



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 15 - 063

OPEN TO: All Bangladeshi Interested Qualified Candidates

POSITION: Project Management Assistant (M&E), FSN-09
(Salary approx. Tk. 119,000.00 per month).

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade (lower
than the position grade)**

OPENING DATE: August 26, 2015

CLOSING DATE: September 13, 2015

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Monitoring and Evaluation (M&E) Assistant in the Program Office (PRO).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidates may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The M&E Assistant is a mid-level position of the PRO. S/he will report to PRO's M&E Team Supervisor and assists the entire M&E Team. The incumbent is expected to provide a broad range of support to the Mission in all matters related to M&E including data collection and analysis, and reporting. S/he is involved in all aspects of the PRO's activities ranging from specific duties related to the management of the Mission's M&E program, to more general PRO responsibilities such as reporting to Washington D.C. or representing USAID in external meetings involving other donors, implementing partners and Government of Bangladesh (GOB) Officials.

S/he has a wide range of responsibilities that fall under four major areas: 1) Technical Support for Mission M&E Systems; 2) Capacity building for Mission Technical Offices (TO's) on Performance M&E; 3) Mission Strategy and Project Development (including design assistance) and Implementation Backstopping; and 4) Management and Maintenance of Performance M & E Information Systems, such as Aidtracker or other systems. The incumbent exercises a significant level of independent work and is expected to call upon a broad understanding of all activities undertaken by USAID/Bangladesh and to be familiar with USG and Agency policies and procedures as related to U.S. development assistance. The incumbent should also have in-depth knowledge of corresponding GOB policies and procedures.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Technical Support for Mission Performance Monitoring and Evaluation Systems

The M&E Assistant will serve as a Mission M&E expert and a point of contact and as part of the Mission institutional memory on Agency and U.S. Government policies related to performance M&E. Working closely with the PRO M&E Team, including the Senior M&E Specialist, s/he will support Technical Offices (TOs) on performance measurement including helping to design Mission Performance Management Plans (PMP) and ensuring that the Mission's performance monitoring systems are effective, in compliance with USAID requirements and ultimately, meet the needs of Mission decision-makers.

S/he will play an important role in the Mission's regular M&E planning efforts and performance reviews to assess program and activity progress against the Mission's development objectives. S/he will be responsible in assisting the Mission's annual Performance Plan and Report (PPR), Operational Plan (OP), and Annual Portfolio Review (APR) planning and any special performance



reviews, assessments or evaluation exercises. S/he will provide advice and recommendations based upon current knowledge of and best practices in M&E techniques and methodologies.

S/he will work closely with the Senior M&E Specialist and contribute to maintaining the PPR indicator data and managing the PPR process including ensuring that all reported data meet the minimum requirements for data quality including completion of data quality assessments (DQA) as needed.

S/he will help identify when evaluations are helpful or necessary, what factors should be considered in the design and execution of evaluations and assessments, suggest mechanisms and approaches for conducting evaluations, and interpret evaluative findings for Mission use and for wider audiences. S/he will develop and maintain Mission technical resources and information on performance M&E and will stimulate the effective use of this material by Mission staff.

The incumbent will identify crosscutting issues and opportunities for coordination and leveraging interventions and results across TOs. S/he may also commission special studies or reports, as appropriate. S/he will also analyze and identify programmatic options and provide recommendations for programmatic changes, based upon the results of performance assessments and evaluations.

The incumbent will interact with USAID regional and technical bureau M&E POCs. S/he maintains monitoring and evaluation contacts in such communities as the government, NGO sector, professional groups and other USAID Missions. S/he may represent USAID at meetings with partners and other donors, such as the Local Consultative Group meeting on Program Implementation.

2. Capacity Building for Mission's Technical Offices on performance monitoring

The incumbent will coordinate with all TOs, and in particular with the TO M&E POC who is responsible for maintaining the team's PMP. In instances when TOs engage external experts, who aren't specific implementing partners, to fulfill specific PMP tasks, PRO and the TO will define the working relationship between the contractor and the PRO M&E Team. To improve performance and/or increase Mission capacity, the incumbent may help coordinate and/or serve on evaluation or assessment teams. S/he will assist the TOs in the design, implementation and maintenance of PMPs, helping ensure that PMPs effectively track the performance progress of development objectives and intermediate results, that baselines and targets are



appropriately set, that data quality can be assured, and that the information is properly used in results management. The incumbent will provide technical assistance and guidance to TOs on tracking performance, progress and capturing results; advise on results frameworks, indicators, performance data quality and collection; suggest success stories and other progress reporting information and data; and recommend programmatic changes needed to achieve the development objective and/or activity results.

S/he will provide any needed support to TOs in performance monitoring exercises; data quality assessments (DQAs) and evaluation design, execution and interpretation by helping draft and/or review scopes of work and participating in site visits. S/he may also identify training needs and opportunities and provide limited training for Mission staff on performance monitoring, evaluation methodologies and lessons learned in activity and program assessment.

