



USAID/Ghana is looking for a Performance Monitoring Specialist. The position is located in the Program Development and Coordination Office (PDCO) and the incumbent will develop and maintain performance systems, and lead the collection of annual periodic reporting documents.

MAJOR DUTIES AND RESPONSIBILITIES: *(including but not limited to:)*

- Provide technical assistance to the SO teams in monitoring for all programs, i.e. economic growth, basic education, health and governing justly and democratically.
- Assist the Strategic Objective Teams with preparation and analysis of performance data for the semi-annual and annual portfolio reviews to determine progress of a strategic objective by the implementing partners and the Mission.
- Lead the USAID response and data gathering for annual survey on aid effectiveness.
- Perform data quality assessments to ensure validity, integrity, precision, reliability and timeliness of all performance data. Identify deficiencies and suggest corrective actions.
- Conduct periodic site visits to assess partner and Government of Ghana data collection methods, and provide technical assistance to implementing partner; provide written and oral reports to the PDCO office chief and technical teams on progress, impact, problems, constraints and opportunities.
- Review statements of work and program descriptions to ensure that methods to measure performance results are accurately included.

Salary Range: GH¢ 13,144 - 19,714 (depending on qualification and experience)

(You may obtain a full position description from the USAID/Ghana reception).

Education & Prior Work Experience: Bachelor's degree in a development-relevant field or research is a minimum qualification. Degree may include subject areas such as economics, agriculture, public health, primary education, democracy and governance, as well as academic experience in statistical sampling and mathematics. A Master's degree preferred. At least five years experience functioning as Performance Monitoring Specialist for an international organization or a non-governmental organization is required. Experience should include statistical sampling, research techniques and methodologies. Knowledge of gender issues and experience in gender data collection, analysis and reporting will be useful.

Language: Strong writing and oral communication skills are necessary. Applicants are requested to submit a writing sample that demonstrates ability to analyze and draw logical conclusions based on analytical findings.

Other Skills and abilities: The ability to set objectives, plan and follow-through on multi-tasks and interpersonal skills is required. Excellent time management skills are critical to managing program funded and reporting tasks. The Program Office is dynamic and responds to the agency's culture of frequent changes, therefore the candidate must be flexible and be able to respond to frequent changes. Must have excellent computer and inter-personal skills.

Interested persons should apply to:

The PDCO Performance Monitoring Position

USAID/GHANA

P.O. Box 1630, Accra

Or by email: acpersonnel@usaid.gov

CLOSING DATE: December 5, 2008