



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

No: 022 - 2014

Date: January 30, 2014

**SUBJECT: Employment Opportunities (USAID) Indonesian Citizens,
USAID Development Program Specialist, FSN-11**

OPEN TO: All Interested Candidates (Indonesian Citizen)

POSITION: **USAID Development Program Specialist** (Monitoring and Evaluation Specialist), FSN-11 (Full Performance Level)

OPENING DATE: January 30, 2014

CLOSING DATE: February 19, 2014

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-11 (Full Performance Level). Salary starts from Rp 21,800,431 per month depending on qualifications, experience and salary history.

The U.S. Agency for International Development/Program Office is seeking an individual for the position of **Development Program Specialist (Monitoring and Evaluation Specialist)**, located at US Embassy Annex, Gedung Sarana Jaya, Jl. Budi Kemuliaan I/1, Jakarta 10110, Indonesia.

BASIC FUNCTION OF POSITION:

The incumbent is expected to serve as an especially experienced, organizational learning and knowledge management professional. USAID's Monitoring and Evaluation Specialist will guide USAID/Indonesia staff and senior management on how to implement a progressive, Collaborative-Learning-Adaptive (CLA)-oriented program, and enhance supervision practices throughout USAID's CDCS implementation, primarily by bolstering USAID's evaluation and organizational learning practices. A primary means of advancing USAID/Indonesia's CLA effort is by directing the range of resources, studies and operational research practices among USAID staff,

implementing partners and Indonesian development partners to promote adaptive organizational learning and evaluation.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1) Master's Degree in the field of organizational learning or development assistance such as public, business, or development administration, knowledge management, political science, economics, development studies, program evaluation or closely related, interdisciplinary fields or comparable educational credentials is required.
- 2) Minimum seven (7) years of progressively responsible, professional-level experience in organizational or action learning, development, consulting and/or knowledge management is required.
- 3) Level IV (Fluent) speaking/reading/writing in English and Indonesian. Must have strong writing skills and be able to prepare clear, substantive reports and briefing papers in English, in a timely manner.

SELECTION CRITERIA:

In addition to the above criteria related to education, experience, and language proficiency, the following criteria will also be used to evaluate applicants:

- 1) Must have the understanding of the economic, social, cultural, and political characteristics of development assistance. S/He must also have a familiarity with a wide range of issues, such as program evaluation, gender-constraints to development, health, the environment, community development, economics and democracy and governance.
- 2) Must have the understanding and experience in developing and leading knowledge management programs, facilitating communities of practice and social networking.
- 3) Must have skills in facilitating and creating organizational learning and change; demonstrate conversation and presentation skills that can influence decision makers; able to serve as an effective USAID representative with a wide array of individuals and institutions.

SUBMIT APPLICATION TO:

USAID Human Resources Office
c/o American Embassy Annex,
Gedung Sarana Jaya, Jl.Budi Kemuliaan I/1, Jakarta 10110
E-mail: jktrecruitment@usaid.gov

CLOSING DATE FOR THE POSITION: February 19, 2014

IMPORTANT:

- Put the post code on the subject of your email: **E05018**
- Email attachment must be in .pdf format
- Any supporting documents in excess of 2MB must be sent in a .zip file
- Do not attach photo
- No phone or email inquiries

IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO SELECTION CRITERIA:

1. Management will consider nepotism/ conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY:

Interested applicants must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment, DS-174; or
2. A current resume or curriculum vitae that provides the same information as DS-174; plus

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

All candidates are encouraged to provide a cover letter in English which clearly expresses the rationale for their interest in the position in a manner and format that persuasively and convincingly argues for their recruitment.