

## SKILLS SEARCH

### **Program Monitoring, Evaluation and Finance Specialist Kinshasa, Democratic Republic of Congo (DRC)**

The U.S. Forest Service (USFS) may seek the services of a Program Monitoring, Evaluation and Finance Specialist to oversee the implementation of monitoring, evaluation, and learning (MEL) activities and financial advisory support for U.S. government (USG)-funded programs taking place in Cameroon, Gabon, Central African Republic, Republic of Congo and Democratic Republic of Congo.

#### **Background**

The USFS Central Africa Program works with host country governments, universities, and local and international non-governmental organizations to address and promote sustainable forest and land management, biodiversity conservation and responses to climate change across the Congo Basin. By sharing and exchanging knowledge, expertise, and experience, the USFS aims to build capacity in program countries to promote the sustainable use and management of natural resources and improve lives.

As an implementing partner of the U.S. Agency of International Development's (USAID) Central African Regional Program for the Environment (CARPE) as well as other US Government funded programs, the USFS Central Africa Program provides targeted technical and institutional capacity building assistance to improve forest management in the Congo Basin.

To support the implementation of this work, the USFS may seek a full-time Program Monitoring, Evaluation and Finance Specialist, to collaborate with Central Africa country programs to administer MEL priorities and provide financial and administrative guidance. This position will be based in Kinshasa, Democratic Republic of Congo.

The specified responsibilities will be carried out in collaboration with other USFS International Programs management staff.

#### **Position Description**

Responsibilities of the Program Monitoring, Evaluation and Finance Specialist would include, but are not limited to:

- *50% Monitoring, Evaluation, and Learning Support:*
  - Design MEL tools and data management and reporting systems in collaboration with Central African country partners and other U.S. government agencies;
  - Provide regional support for MEL activities including the delivery of trainings on data collection best practices and conducting in-field follow-up visits to support data collection methods being used;
  - Support program teams in the analysis of results to provide clear and accurate conclusions and recommendations;
  - Use data to visualize project outcomes and prepare reports according to US Government agency partner and stakeholder requirements;
  - Coordinate with USFS communications staff to provide monitoring and evaluation data and profiles of program impact and implementation success.
- *50% Financial Advisory Support:*
  - Provide guidance and training to in-country teams and partners on work planning, budget development, and funds allocation;

- Collaborate with Central Africa country teams and partners to develop regional guidelines, templates, and processes to be used in budget development and reporting efforts;
- Monitor the allocation and use of funds by USFS Central Africa country programs in close collaboration with USFS Program Managers, and provide financial and other administrative support to country teams and collaborating partners to improve capacity to effectively carry out programs.

## **Qualifications**

- BA/S or equivalent in social science, economics, statistics, business administration, sustainable development, or related fields;
- Minimum of 5 years of experience working in the area of monitoring, evaluation and learning, project management and/or financial advisory services;
- Experience in Central Africa and understanding of natural resource conservation and international development strongly preferred;
- Knowledgeable about the depth of data and information required for large U.S. government-funded activities, especially those of USAID and/or other international donors, with experience in proposal writing and grant reporting;
- Demonstrated experience in coordinating monitoring, learning, and evaluation processes across multiple programs/activities, stakeholders and geographic areas;
- Demonstrated experience managing multi-stakeholder partnerships, engaging in consultative work planning, and coordinating activities and meetings;
- Strong skills in Microsoft Office software applications (Excel, Word, Outlook Explorer, PowerPoint);
- Ability to work in a dynamic environment with in-country and U.S. government agencies, international donors, NGOs, community groups, and other stakeholders;
- Strong attention to detail and demonstrated capacity to plan, organize, and prioritize multiple tasks to ensure their efficient and timely accomplishment;
- Ability to think critically and synthetically across fields and topics related to natural resource management and sustainable development in the developing country context;
- Preference for candidates who have experience mentoring and coaching partners and colleagues in new approaches and systems to improve MEL and financial management efforts;
- Excellent oral and written communication skills in French and English;
- Nationals of the Central Africa region and women are especially encouraged to apply.

**Location:** The position would be based in Kinshasa, Democratic Republic of Congo, with travel regionally or internationally as needed.

If the U.S. Forest Service were to secure the services of an individual with these technical skills, the successful applicant would be hired through a contractor.

Interested candidates should send a resume and letter of interest to METI with the subject line Program Monitoring, Evaluation and Finance Specialist by May 14th, 2021 to: [IPJobs@meticorp.com](mailto:IPJobs@meticorp.com).

METI is an Equal Opportunity Employer: [www.meticorp.com](http://www.meticorp.com)