

Ethiopian Community Development Council, Inc.
901 S. Highland Street Arlington, Virginia 22204

JOB ANNOUNCEMENT

Position Title: PC GAPS Senior Program Officer, Monitoring & Evaluation
Department: Refugee Resettlement and Integration
Division: Community Integration Programs
Reports to: GAP Services Manager
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Summary: The Senior Program Officer will provide day-to-day oversight of ECDC's PC GAPS programs focusing on Monitoring and Evaluation (M&E) to affiliates. The position leads and/or coordinates M&E, conducts periodic desk and on-site monitoring, and develops and updates M&E tools, supervises M&E program staff, contributes to the PC program reports; participates in the ECDC and ORR calls and meetings. This staff member reports to the GAP Services Manager and works collaboratively with the PC GAPS Training and Technical Assistance (T&TA) program staff to identify trends in compliance issues and gaps in network knowledge and performance to inform future trainings and technical assistance. Performs other tasks as assigned.

KEY RESPONSIBILITIES

Affiliate Monitoring

- Oversees, schedules, and conducts on-site and desk monitoring of ECDC's resettlement affiliates to ensure compliance; prepares monitoring reports; reviews and edits reports prepared by program officers; and submits GAPS monitoring reports to GAPS Services Manager for review in a timely basis.
- Share finalized monitoring reports with affiliates and in a timely manner, follows up with program officers at established intervals throughout the year regarding compliance progress and corrective actions taken.
- Monitors and tracks affiliate network program compliance and outcomes.
- Set up systems for consolidating and sharing observations of strengths and gaps in programming so that best practices can be highlighted, and corrective action plans set and completed on time.
- Provides oversight on updating monitoring protocols and tools, including supporting monitoring staff in creating and cultivating Compliance Improvement Plans (CIPs).
- Assists in facilitating the preparation for the funder's monitoring of affiliates and/or ECDC headquarters.

Capacity Building

- Develops and strengthens ECDC's organizational-wide understanding of M&E through individual meetings and group learning sessions with staff.
- Builds program staff understanding of M&E concepts, tools, data collection, quality analysis, and good practices.
- Works collaboratively with the PC GAPS Training and Technical Assistance (T&TA) program staff to identify trends in compliance issues and gaps in network knowledge and performance to inform future trainings and technical assistance.
- Supervises data collection methods used by the ECDC's affiliate network, including baselines, monitoring surveys, and community feedback sessions, ensuring they are conducted as planned.

Affiliate Budget Management

- Monitors affiliate monthly finance reports in coordination with other GAPS Senior Program Officers and

Grants Management Specialists to ensure costs are allowable and being spent in a timely manner.

Staff Supervision

- Supervises GAPS M&E and Data and Reporting staff, including assigning and overseeing job duties, setting and adjusting priorities, and preparing timelines for completion of work.
- Approves and signs staff time sheets and PTO requests.
- Provides and/or coordinates training and cross-training for new and existing staff.

Other Activities and External Relations

- Assists in the planning, preparation for, and implementation of ECDC's annual national training for ECDC's resettlement affiliates, and associated training, events, conferences, and meetings.
- Ensures strong agency relations with external partners and stakeholders. Represents ECDC at meetings, training workshops, and conferences as appropriate.
- Collaborates actively with other resettlement agencies, including Refugee Council, USA. Actively participates in and contributes to committees and working groups.
- Performs other tasks as assigned.

Qualifications

- Bachelor's degree required; Master's degree preferred.
- At least three years of program/project management experience. Familiarity with federally-funded contracts/programs is a plus.
- Proven experience in producing high-quality program reports, data collection and analysis, preparing and tracking budgets, and writing and editing proposals.
- Proven experience in designing and conducting workshops and training for a large audience.
- General knowledge of domestic refugee resettlement and the work of the USRP and UNHCR.

Competencies

- Excellent written and verbal communication skills.
- Ability to work independently as well as a team member.
- Demonstrated ability to use Microsoft Word, Excel, and PowerPoint and the Internet.
- Able to relate professionally to and collaborate with diverse individuals in a multicultural work environment.
- Ability to prioritize duties and multi-task in a fast-paced environment and plan and manage work to meet deadlines.
- Ability to travel to affiliate sites for monitoring and provide TA and training.
- Ability to work evening and weekend hours occasionally.
- Must be legally eligible for employment in the U.S.
- Must pass a background check.

Physical Demands

- Moderate physical activity, which includes standing, sitting, lifting, and/or walking.
- Ability to see within normal parameters.
- Ability to hear within normal parameters.
- Requires local travel to meetings and some out-of-state travel related to the monitoring of programs at local resettlement sites.
- Ability to maintain emotional control under stress.

Environmental Factors

Work is primarily indoors in a climate-controlled building.

Contact with Others

The position involves regular contact with resettlement network affiliates, federal government agency employees, and ECDC staff.

Performance Criteria

Related to job responsibilities, core competencies, and performance goals developed with supervisor and set annually.

Other Information

All employees are expected to comply with ECDC’s employment policies while carrying out their work. The range of responsibilities outlined above may change from time to time to reflect the changing needs of the organization.

Confidentiality

All employees are required to work confidentially in all aspects of their work.

Proof of Eligibility to Work in the United States

All employees must submit proof of identity and legal authorization to work in the United States. (If a prospective employee fails to submit this proof of work authorization, federal law prohibits ECDC from hiring the person).

SALARY. ECDC provides a competitive annual salary for this position commensurate with experience and ranges between **\$72,000–\$75,000.**

BENEFITS. ECDC offers an excellent benefits package including health, dental, life, and disability insurance, paid holidays, vacations, and sick days as well as a generous retirement plan.

TO APPLY. Submit by fax, mail, or e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) solely authored by the candidate; (4) three professional references; and (5) salary requirement via email to hr@ecdcus.org No telephone inquiries, please.

