



USAID | SOUTHERN AFRICA

Reference No.: 674-16-1017

Position/Salary Range: **Project Management Specialist – Monitoring and Evaluation**
FSN-10: R443, 542.00 – R620, 961.00 (Full Performance – Basic Salary)
FSN-09: R 315,711.00 – R442, 046.00 (Trainee Level – Basic Salary)
Additional benefits include miscellaneous allowance, medical and pension fund subsidy, and dependents’ education assistance subject to qualification.

Open To: South Africans and South African permanent resident permit holders.

Location: USAID/Southern Africa
Power Africa and Trade Africa
Pretoria, South Africa

Opening: May 13, 2016
Closing: May 27, 2016

Work Hours: Full-Time; 40 hours/week

USAID/Southern Africa, an equal opportunity employer, seeks applicants for the above positions.

Language Requirement: English language fluency (Level IV), both in oral and written communications, is a requirement for this position. Interested applicants who do not meet this qualification ARE ENCOURAGED NOT to apply as their applications will not be considered.

Basic Function of Position:

The Monitoring and Evaluation (M&E) Specialist reports to the Senior Monitoring and Evaluation (M&E) Advisor and is an integral member of the Power Africa M&E unit which is responsible for supporting Power Africa’s monitoring, learning, and evaluation efforts. As a member of the M&E unit, the M&E specialist will support 12 USG agencies, over 20 U.S. embassy teams, and the Coordinator’s Office. The M&E unit is responsible for providing technical leadership and support in managing a complex monitoring and evaluation system; documenting and disseminating results; and analyzing results data and lessons to inform program management and design strategic decisions. The Specialist will support the Senior M&E Advisor in liaising with M&E counterparts in the other USG agencies and the U.S. embassies to oversee Power Africa’s M&E efforts. The Specialist will dialogue with senior management at relevant Posts and in Washington on all performance-related issues, including those that may impact policy and programmatic decisions. The Specialist is responsible for assisting the Coordinator’s Office, the implementing partners (IP), and other USG agencies to implement and operationalize the Power Africa monitoring and evaluation system. S/he will be responsible for managing the Power Africa information management system (IMS), which will include coordinating with all USAID Power Africa implementing partners and program managers to obtain, validate, and analyze performance and results data and ensuring that results are accurately entered into the IMS. The Specialist will support all data collection and reporting requirements, including the annual USAID Performance Plan and Report, the Power Africa annual report, and other reporting requirements. The Specialist will also support the Senior M&E Advisor and the Evaluation Specialist to conduct performance and impact evaluations of Power Africa’s programs. In addition, the Specialist is involved in developing and enhancing knowledge management systems, disseminating best practices and lessons learned, and expanding the Power Africa capacity to utilize various forms of data to inform implementing partner programs.

Major Duties and Responsibilities:

The Monitoring and Evaluation (M&E) Specialist provides high-quality technical guidance and assistance to USG agencies, IPs, and other stakeholders related to the monitoring and evaluation of Power Africa. The Specialist ensures the highest level of quality in USG programs, as well as transfer of skills and best practices to targeted programs and institutions. The Specialist function under the general direction is supervised by the Senior M&E Advisor. The Specialist serves as an integral member of a team, in performing the following principal responsibilities:

a. Support the Senior M&E Advisor in the management of the Power Africa monitoring and evaluation system – 75% of Time.

The M&E Specialist will support the Senior M&E Advisor to provide high-quality technical guidance and assistance to Power Africa staff, implementing partners, and other stakeholders. The Specialist ensures that the highest level of quality is maintained in the Power Africa M&E system, and supports the transfer of skills and best practices to Power Africa stakeholders and programs. Specifically, the Specialist:

