQ, as well as COR or Activity manager on performance and impact evaluations;
- Provide guidance and technical assistance to Mission staff on performance monitoring and evaluation. Including guidance on activity and project M&E plans, data quality, and reporting;
- Develop monitoring and evaluation tools and procedures for the Mission;
- Ensure full adherence to internal procedures as well as the Agency’s guiding rules and principles in monitoring and evaluation;
- Coordinate data review for Mission annual and mid-year portfolio reviews;
- Monitor and coordinate annual results reporting;
- Participate in formal evaluations and periodic field visits and data quality assessments of ongoing activities;
- Provide strategic guidance and coordination for data entry and analysis of Aid tracker and/or other Mission databases for performance data.

B. **High-level donor and government engagement (20%)**: 
- Advise the Mission Director, Supervisory Program officer and Technical Teams in dealing with sensitive matters and protocol issues vis-à-vis the donor community;
- Represent USAID/Mali in high level cross-sectoral meetings and workshops; including the Parternaires Techniques et Financiers (PTF) Heads of Agency/Troika monthly meetings, World Bank, African Development Bank, International Monetary Fund general meetings, etc.
- Coordinate the development of a donor coordination strategy and lead and monitor its implementation;
- Assist in preparation and delivery of high-level presentations to PTF, for example, presenting the Mission strategy, USG development assistance objectives, results, etc.

C. **Program cycle support (20%)**: 
- Participate in the design and review of new projects and activities in the various Mission sectors, and participate in Technical Evaluation Committees;
- Guide activities through appropriate approval and procurement processes;
- Provide strategic, technical and programmatic advice to technical teams and contribute to the preparation of key USAID documents such as Mission strategies, annual operational plans, mission resource requests and performance reports, and periodic portfolio reviews;
- Review and streamline internal program policies and procedures, including drafting Mission Orders or other guidance;
- Promote and actively create tools, processes to encourage USAID/Forward and local capacity development.

**Minimum qualifications**: To be considered for this position, applicants must meet the minimum qualifications:

1. Malian citizens or local residents at the time of application;
2. A university degree (Bachelor minimum) in Business Administration, Social Sciences or Economics or related field is required.
3. A minimum of five (5) years of progressively more responsible and relevant experience in Mali working in development, implementation or administration of community development projects required. Extensive knowledge and understanding of Malian protocol and administrative procedures at the highest levels is needed. At least three (3) years of monitoring and evaluation and/or data analysis experience is required. Familiarity with USAID project implementation is preferable.
4. Level IV proficiency in English and Level IV proficiency in French required. Proficiency in local languages would be advantageous.
5. Extensive knowledge of development assistance activities in Mali required. Thorough knowledge of USAID policies and procedures is essential, including performance management and activity design and implementation. Knowledge of Government of Mali development priorities and roles/functions of government officials is necessary.
Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the position title.

QUALIFICATIONS REQUIRED:

a. Education (15%): A university degree (Bachelor minimum) in Business Administration, Social Sciences or Economics or related field is required.

b. Prior Work Experience (30%): A minimum of five (5) years of progressively more responsible and relevant experience in Mali working in development, implementation or administration of community development projects required. Extensive knowledge and understanding of Malian protocol and administrative procedures at the highest levels is needed. At least three (3) years of monitoring and evaluation and/or data analysis experience is required. Familiarity with USAID project implementation is preferable.

c. Language Proficiency (15%): Level IV proficiency in English and Level IV proficiency in French required. Proficiency in local languages would be advantageous.

d. Job Knowledge (20%): Extensive knowledge of development assistance activities in Mali required. Thorough knowledge of USAID policies and procedures is essential, including performance management and activity design and implementation. Knowledge of Government of Mali development priorities and roles/functions of government officials is necessary.

e. Skills and Abilities (20%): Representation: the incumbent must be able to develop and maintain contacts with senior government officials, USG personnel from the Mission, US Embassy, USAID regional support offices, and USAID Washington, officials from other bi-lateral and multi-lateral development partners, and USAID implementing partner organizations. Analysis and Reporting: ability to conduct data analysis and research using the latest information technologies, along with possessing a basic facility with using standard office software for managing databases is required. Public presentation skills: incumbent must be comfortable with preparing and delivering public presentations to internal and external audiences. Teamwork and leadership: the incumbent should have the ability to both lead and participate as a member of a team. Both as a team leader and member are able to motivate others to accomplished mission goals. S/he will also be expected to plan and work independently on multiple tasks simultaneously with minimal supervision.

Maximum Evaluation Score 100 points

SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position must submit the following required documents:
1. A cover letter of no more than two (2) pages describing how the incumbent’s skills and experience fit the requirements of the PDS (Monitoring & Evaluation) position.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying.

3. Copy of Diplomas, degrees, certificates, recommendation letters, etc.

4. Three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate’s ability to perform the duties set forth in the application and must not be family members or relatives.

5. Full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

Please note that all cv/resumes and cover letters must be in English, otherwise application package will be considered as incomplete and rejected.

HOW THE SELECTION WILL BE MADE

The successful candidate will be selected based upon:

1. A preliminary review of the applicants submitted package to establish that minimum requirements are met.

2. Test will include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint, and any technical skills test that might be deemed appropriate may be required.

3. Interviews.

4. Reference checks.

5. Security investigations.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and interviewed. Applicants will be contacted for testing (Step 2) and interviews. Following the interviews (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 reference checks (Step 4&5) prior to advising the TEC of the results of these checks. References may be solicited from current as well as former supervisors in addition to the references you provide in your application package.

SUBMIT APPLICATION

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov

Please indicate the vacancy reference number in the subject line of your email: HR-PRM-002-2016-PDS. Emails received without the vacancy reference number indicated above will NOT be considered.

CLOSING DATE FOR THIS POSITION IS: December 12, 2016 at 5:00pm

The U.S Mission in Mali provides equal 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 Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity 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.