

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 08/2014
OPENING DATE: 03/20/2014
CLOSING DATE: 04/10/2014
POSITION TITLE: Senior Program and Grant Management Specialist, FSN-11* (Full Performance Level)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: CDC/Central Asia, Almaty, Kazakhstan

MAJOR DUTIES: Under the direct supervision of the HIV/AIDS Deputy Program Director, the incumbent will provide senior level leadership and linkages between Regional CDC Office in Central Asia and the Governments of the Central Asian Republics (CAR), performs the functions including but not limited to: 1) manages highly complex and technically detailed CDC cooperative agreements; 2) analyses activities and suggests actions/measures to strengthening of CDC's cooperative agreement management structure; 3) provides assistance to grantees to improve their program and financial management; 4) monitors, guides and assists grantees in prioritizing activities based on the CDC and PEPFAR Central Asia Regional goals, priorities and resources; 5) monitors cooperative agreements, grants, contracts and other funding mechanisms to coordinate timely actions and response to U.S. Government deadlines; 6) supports cooperative agreement partners' capacity-building by providing management support, including specialized assistance and leadership in coordinating indicator reporting from partners to CDC/CAR for program annual and semi-annual reporting; 7) provides analysis, information, advice and recommendations, while managing and overseeing activities and personnel to ensure they achieve the objectives of the CDC/CAR DGHA Program; 8) oversees the day-to-day management, administrative, financial and program coordination functions in support of a broad range of agency-funded HIV/AIDS program activities; 9) other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, skills and experience (60%):** University degree (Business/Public Administration, International Relations, Public Health, or other related field). Minimum seven years of progressively responsible administrative experience in a public health field or a health-related international development organization. Minimum five years of experience in project management, budget and project oversight of large or complex projects. Experience with CAR's HIV/AIDS response and knowledge of the related institutional environment. Knowledge of the Ministry of Health in terms of legal and regulatory issues. Strong ability to conceptualize, organize and manage complex administrative requirements. Ability to plan budget expenditures and to coordinate and negotiate project activities effectively with host government and inter-agency partners. A facility to work with higher mathematical calculations for purposes of reporting. Intermediate user level of word processing, spreadsheets and databases.

- ***Full Performance Level (FSN-11):** A thorough knowledge of Agency and applicable interagency management operations, to include financial management, procurement and contracting (including grants, contracts and/or cooperative agreement audit and accounting requirements), and other administrative procedures, regulations, and requirements.

- **Teamwork/Interpersonal and Communication Skills (30%):** Excellent interpersonal skills in order to coordinate with USG and implementing/cooperating partners to ensure mutual cooperation. Ability to coordinate cooperation and negotiate effectively with host government, ICASS providers and inter-agency partners.

- **Language skills (20%):** Fluent (Level IV) in English and Russian (oral and written).

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by COB Thursday, April 10, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

CDC/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish CDC to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and CDC will delay such reference check pending communication with the applicant.