



# USAID | BELARUS

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## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID) IN BELARUS

### announces a temporary one year position of PROJECT MANAGEMENT SPECIALIST

**POSITION TYPE:** FSNPSC Temporary

**WORK SCHEDULE:** fulltime (40 hours per week)

**LENGTH OF POSITION:** One year

#### **DUTIES AND REONSIBILITIES:**

The Project Management Specialist serves as part of a four-person technical team that manages development activities funded by USAID/Belarus, including their planning, budgeting, documentation and evaluation. In collaboration with the Belarus Country Program Officer and other senior technical staff, develops the overall activity strategy, defines objectives and desired results, and prepares resource requests. The Project Management Specialist takes the lead with monitoring and evaluation of activity results against the country strategy. Under the direction of the Country Program Officer, the Project Management Specialist gives guidance to USAID activities operating in Belarus, as identified by the Country Program Officer.

#### **REQUIRED QUALIFICATIONS**

**A. Education:** Master's degree in economics, business, social sciences or related field is required.

**B. Experience:** Four to six years of increasing responsibility in administration of social and economic development programs, preferably in the private sector or with international donor agencies.

**C. Language Proficiency:** Level IV (fluency) in written and spoken Russian and English is required. Working knowledge of Belarusian desired.

**APPLICATION PROCESS:** Interested applicants should e-mail their *current résumé, letter of interest and three references in English* to the USAID Human Resources Unit at [kyv12-2010@usaid.gov](mailto:kyv12-2010@usaid.gov) or drop/send your application at Minsk, 46, Starovilenskaya St., for attention of USAID/Belarus.

**CLOSING DATE FOR APPLICATIONS:** Monday, August 5, 2010 at 5:30 p.m. Minsk time.