**APPLICATION FORM:**

**Position:** Monitoring and Evaluation Officer/Specialist (AfDB)

Name & Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide all information relevant to your application for the position in the space provided below.

Take note:

* The information should be concise.
* CVs will not be reviewed.
* Avoid cutting & pasting from your CV.
* The information should be tailored to the position.
* The application form should be accompanied by a cover letter supporting your application. The cover letter should not exceed two pages.

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| 1. **Qualifications** | **Information relevant to your application** |
| 1. University degree (minimum of 4 years) in planning, economics, statistics, project management, or any other specialty related to project planning and monitoring evaluation, or similar. |  |

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| 1. **Experience** | **Information relevant to your application** |
| 1. Professional experience of at least 5 years in the field of monitoring and evaluation of projects or programmes financed by technical and financial partners. |  |
| 1. 3 years as a Monitoring and Evaluation Specialist. |  |
| 1. Experience with managing African Development Bank, World bank or UN funded projects. |  |

| 1. **Working requirements** | **Information relevant to your application** |
| --- | --- |
| 1. Fluency in written and spoken English. |  |
| 1. Driver’s License. |  |
| 1. Good command of computer tools, in particular common software (Power Point, Excel, Word) and specialised software for database management. |  |
| 1. A good knowledge of English as well as the ability to communicate orally and verbally with a variety of stakeholders in a multi-stakeholder environment. |  |

| 1. **Competencies** | **Information relevant to your application** |
| --- | --- |
| 1. Monitoring and Evaluation systems |  |
| 1. Quantitative and Qualitative monitoring methodologies |  |
| 1. Performance Monitoring |  |
| 1. Quality Assurance |  |
| 1. Data Management |  |
| 1. Research |  |
| 1. Reporting |  |

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| 1. **Your experience and approach to champion the position. Answer the following questions:** | |
| 1. Share an example of where you were responsible for planning, monitoring, and evaluation of the implementation of activities. |  |
| 1. Why do you believe you are the optimum candidate for this position? |  |
| 1. What is your salary and benefit expectations? What is your notice period and when can you be available should you be successful? |  |