



VACANCY ANNOUNCEMENT

For

Planning and Strategy Development Officer, Evaluation and Research Officer, and Training and Capacity Development Officer

PERT Consultancy, Inc. is a professional consulting firm established to increase the effectiveness and impact of development and business interventions. Our core services include 1) Planning and Strategy Development, 2) Evaluation and Research, 3) Training and Capacity Development. For more information about PERT Consultancy, visit our website: www.pertconsultancy.com.

To manage each of our core service areas, we are seeking to hire highly motivated, qualified, and experienced professionals to join our team. The specific duties for each position are summarized below:

1. Planning and Strategy Development Officer (PSDO)

Duties: Coordinate the planning and implementation of PERT Consultancy's planning and strategy development services; contribute to the development of technical proposals; write high-quality reports to clients for services delivered; carry out other functions as assigned.

2. Evaluation and Research Officer (ERO)

Duties: Coordinate the design and implementation of PERT Consultancy's evaluation and research services; contribute to the development of technical proposals; conduct analysis of qualitative and quantitative data; write high-quality evaluation and research reports; carry out other functions as assigned.



VACANCY ANNOUNCEMENT FOR STAFF POSITIONS

3. Training and Capacity Development Officer (TCDO)

Duties: Coordinate the planning and implementation of PERT Consultancy's training and capacity development services; contribute to the development of technical proposals; write high-quality reports to clients for services delivered; carry out other functions as assigned.

Required Qualification and Experience

- A Bachelor's Degree in Sociology, Economics, Education, Public administration, or related fields (Master's Degree is a plus);
- Excellent **writing** and presentation skills;
- At least 3 years of experience with similar duties as the position being applied for
- Excellent understanding of project management;
- Advanced computer skills (Excel, Word, PowerPoint, emailing, etc.);
- Strong commitment to customer service, hard work, self-motivation, learning, accountability, and flexibility;
- Ability to work under pressure and meet deadlines; and,
- A strong sense of ethics and commitment to PERT Consultancy's mission.
- Experience conducting qualitative and quantitative data analysis, using various software **(for Evaluation and Research Officer Only)**.

If you are interested and qualified with the above stated requirements, then please send your **updated CV along with a cover letter** to pertconsultancylib@gmail.com

The deadline for the submission of applications is **November 13, 2020**. Short listed applicants will take both a **written test and an oral interview**. Female are encouraged to apply.

