

## POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NO:** 40/2014  
**OPENING DATE:** 10/06/2014  
**CLOSING DATE:** 10/20/2014  
**POSITION TITLE:** PROJECT MANAGEMENT SPECIALIST, FSN-10\* (Full Performance Level)  
**SALARY RANGE:** KZT 5,010,747 p.a. – KZT 6,383,677 p.a. (gross salary per year)  
**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS  
**OFFICE:** Centers for Disease Control and Prevention/Central Asian Republics (CDC//CAR),  
Almaty, Kazakhstan

**MAJOR DUTIES:** Under the general supervision of the CDC/CAR Director and direct supervision of the Deputy Director the incumbent: 1) coordinates all administrative matters and serves as liaison between CDC/Atlanta, USAID/CAR in Almaty, and the CDC/CAR Program Office on questions pertaining to financial, procurement, and personnel issues; 2) establishes and maintains contact and dialog with high-ranking officials at the Ministry of Health (MOH), USAID, the U.S. Embassy, representatives of donor agencies, non-governmental organizations (NGOs) and the private sector in all five Central Asian Republics organizing symposiums, trainings, conferences and meetings; 3) prepares budget submissions and justifications for all CDC/CAR projects providing problem analysis, needed inputs, and expected results; 4) researches a variety of sources and selects appropriate data for analysis and interpretation in terms of anticipated needs of the programs; 5) provides supervision of all administrative support staff in the Almaty CDC/CAR offices; 6) oversees preparation of Purchase Order Requests (including Invitational Travel) for submission to USAID EXO/Procurement and Travel, works closely with USAID/CAR/Executive Office to ensure that documents are submitted in proper formats and within timeframes so that actions are completed properly and in a timely manner; 7) oversees preparation and processing of financial and administrative documentation at CDC/CAR; 8) other duties as assigned.

### **MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

#### **- Education, Skills and Experience (60%):**

**\* Full Performance Level (FSN-10):** University degree in Business/Public Administration, International Relations, Health, or other related field. Minimum four years of progressively responsible experience in office management, technical, financial management, accounting or related fields. Minimum two years of project/program management experience involving analysis of development assistance activities (contracts and grants), as well as complex internal administrative processes with an international development organization. A good knowledge of the office management practices, policies, regulations and procedures including contracting and accounting, procedural and reporting requirements. Thorough knowledge and understanding of the Central Asia social and public health sphere. Knowledge of basic principles of western epidemiology; methods and conditions of samples' storage and transportation. Must be able to obtain, analyze and evaluate a variety of data; organize and present it in concise written and oral form. Strong analytical and decision-making skills, initiative and ability to work independently and collaboratively. Competency with computer software (e.g. MS Office applications, specialized programs, etc.), electronic information handling, and other office equipment. Availability and willingness to extensively travel throughout the Central Asia Region.

**- Teamwork/Interpersonal and Communication Skills (30%):** Excellent interpersonal and communication (both oral and written) skills, and ability to lead a team and work effectively as a team member in an established culturally diverse work environment. Candidate must be highly organized, be strongly customer service oriented, and able to work under pressure.

**- Language Skills (10%):** Level IV (Fluent – Oral and Written) English and Russian.

**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 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; Fax: (7-727) 2507634; E-mail: [almaexo\\_hr@usaid.gov](mailto:almaexo_hr@usaid.gov) by COB Monday, October 20, 2014. A copy of the Position Description is available in EXO/Personnel (ext 6353).

USAID/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 USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.