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Date Posted: Not stated

Program Analyst/Information Officer

Location: Not stated

Salary: Not stated

Status: Full-time

Posted: Not stated

Deadline: Not stated

Position:

Program Analyst/Information Officer

Position Description:

CAMRIS is currently seeking a Program Analyst/Information Officer to provide support to USAID's Office of Transition Initiatives (OTI). The objective of the Indefinite Quantity Contract (IQC) is to provide OTI with the means to support U.S. foreign policy objectives by helping local partners advance peace and democracy in priority countries in transition.

Position Responsibilities:

- Ensure that monitoring and information flow from the program helps to advance political transition objectives.
- Draw from information in the database and information from monitoring and evaluation reports from the field to prepare appropriate reporting on program status and impact in the form of success stories, press releases, and quarterly, annual, and ad hoc reports, detailing how effectively the program responds to transition issues.
- Manage the USAID/OTI Grant Tracking Database, and maintain oversight of data entry to insure reliability, accuracy, consistency, completeness and timeliness.
- Work closely with the team and provide input on related technical and managerial issues.

Required Qualifications:

- A bachelor's degree in a relevant field
- A minimum of three years of demonstrated experience in the analysis and reporting on program impact and implementation.

- Familiarity with Microsoft Access, be fluent in English, and have experience in writing reports.
- Excellent organization, time-management, and team-playing skills.
- Strong cross-cultural and interpersonal skills, including the ability to establish and maintain effective working relationships.

Preferred Qualifications:

A master's degree is preferred

Closing Date: Not stated