

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 43/2014
OPENING DATE: 09/25/2014
CLOSING DATE: 10/17/2014
POSITION TITLE: Project Management Specialist (Health/Budget), FSN-10
SALARY RANGE: KZT 5,010,747 p.a. – KZT 6,383,677 p.a. (gross salary)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asian Republics (USAID/CAR), Almaty, Kazakhstan

MAJOR DUTIES: Under the direct supervision of the Health and Education Office (HE) Director (or delegate), the incumbent manages assigned projects within USAID/CAR health programs, and also serves as the senior budgetary analyst with primary responsibility for all facets of the HE budget process: 1) develops and maintains a large, multi-faceted financial database(s), and is responsible for the development and maintenance of the office procurement plan including funding for personnel; 2) works closely with the Strategy & Program Office (SPO) and the financial analysts in the Financial Management Office on numerous budgetary issues, including but not limited to pipeline analysis, budget planning and implementation; 3) processes funding requests and tracks all budget related actions for HE Office; 4) plans and tracks execution of the office budget, as well as coordinates with other project managers to ensure timely and adequate obligations of funds to the respective activities and adherence to the Agency's funding regulations; 5) conducts financial research in a variety of areas related to project development and draws up conclusions and recommendations with regard to budgetary issues; 6) supports the budget and financial analysis conducted by project managers in Country Offices located in Tashkent, Ashgabat, and Dushanbe, and USAID/Kyrgyz Republic in Bishkek; 7) gets familiarized with new USG/USAID systems for program and financial processes, adjusts existing financial tracking systems for HE office accordingly, trains HE office staff on the new system and provides technical support as new system is rolled out; 8) analyzes, monitors and reports on the financial status of health and education assistance activities in the five Central Asian Republics; 9) contributes directly to the drafting of annual and semi-annual performance reviews, notifications to Congress, and other required reports; 10) manages assigned project mechanisms related to health and education; 11) monitors performance through site visits, written reports, and regular communication with implementers, and documents findings and follow-up actions in monitoring reports; 12) provides implementers with information or appropriate guidance on USAID regulations and compliances; 13) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, Skills and Experience (70%):** A University degree in business administration, economics, finance, or other budget-related field. Minimum of four years of progressively responsible relevant work experience which includes analyzing and evaluating budget issues, coordination and guiding multifaceted analytical and project management efforts for a complex international development assistance organization. Advanced planning and programming skills, along with an in-depth knowledge of economic, political, social, and cultural characteristics of the Central Asian Republics. Strong analytical skills and ability to identify, locate, analyze, and evaluate relevant data. Strong financial analysis and management skills and ability to explain and defend complex budget and policy issues. Proficient knowledge of computer software (Window's 2000, MS Word/Excel, internet/intranet) and electronic information handling.

- **Teamwork/Interpersonal and Communication Skills (20%):** Effective written and oral communications skills. Exceptional interpersonal and leadership skills, and the ability to work in the team environment and under pressure.

- **Language Skills (10%):** Fluent (Level IV) written and oral English and Russian language skills.

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 by COB Friday, October 17, 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.