**Foreign Service Limited Opportunity: Program Officer (Senior Monitoring and Evaluation [M&E] and Gender Advisor), Bureau for Inclusive Growth, Partnerships, and Innovation, Gender Equality and Women’s Empowerment Hub (IPI/GenDev) - FSL-0343-02**

**Agency:**U.S. Agency for International Development (USAID)  
**Organization:**Bureau for Inclusive Growth, Partnerships, and Innovation, Gender Equality and Women’s Empowerment Hub (IPI/GenDev)  
**Open Period:** April 23, 2024 – May 6, 2024  
**Location of Position:** Washington, DC  
**Remote/Telework:**Telework four days per pay period (two days per week). The position is not remote eligible. Some international travel (up to 25%) is required.  
**Appointment Type:** This is an excepted service, time-limited appointment that is not to exceed five years; may be considered for further extension for a maximum of nine years.  
**Salary:** (USD) $132,860 – $191,900 (annually)  
**Number of Vacancies:** One  
  
**Description of Organization:** IPI integrates technical expertise with values-driven, cross-cutting priorities and modern approaches to the way USAID performs its work. It provides client-centered technical services to USAID’s Missions worldwide, supports programming to innovate, learn and address emerging issues, and provides technical leadership within the Agency and externally to enhance development impact. GenDev advances USAID’s commitment to gender equality in accordance with the Agency’s Gender Equality and Women’s Empowerment Policy and the Women’s Entrepreneurship and Economic Empowerment Act of 2018. The functions of IPI and GenDev are described in [ADS Chapter 101, Agency Programs and Functions](https://www.usaid.gov/about-us/agency-policy/series-100/101).  
  
**Commitment to Diversity and Inclusion:** All IPI employees are measured on how they foster a climate of respect in interactions with others, value differing perspectives, and treat others in a fair, equitable, and culturally sensitive manner. All employees are expected to adhere to Equal Employment Opportunity (EEO) policies and value diversity and inclusion in performing everyday duties and responsibilities.  
  
**Description of Position:** The incumbent is responsible for providing technical leadership on integrating gender sensitive monitoring, evaluation and learning into development programming across the Agency. Major functions of the Senior M&E and Gender Advisor will include:

* Supporting USAID Operating Units (OUs) to report on the Cross-Cutting Standard Foreign Assistance Gender indicators as applicable, develop and apply gender sensitive custom indicators, and reference gender sensitive context indicators;
* Supporting USAID OUs to engender evaluations by integrating gender into evaluation designs, work-plans, monitoring and learning plans, implementation procedures, reports and post evaluation action plans;
* Supporting USAID OUs to integrate gender into activity/project/program monitoring, evaluation and learning plans;
* Leading GenDev’s management of performance and impact evaluations, research assignments, and community of practice activities;
* Advancing GenDev’s learning agendas relating to women’s economic security, care economy, gender-based violence, closing the gendered digital divide, gender in the environment, energy, climate, and infrastructure sectors, and other focus sectors in GenDev’s portfolio; and
* Leading GenDev’s Collaboration, Adaptation and Learning (CLA) activities, such as, conferences, regional meetings, seminars, and webinars in collaboration with other GenDev staff.

**Qualifications:**To qualify for the position of Program Officer - FL-0343-02, you must possess the required specialized experience specific to the series and grade you are applying to.  
  
**Specialized Experience:**Must have one year of relevant experience equivalent to the next lower grade level (FS-03/GS-13 equivalent) of this position. Examples of specialized experience include:

* Designing and implementing monitoring plans, learning agendas, and evaluations;
* Developing indicators to track the performance of international development programming;
* Working with and analyzing large data sets;
* Organizing and executing learning events around monitoring and evaluation such as brown bags, pause and reflect sessions, presentations, webinars, and conferences.
* An advanced degree in a relevant field such as monitoring and evaluation, women’s studies, gender studies, or international development and at least eight years of technical monitoring and evaluation experience is preferred;
* Candidates with at least eight years experience in gender equality and women’s empowerment programming are preferred;
* Must exhibit experience working with the private sector, academia and non-profit organizations;
* Must demonstrate excellent interpersonal skills and be able to work collaboratively and engage effectively in a team environment; and
* Must have excellent written and oral communication skills, such as demonstrated ability to effectively communicate technical subject matter to non-technical audiences, including subjects regarding monitoring deliverables and disseminating final reporting and evaluation products.

**Conditions of Employment:**

* Must be a U.S. citizen. Candidates must indicate whether they are a U.S. citizen. If citizenship is not stated, the application will not be considered.
* Must be able to obtain and maintain a Secret security clearance.

**Required Documents:**

* **Cover Letter:** Candidates are required to submit a cover letter expressing interest and clearly addressing the stated requirements for the position;
* **Resume/CV:** Candidates must include the month, year, and the number of hours worked per week for each position listed; and
* **References:** At least three professional references.

**Other Applicable Documents:**

* **Veteran’s Preference:**Applicants claiming Veterans Preference must submit all appropriate documentation (DD-214, Service Disability Letter, Certificate of Release or Discharge from Active Duty, etc.).
* **Political Appointee:**Applicants serving as a current/former political appointee must submit all appropriate documentation (SF-50s, appointment letter, etc.).

Please submit your application package to [IPIIFSLJobs@usaid.gov](mailto:IPIIFSLJobs@usaid.gov) with the subject line: “**FSL APPLICATION PACKAGE: Program Officer (Senior Monitoring & Evaluation (M&E) and Gender Advisor), FSL-02, IPI/GenDev; Announcement Number IPI\_81/32342**.”Application submissions are required by **11:59 p.m. EDT, May 6, 2024**. 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.  
  
Additional resources include:

* [EEO Policy Statement](https://help.usajobs.gov/equal-employment-opportunity)
* [Reasonable Accommodation Policy](https://help.usajobs.gov/reasonable-accommodation)
* [Foreign Service Salaries - Careers (state.gov.)](https://careers.state.gov/benefits/fs-entry-salaries/)
* [Healthcare & Insurance - OPM.gov](https://www.opm.gov/healthcare-insurance/)

Any questions concerning this notice may be directed to:

-- Lynn Schneider, IPI/GenDev, [lschneider@usaid.gov](mailto:lschneider@usaid.gov)