- Provides guidance to Posts and implementing partners on technical matters related to M&E.
- Support regular and ad hoc reporting, including the annual PPR, portfolio reviews, the annual report, and others as required.
- Support Data Quality Assessments.
- Advise USAID program managers on project/activity-specific PMPs for all Power Africa projects and activities.
- Support the design and implementation of assessments, studies, and evaluations to ensure the effective monitoring, performance management, and learning needed for success of Power Africa.
- Provide information and analysis to Power Africa leadership to inform performance management.
- Collect and synthesize data for senior management in the Coordinator's Office, the Africa Bureau's Front Office, and the Administrator.
- On request, prepare analytical progress reports for USAID and USG Senior Management, and dialogues on the same. The Specialist is expected to discuss how findings generated from performance data could or should impact USG policy.
- Liaise closely with M&E Points-of-Contact at U.S embassies and other USG agencies to coordinate monitoring efforts, communicate short and long-term results, ensure progress, plan and problem solve for emerging issues, and respond to inquiries from leadership.
- Support Posts in building local capacity for monitoring and evaluation of Power Africa activities.
- Coordinate complicated reports that involve multiple activities managed by the Coordinator's Office, as well as drafts original responses to various taskers originating from USAID/Washington, other USG leadership, Embassies, the Hill, and others.
- Develops and applies standard templates for presenting strategic performance information to USAID and USG leadership, IPs, partner-government officials, and other key stakeholders.

b. Manages the Power Africa Information Management System (IMS) – 25% of Time.

The M&E Specialist will manage the Power Africa IMS, the central repository of Power Africa's performance data and results. This database is a critical component for the effective management of the Power Africa M&E system. The Specialist will be responsible to provide Power Africa stakeholders appropriate levels of high quality data, validate the data, and ensure that data is accurately entered into the IMS. S/he will also be responsible for generating reports that will inform and provide input into Power Africa and USAID routine and ad hoc reports, including the Power Africa annual report, the USAID Performance Plan and Report, and portfolio reviews. The reports will be used to inform senior management and programmatic decisions.

The Specialist will be responsible for training IPs, USG staff, and other stakeholders on the use and management of the IMS, either for submitting data or for generating reports. Trainings may take place in Pretoria, South Africa, Washington, D. C., or at an alternative US embassy located in a Power Africa country. Specifically, the Specialist:

- Manages the list of Power Africa activities and projects in the IMS and ensures that all project/activity-level data are accurate and up-to-date.

- Coordinate with activity and project managers to collect updated data and narratives for public and internal use on a quarterly and annual basis.
- Liaises closely with USG staff, including USAID staff in Washington, D.C. and at U.S. embassies, to ensure all relevant performance and results data is collected, validated, and entered into the Power Africa IMS.
- Trains Power Africa staff and selected partners on the use and management of the Power Africa IMS.
- Generate reports using the data in the IMS for regular and ad hoc Power Africa reporting.
- Coordinate with the IMS developers in Washington, D.C. to identify and implement systems improvements to enhance the usability and usefulness of the database.

Performs other duties as assigned or required.

Required Qualifications:

Education: Completion of a Bachelor's degree in accounting, public administration, economics, finance, international relations/development, political science, or related field is **REQUIRED**.

Work Experience: Three years of progressively responsible job-related professional-level experience in monitoring and evaluation (M&E) systems, evaluation of program/project/activity implementation, in direct program/project/activity management, or in a closely related activity is **REQUIRED**. At least one year of this experience in a development-oriented workplace, or a related field, for USAID, other donor agencies, host-country organizations, or private-sector institutions, of which include project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is desired.

Post Entry Training: Familiarization training in USAID-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective will be provided. The Specialist may not be called upon to serve as a COR/AOR; however, formal COR/AOR training is necessary for proper job performance and will be provided. Training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as they become available, subject to availability of funds.

Language Proficiency: List both English and host country language(s) proficiency by levels (example I, II, III, etc.) and specialization (sp/read): Level IV (fluent) English language proficiency, spoken and written, is **REQUIRED**.

Job Knowledge: The M&E Specialist must have a good knowledge of M&E systems, USG/USAID programming, and international donor operations in the sector. In addition, the Specialist must have, or have the ability to quickly acquire, knowledge of USG legislation, polices, and practices relating to development assistance; USG/USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge of and an understanding of the organization and roles of the different levels of host-governments in the target region in order to maintain effective communication, and to develop consensus on plans for governance, finance, and human resources management systems improvement.

Skills and Abilities: The M&E Specialist should have demonstrated the ability to assume management and leadership roles. The Specialist must be resourceful, have good judgment, and have the ability to work with persons from many backgrounds. The work requires a user-level ability to work with computers and common software programs used within USAID.

Position Elements:

Supervision Received: The USAID Development Assistance Specialist (M&E Specialist) works under the general supervision of the Senior M&E Advisor. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of, and effectiveness in meeting objectives. The Specialist is expected to work in a collegial manner, and to exercise considerable autonomy and judgment in discharging the duties of the assignment.