S/he will also assist TOs in interpreting performance data for purposes of reporting, in particular for the APR exercise. In particular, the incumbent will contribute essential information to the Mission's overall assessment of the achievement of Mission objectives and performance progress.

S/he will also contribute or collect performance data when needed for other reporting and outreach communication purposes, including the development of Success Stories. In the latter function, s/he will coordinate closely with the Mission's Senior Development Outreach and Communications (DOC) Specialist by providing information related to performance and impact for a variety of internal and external audiences, helping edit and review performance-related information in the Mission's publicity and information materials and insuring clarity of presentation for special audiences and the general public. S/he may also provide briefings and presentations to internal and external audiences on evaluation findings and performance related issues

3. Mission Strategy and Project Development and Implementation Backstopping

The incumbent will support a number of project design and implementation efforts in the Mission as a technical office backstop assigned to one of the Mission's four technical offices. Like the Program Office's other backstops, s/he is expected to be highly involved in supporting the Mission's Strategic Planning process and will play a key role in ensuring adherence to the Agency's programming policies and procedures, building mission capacity to produce high quality documentation, and ensuring that implementation documents meet minimum standards for clarity and accuracy, and are processed in a timely manner. The incumbent will help ensure that program



resources are allocated appropriately to achieve the Mission's stated goals and objectives, advise on eligible uses of funds for various purposes and ensure that programs are designed and implemented in accordance with USAID's foreign assistance objectives as outlined in the relevant Mission strategy documents.

The PRO Backstop function includes attending TO meetings, assisting in the drafting of and/or reviewing activity design and approval documents; developing the technical teams' design work plan; ensuring the involvement of extended team members from the Mission's support offices; reviewing, providing comments on and/or editing various implementation related documents such as project performance monitoring plans, Statements of Work for project implementation and evaluations, and contractor/grantee work plans and annual reports, and serving on technical evaluation panels, as needed.

4. Management and Maintenance of Performance Monitoring and Evaluation Information Systems

Management and maintenance of official documentation related to position responsibilities: Ensure that official documentation is maintained, filed and disposed of in compliance with the agency records management policies.

Specific files related to this position include: APR documentation, Annual Performance Reports, Project Monitoring and Evaluation (M&E) Plans, Approved Final Evaluation reports and documentation and Mission Performance Management Plans.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.



Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

- 1. Education:** Master's degree, or equivalent in post-graduate studies, in social sciences such as anthropology or sociology, biostatistics or in another field that uses quantitative or qualitative analytical methods and is relevant to development studies, research and international programs is required. *(You must attach a copy of your certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) written and spoken English is required. English language proficiency will be tested at the time of selection. Level IV in written and spoken Bangla is required.
- 3. Prior Work Experience:** Two to four years of professional experience monitoring and evaluating development projects is the minimum accepted. Additional experience may include academic or analytical research and reporting and/or project design and implementation. The candidate must demonstrate through prior experience a facility with M&E concepts and practices, and managing large databases using either database or spreadsheet applications.
- 4. Knowledge:** A thorough knowledge of the principles and best practices project development and design, implementation modalities, performance and/or impact assessment and evaluation of development projects and programs. Standard operational knowledge of statistics, statistical analysis and related statistical package software, such as SPSS. A comprehensive knowledge or potential to rapidly acquire such knowledge of international organization regulations, procedures and documents relating to strategic and program planning, activity design, impact assessment and evaluation requirements. Must possess a standard knowledge of host government policies which bear upon assistance programs and the development context. A working knowledge of gender in development principles.
- 5. Skills and Abilities:** Strong interpersonal and intercultural skills, to ensure effective team relations. Strong communication, and negotiation skills to interpret organization policies and best practices in performance monitoring, impact assessment and evaluation, to explain the policy environment in which the organization operates, and to articulate broader



program goals and objectives ensuring that organization-funded activities are effectively addressing strategic goals. Management and organizational skills to work with numerous teams, identifying priority actions and taking initiative for follow through. Strong, professional computer and IT skills, including full range of MS Office software, including spreadsheet, database, PowerPoint and graphics.

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: FSI Level IV English proficiency is required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately with 1) all categories of Mission employees; 2) local government officials at the Minister level and lower (as applicable); 3) numerous international and local health organizations, donors and other embassies; 4) the USAID/Washington based Program Planning and Learning, Global Health Bureau and Asia Bureau; 5) full spectrum of local and international NGOs; and 6) the general public. The incumbent is required to be able to prepare briefing documents (as/when required) including participation in the drafting of annual technical, programmatic and fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a professional and competent manner requiring little or no editorial changes (in English).

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet**



the above qualification requirements may not be considered. After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS174](#)

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America



Madani Avenue, Baridhara
Dhaka – 1212

ONLY complete and up-to-date application will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

We appreciate your interest in USAID. However, only shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.

Women and members of minority groups are encouraged to apply.