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USAID/West Africa is looking for a highly motivated and qualified Ghanaian National for the position of **Monitoring and Evaluation Reporting Specialist**. This position is located in the USAID/WA Program Office. The incumbent reports to the Supervisory Program Officer and serves as the Mission's point person on Monitoring and Evaluation (M&E). The M&E Reporting Specialist will work to ensure that the Mission has the appropriate performance monitoring systems in place, is adequately evaluating activities, and is appropriately reporting results. (Please contact acpersonnel@usaid.gov or <http://www.usaid.gov/westafrica/employment/index.htm> for a detailed job description)

Education & Prior Work Experience: A minimum of a Bachelor's degree from an accredited institution in a field directly related to international relations, education, business administration, health, natural resource management or related disciplines is required. A Masters degree is highly preferred. A minimum of 6 years of relevant development assistance experience, preferably in West Africa, is required. At least 3 years of this must be direct experience with monitoring and evaluation and another 3 years direct experience with project reporting. Significant experience with a USAID-funded activity is desired.

Skills and abilities: Strong analytical and planning, oral and written communication, as well as excellent computer skills is required. Oral fluency in French is desired. Proven cross-cultural and interpersonal skills are also required.

Salary Range: GH¢ 18,170 - 27,260 per annum (depending on qualification and experience)

Interested individuals should submit covering letter and curriculum vitae with referees to:

MONITORING AND EVALUATION REPORTING SPECIALIST
USAID/West Africa
P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra
Or by Email: acpersonnel@usaid.gov

CLOSING DATE: APRIL 2, 2010
(Please note that only short-listed applicants will be contacted)