

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 28/2015
OPENING DATE: 08/12/2015
CLOSING DATE: 08/28/2015
POSITION TITLE: Project Management Specialist (Energy/Environment), FSN-10
SALARY: USD 21,459 p.a. (starting gross salary per year)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/ Kyrgyz Republic (USAID/KR), Bishkek, Kyrgyz Republic

MAJOR DUTIES: Under the direct supervision of the Economic Development Office Director, the incumbent serves as a project management specialist of a wide array of economic development objectives, with a concentration on issues related to the environment, energy, and natural resource management: 1) is responsible for the implementation of mission's environmental procedures and advising on environmental policies for USAID/KR; 2) is responsible for managing, and evaluating USAID activities in policy reform and advocacy to stimulate sound development of the energy sector; 3) performs a variety of complex duties related to planning, programming, and management in support of energy, environment, resource management and other economic development activities in the Kyrgyz Republic (including performing independent complex research, reporting, activity monitoring, and other analytical duties in support of these activities); 4) serves as the Mission Environmental Officer (MEO) for USAID/KR, serves as a reference point on environmental compliance issues for all mission staff and projects; 5) conducts regular site visits of USAID projects and advises on how to improve their environmental protection practices, and build the capacity of project implementing partners' staff responsible for environmental compliance; 6) provides written site visit reports to technical office staff and directors to ensure that recommendations are implemented and documented as part of routine project management procedures; 7) serves as Activity Manager for environmental assessments and evaluations conducted by USAID/KR; 8) develops a thorough understanding of the natural environment, environmental protection, energy, and other economic-development issues in the Kyrgyz Republic and provides professional level advice and expertise to the USAID/KR mission and the U.S. embassy on matters requiring their attention in the environment, natural resource management and energy areas; 9) provides technical expertise in terms of recommending adjustments to existing assigned portfolio, or the management of activities of contractors and grantees; 10) assists in preparation of USAID input related to assigned area of responsibility for Embassy and USAID reports and other documents; 11) perform research, reporting, contract monitoring, and analytical duties related to the assigned area of responsibility; 12) tracks host government legislation and policies, and assesses their impact on these programs; 13) as the mission's expert on environmental issues, serves as the alternate mission disaster response officer; 14) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, Skills and Experience (60%):** Bachelor's degree in engineering, public or business administration, international relations, energy or a relevant field. Bachelor or master's degree in a technical field related to energy or environmental and natural resource management is preferred. Minimum five years of professional experience which demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant analytical and/or project management efforts. Minimum two years of professional experience related to the energy, environment, natural resource management sector, whether private sector or government. Previous work with international organizations on project management is preferred. An in-depth knowledge of economic, political, social, and cultural characteristics of the Kyrgyz Republic. A thorough understanding of the environment and development prospects, potential, priorities, and resources of the Kyrgyz Republic. A thorough knowledge of environmental protection principles and theory. Competency with Microsoft Office, word processing and other office equipment.

- **Teamwork/Interpersonal and Communication Skills (25%):** Excellent oral and written communication skills. Ability to identify, obtain, analyze and evaluate significant environmental, energy, economic and political data and to organize and present it in concise written and oral form; plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Must be able to analyze and manage complex financial information, prepare budgets, and review financial reports. Must be able to critically review technical performance and reports and provide analysis and comment.

- **Language Skills (15%):** Level IV English and Russian (reading, writing, and speaking). Working knowledge of Kyrgyz language is a plus.

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. Packages should be received by **COB Friday, August 28, 2015** via e-mail: almaexo_hr@usaid.gov (preferred), fax: (7-727) 2507634 or mail to the Executive Office (EXO)/Personnel, USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan. A copy of the Position Description is available in EXO/Personnel (tel.: (7-727) 2507612/17, ext. 6353).

USAID/KR 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.