



VACANCY ANNOUNCEMENT

POSITION: Monitoring, Reporting and Evaluation (MRE)/Grants Specialist

OPENING DATE: 06 December 2018 @ 5:00 PM

CLOSING DATE: 20 December 2018 @ 5:00 PM

LOCATION: Cotonou – BENIN

WORK HOURS: Full Time - 40 hours/week

The United States Peace Corps Benin is seeking an individual for the position of **Monitoring, Reporting and Evaluation (MRE)/Grants Specialist**, based in Cotonou. The MRE/Grants Specialist will be a local hire with a Personal Services Contract.

The function of this position is twofold:

1. MRE: the establishment of monitoring systems, coordinating data flows, conducting staff development in MRE, leading volunteer trainings in MRE, and providing leadership and coordination for timely and reliable data for analysis and reporting according to Peace Corps guidance and the requirements of US government funded partnerships.
2. Grants Management: which includes training and supporting Volunteers in completing successful grant projects from application to completion reports; keeping track of all grants, reporting back to donors and to Peace Corps Washington and using the information to inform and improve programming and training in Peace Corps Benin.

The MRE/Grants Specialist works in close collaboration with all staff and under the direct supervision of the Director of Programming and Training (DPT) but incumbent must be able to work independently with minimal supervision.

Complete position description listing all duties and responsibilities is available at <https://goo.gl/w5gKaM> and also at the Peace Corps Office upon request.

I- Required qualifications

In order to be selected for this position, the applicant must be a **Beninese citizen**, must not have been employed in intelligence-related activities, and must be able to submit an application that clearly documents how s/he meets each of the following minimum qualifications.

- 1- **Education : A Master degree is required (Preference will be given to Master's degree in Project Management, Statistics or Economics)**
- 2- **Work experience:**
 - **A minimum of two (2) years' experience in Monitoring, Reporting and Evaluation and/or Grants Management with any International Organization or Non-Governmental Organization;**

- **At least three (03) years of experience in facilitation** or knowledge transfer to peers and partners.
- 3- **Language proficiency:** Fluency in oral and written French and English. This will be assessed during selection interviews.

II- Evaluation and selection factors

Applications will be assessed during the first screening. Those which will not meet all the three (03) minimum requirements listed above for the position and/or those who will not follow the application instructions will not receive further consideration. Education and work experience are the evaluation factors. Weighing and scoring are as follows:

Evaluation Factors	Weight	Total Possible Score
Education: Master’s Degree	5	25
At least 2 years’ experience in MRE /Grants Management with NGOs or International Organization	5	25
At least 3 years facilitation experience or knowledge transfer	3	15
Maximum Possible Score	-	65

III- HOW TO APPLY:

Submit a letter of interest with specific responses to each of the required qualifications, accompanied by your CV listing three (03) traceable references. At least one of the references should be the current immediate supervisor or have been an immediate supervisor.

Applications packages will only be accepted in English and via electronic mail at job@bj.peacecorps.gov by 5:00 PM on the closing date. Be sure to indicate MRE/Grants Specialist in the subject title.

Please scan into pdf format and sent as a single attachment. Attachment size should not exceed 3 MB or it may be rejected by the PC system.

All education and experience must be met by the closing date of this Vacancy Announcement.

Please do not include any award or certificate received in your application at this point. You may refer or cite them in your application and you will be asked to provide them at a later stage of the process.

No telephone inquiries will be entertained and no response will be sent to unsuccessful applicants.

IMPORTANT INFORMATION

- **Final candidate selection :**

After candidates’ application have been initially reviewed only those which give evidence of meeting minimum requirements in all categories will receive further consideration.

The Recruitment Committee will identify a short list of candidates who will be invited to complete the written test (English and Technical) and an In-Person interview. After reviewing all results (Written and Interview), the Recruitment Committee will make a determination of candidate who have the requisite qualifications and experience to successfully fill the position. PC may seek additional contacts for references’ check as appropriated or determined necessary. Candidates who do not wish to have current employers

contacted must state this in the application. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to Contracting Officer.

Candidates may be invited to return to Peace Corps for additional interview and or tests.

- **Security Certification:** A background security investigation will be required. Final appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.
- **Benefits, allowances and compensation:**

This position has been classified as a PSC position and this status will not change during the contract term including options.

As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowance:

- a- Benefits : Medical insurance , Life insurance, Annual leave and Holidays leave (American & Beninese)
- b- Allowance: Children Education allowance (if applicable);
- c- Compensation: This position is within a pre-determined range per Peace Corps available Budget and Local compensation plan. Salary above the pre-determined range of this position will not be negotiated.

- **Equal Employment Opportunity:**

Peace Corps provides equal 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

Thank you for your application and your interest in working at Peace Corps Benin.