



The United States Agency for International Development (USAID/Azerbaijan) is seeking motivated individuals for the position of:

USAID Program Development Specialist, FSN-11

OPEN TO: Current USG Mission employees

OPENING DATE: August 12, 2016

CLOSING DATE: August 25, 2016

Basic Function: The Supervisory Program Development Specialist position is located in the Program Office of USAID/Azerbaijan Mission and directly reports to the Program Office Director.

The main purpose of this position is to assist the Office Director to manage the Program Office, to lead and direct program and support staff on formulating country strategy; program budgeting; project development and procurement planning; implementation, monitoring and evaluation of development objectives, and providing customer services to the Mission. The incumbent manages and coordinates the implementation of the cross-cutting USAID/Azerbaijan development objectives and activities; promotes public/private partnerships and serves as liaison with USAID/Washington, the State Department's Office of the Assistance Coordinator for Europe and Eurasia (EUR/ACE), the Government of Azerbaijan (GOAJ) authorities, the community of bilateral and multilateral donors, and implementing partners. The incumbent carries representational functions. The job holder represents the Mission in negotiations with senior GOAJ officials and at high-level events organized by international and local donors. The incumbent directly supervises several support staff positions in the Program Office.

The Supervisory Development Program Specialist provides analysis and advice to the Mission Management and other USAID/Azerbaijan staff with regard to the host country context and government policies on foreign assistance. Conducts assessments about operational environment, implications of policies and legislation on international donor community and civil society. Advises on consistent messaging regarding the Bilateral Assistance Agreement.

S/he will serve as the principle local advisor on the program impact of USAID policies and procedures and on effective coordination of programs and activities with Azerbaijani programs and policies. Plays an integral part in advising on programming strategies and requirements. Assists with the coordination and development of the Country Development Cooperation Strategy (CDSC). Identifies, designs and oversees the implementation of required analyses. Manages research and assessments to inform the CDSC development.

S/he provides analysis and advice to USAID/Azerbaijan Mission with regard to GOAJ relations. Writes briefing checklists (BCLs) and briefing papers for the Ambassador, the Deputy Chief of Mission and the USAID Mission Director. Drafts letters and maintains official

correspondence regarding relations with GOAJ officials. Serves as the key liaison with high level as well as working level counterparts in the Presidential Administration, Cabinet of Ministers, Ministry of Finance, Ministry of Economy, the Council of State Support to Non-Governmental Organizations under the Auspices of the President of the Republic of Azerbaijan, Social Fund for the Development of Internally Displaced Persons and other governmental bodies in the Republic of Azerbaijan. Coordinates drafting of strategic agreements and MOUs between USAID and GOAJ. Coordinates co-financing negotiations with the GOAJ for USAID programs.

The employee develops and executes the donor coordination strategy for the Mission. Provides analysis and advice to the Mission Director, the Director of the Program Office and technical officers to improve coordination with international donors. Represents USAID at international donor meetings. Oversees reviews of all unsolicited proposals and funding opportunities submitted to USAID/Azerbaijan by local and international NGOs, businesses and individuals, and maintains correspondence and communication with them. Evaluates whether requests are in alignment with CDCS and other Mission standards for funding.

Position Grade: Full performance grade level for this position is: FSN-11. A training grade level, below FSN-11, may be established depending on the relevant work experience of the applicant and/or the earnings history. Base Salary Range will be commensurate with the established salary history, qualifications, and relevant work experience.

Required Qualifications:

Education: Completion of a Master's Degree, or the local equivalent, in business management, public administration, economics, international relations, political science or other relevant field is required.

Work experience: From five to seven years of progressively responsible, professional-level experience in policy analysis, project design, program planning, budgeting, management and evaluation, or closely related work is required. At least five years of experience in development work for USG, other donor agencies, Host-Country organizations, or private-sector institutions which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is strongly desired.

Language Proficiency: Fluent written and oral English (Level IV) is required. Equivalent fluency in written and oral Azerbaijani and Russian is required.

Knowledge: The selected candidate should have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the assignment and to development programs in Azerbaijan and the region; knowledge of the political, social, and economic structure of Azerbaijan, in order to link the major goals and objectives to the economic, political, and policy constraints of the development strategy. Must have a good knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities.

Skills and abilities: The ability to plan, organize, manage, and evaluate policy and program activities is required. Verbal communication skills, tact, and diplomacy are also required to establish and develop sustainable working relations with senior- and middle-level GOAJ officials, and with public and private organizations, such as primary USAID technical contacts in the development area. Verbal communication

skills are also used to explain and interpret Host-Country attitudes, priorities, and concerns to USAID officials, and to negotiate project plans and resolve project implementation issues with appropriate Host-Country organizations, technical advisors, institutional contractors, counterparts, and peers. Writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers. Analytical ability to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans. Skill in project programming, policies, and plans, and in developing strategies for implementation, is required. Ability to work effectively in a team environment, and to achieve consensus on policy, project, and administrative matters. Good computer skills are required to manage activity goals and achievements, both technical and financial.

How to apply:

Completed Application Form DS-174, a Current Résumé/CV, and a cover memo highlighting your qualifications specifically related to the position description must be sent to the following e-mail address: hr-baku@usaid.gov. All applications must be signed, have the position number 112-16-02 and position title identified. Late applications will not be accepted.

Only short-listed applicants will be contacted. Telephone calls or individual appointments will not be accepted.