Supervision Exercised: Continuing supervision of other Power Africa staff is not contemplated.

Available Guidelines: Available guidelines include USG program/project/activity guidance, rules, and requirements; USAID Mission Orders, Power Africa strategy statements, and other relevant reports; the Automated Directives System (ADS); USAID Mandatory and Standard Provisions, and the FAR and AIDAR; and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.

Exercise of Judgment: The M&E Specialist applies independent judgment in working with Specialists and professionals throughout the target region, devising approaches to resolving technical, administrative, managerial, and/or policy deficiencies and problems. Judgment must be exercised in setting priorities, in determining when intervention in programs/projects/activities is necessary, and in reaching consensus on conclusions and recommendations.

Authority to Make Commitments: As prescribed by USAID regulations and Mission policy, and within the scope of the assignment, the Specialist advises public and private-sector representatives, USAID officials, and grantees and IPs on courses of action to resolve implementation deficiencies. Within the scope of authority delegated, the Specialist may indicate to ranking counterpart officials that they will make a strong recommendation to Power Africa, the supervisor, or to appropriate CORs/AORs, or others, on specific recommended courses of action regarding the program/project/activity deficiencies, issues, or problems. The Specialist may negotiate ad referendum for the supervisor, but has no independent authority to commit the USG to the expenditure of funds.

Nature, Level, and Purpose of Contacts: Contacts are maintained in person, by phone, or by written communication with Power Africa and other USAID staffs, senior and mid-level host-government officials, private sector representatives, major corporations, and other donor organizations. Contacts will include routine administrative functions, as well as important issues regarding program/project/activity implementation, and the negotiation of corrective measures if needed. Contacts are typically to explain and negotiate activity proposals and objectives, secure cooperation, resolve problems, obtain or furnish information, and/or to persuade Power Africa and other USAID staffs and counterparts to take recommended actions and to accept recommendations.

Time Expected to Reach Full Performance Level: The Specialist must be able to perform the full range of duties within one year.

Evaluation Criteria and Weights:

1. Education/Weighted 5% based on initial application review;
2. English Language Skills/Weighted 20% based on application review, written assessment, and interview;
3. Prior Work Experience/Weighted 15% based on application review and interview;
4. Knowledge/Weighted 30% based on written assessment and interview; and
5. Skills and Abilities/Weighted 30% based on written assessment and interview.

How the Selection will be made:

The successful candidate will be selected based upon the following:

1. a preliminary review of the applicant's submitted package (which includes the cover letter and CV) to establish that minimum educational, work experience, and English writing fluency requirements are met;
 2. tests to 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;
 3. a personal face to face interview; and
 4. reference checks.
- USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.

- The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews.
- Following the interview (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. The TEC will conduct and document reference checks. (Step 4) prior to advising the TEC of the results of these checks. Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package. References will only be solicited for those interviewed applicants who are being considered for ranking.
- Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a selection memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.
- As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/SA.

USAID/SA reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational and English language requirements cannot be hired at either a trainee or full performance level.

Applicability:

This position is open to all South Africans and South African permanent resident permit holders. USAID/SA management will consider nepotism/conflict of interest, budget, need for continuity, and residency status in determining successful applications. Current USG employees on probationary status (i.e., within their first year of employment) are not eligible to apply.

Compensation:

The Project Management Specialist (Monitoring and Evaluation) will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, pension fund, and medical aid subsidy. Subject to qualification, compensation for dependents' education assistance is also available. The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

All interested and eligible candidates should visit USAID.pnet.co.za to apply for this position. Applicants with pnet accounts can log-in from the above website to apply and first time users will be required to register on the site before they can apply. **For an application to be considered complete include a cover letter with the advert reference #, position title, and a CV of no more than 4 pages.**

Failure to comply with these instructions may result in your application being considered “non-responsive” and eliminated from further consideration.

Point of Contact:

Theresa Owusu Telephone: (012) 452-2358
 Penny Mamabolo: Telephone: (012) 452-2058
 Gugu Mbambo: Telephone: (012) 452-2225

Closing date: May 27, 2016. Only short-listed candidates will be acknowledged.

The U.S. Mission in South Africa provides 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 United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations.

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.