**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.
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| 1. 3 years as a Monitoring and Evaluation Specialist.
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| 1. Experience with managing African Development Bank, World bank or UN funded projects.
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| 1. **Working requirements**
 | **Information relevant to your application** |
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| 1. Fluency in written and spoken English.
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| 1. Driver’s License.
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| 1. Good command of computer tools, in particular common software (Power Point, Excel, Word) and specialised software for database management.
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| 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.
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| 1. **Competencies**
 | **Information relevant to your application** |
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| 1. Monitoring and Evaluation systems
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| 1. Quantitative and Qualitative monitoring methodologies
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| 1. Performance Monitoring
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| 1. Quality Assurance
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| 1. Data Management
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| 1. Research
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| 1. Reporting
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| 1. **Your experience and approach to champion the position. Answer the following questions:**
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| 1. Share an example of where you were responsible for planning, monitoring, and evaluation of the implementation of activities.
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| 1. Why do you believe you are the optimum candidate for this position?
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| 1. What is your salary and benefit expectations? What is your notice period and when can you be available should you be successful?
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