Foreign Service Limited Position Opportunity - General Development Officer (M&E Specialist) - FL-0301-02, 33346

- Agency: U.S. Agency for International Development
- Organization: Bureau for Resilience and Food Security (RFS)
- Location of Position: Washington, DC
- Open Period: March 20th-April, 3rd, 2020
- Appointment Type: This is an excepted service, time-limited appointment that is not-to-exceed five (5) years
- Salary: (USD) $115,630 - (USD) $169,807 (annually)
- Number of Vacancies: 1

Description of Organization: This position is located in the Policy and Analysis Office (PA) of USAID’s Bureau for Resilience and Food Security (RFS). RFS’s mission is to partner to advance inclusive agriculture-led growth, resilience, nutrition, and access to water and sanitation to accelerate and protect progress on the Journey to Self-Reliance. RFS oversees four high-level, integrated efforts in support of this mission: (1) Feed the Future, guided by the Global Food Security Strategy (GFSS), (2) the USAID Multi-Sector Nutrition Strategy, (3) the U.S. Global Water Strategy, and (4) efforts to increase resilience in areas of recurrent humanitarian crisis. To deliver on this work, RFS partners with other Federal Departments and Agencies, USAID Bureaus and Missions, universities, civil society, and other public- and private-sector actors.

The Policy and Analysis Office (PA) coordinates across RFS, the U.S. Government Interagency and external partners to set and adjust strategic and policy priorities, generate evidence, and disseminate learning. The Office leads RFS efforts to mobilize diverse public and private sector partners to engage in a shared resilience and food security agenda, leads the Bureau’s analytics, performance management, and learning functions, and provides thought leadership and expertise on how to support countries’ efforts to strengthen policy systems and public investments in resilience and food security.

Description of Position: The incumbent will serve as a Monitoring and Evaluation (M&E) Specialist with the following duties and responsibilities:

TECHNICAL LEADERSHIP AND GUIDANCE 35%
Provides high-level technical and analytical leadership and guidance on monitoring and evaluation activities for RFS-supported resilience and food security portfolios, strategies and initiatives. Provides high-level technical support to USAID/RFS and other Operating Units (OUs) such as USAID Missions in the area of monitoring and evaluation by keeping abreast of technical developments and methodologies through work with relevant offices in USAID, other donors, international organizations, universities, and other institutions, and through participation in technical conferences, seminars and other activities. Serves as primary USAID/RFS liaison with specific OUs on monitoring and evaluation and prepares reporting documentation and analytical materials as may be required. Takes a lead role in the portfolio review process for RFS portfolios and regional and global investments. Develop portfolio performance analytical tools based on monitoring and evaluation data. The incumbent participates in regular performance reviews of resilience and food security programs, including development of the annual reports.
PROJECT AND ACTIVITY MANAGEMENT 35%
Provides high-level technical, analytical, and/or managerial support for all stages of program design and implementation and integrates program activities to meet planned results and anticipated impact or revisions. S/he will manage contracts and/or grants that evaluate, collect monitoring data, or conduct evaluative research on resilience and food security programs. Where appropriate, monitors financial and administrative aspects of program implementation; provides operational oversight of programs to ensure that USAID's responsibilities and obligations are met; and oversees technical and non-technical contractor activities that support the program. Maintains appropriate rapport with internal and external customers and develops working relationships with external organizations as required. Represent USAID within the Agency and with other USG Agencies and other development partners. Keeps supervisor informed of difficult issues and unique problems and takes action to effectively solve problems before they have an adverse impact on the organization or other employees.

PROGRAM EVALUATION 20%
Provides OUs with assessments and evaluations of food security activities and with the development of effective new strategies, including development of strategic objectives and supporting documentation. Helps to lead formal evaluations of resilience and food security programs and management of other resources acquired through procurement mechanisms. Develops evaluation and learning guidance for RFS-supported portfolios for internal and external communication. Provides interim evaluation reports and findings as data points to be used in strategic portfolio and strategic performance reviews. Coordinates the work efforts of technical personnel in conducting analyses, evaluations, or investigations of highly unstructured and interconnected problems involving administrative or programmatic issues and problems in partner countries and USAID OUs. Ensures compatibility of recommendations with overall study objectives and schedules.

LIAISON SERVICES AND RELATIONSHIP MANAGEMENT 10%
Serves as a key point of contact with persons and groups both inside and outside of USAID for GFSS monitoring, evaluation, and analysis. Establishes and maintains effective working relationships with professional colleagues and institutions on resilience and food security related issues. Consults with other Office staff and Agencies involved in resilience and food security and provides direction to field Missions on defining program content. Assists in preparation of Congressional testimony and speeches, in collaboration with other OFS and Agency Offices, as well as other USG Agencies. Serves as primary Agency contact for interactions with MEL experts at the Department of Agriculture, the Millennium Challenge Corporation, the U.S. Trade Representative, the National Security Council, and other U.S. Federal departments and agencies involved in resilience and food security programming, strategies and initiatives as well as bilateral and multilateral donors and Embassies of relevant countries.

Performs other duties as assigned.

Qualifications:
- Must be a U.S. citizen.
- You must have one year of specialized experience equivalent to the next lower grade level FS-03 of this position. Examples of specialized experience include: Contributing to the design and/or implementation of evaluations of international development policies and programs related to resilience and food security; contributing to the design or collection of monitoring data for
international development programs; drafting M&E guidance; developing and/or implementing M&E plans.

- Must be eligible to obtain and maintain a Secret-level security clearance.

**Interested candidates should submit a:**

- Resume/CV;
- A short written statement of interest; and
- Official or unofficial transcripts, if education is noted as a requirement above.

Please submit your application package to <bfsjobs@usaid.gov>. Please use the subject line “FSL APPLICATION PACKAGE: GDO M&E Specialist, 02, RFS/PA” **Application submissions are required by 11:59 pm (EST), April 3rd, 2020.** Packages not submitted by the deadline with the specified subject line—or incomplete packages—will not receive consideration.

This notice may be used to fill additional vacancies, as the workforce needs of the Bureau may change.

**EEO Policy Statement**

**Reasonable Accommodation Policy**

Any questions concerning this notice may be directed to:

-- Marcus Dinkins, BFS/AMS, 202-712-0742, mdinkins@usaid.gov