

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 24/2014
OPENING DATE: 06/06/2014
CLOSING DATE: 06/25/2014
POSITION TITLE: PROJECT MANAGEMENT SPECIALIST (EDUCATION), FSN-10
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Kyrgyz Republic, Bishkek, Kyrgyzstan

MAJOR DUTIES: Under the general supervision of the USAID/Kyrgyz Republic Health & Education Office Director, with guidance and support on technical issues from the regional USAID/CAR Health & Education Office (HEO) and other technical offices on cross-sector activities, the incumbent serves as the professional Education Specialist and is responsible for the development and implementation of basic, secondary, higher and vocational education program activities for USAID/Kyrgyz Republic: 1) coordinates and provides work guidance to implementing partners on program planning and development; 2) serves as Contracting Officer Representative (COR) and/or Activity Manager and monitors performance of education contracts, cooperative agreements and grants in Kyrgyzstan; 3) represents USAID as its advisor on education programs for Kyrgyzstan to relevant host government entities (such as the Ministry of Education and the Ministry of Culture), multi- and bilateral development partners (such as the United Nations and World Bank), the private sector, and nongovernmental organizations (NGOs) working in Kyrgyzstan; 4) represents the USAID/Kyrgyz Republic Mission on education issues in Kyrgyzstan at technical, policy and strategic planning meetings, including meetings with donor agencies, collaborators, and Civil Society Organizations, and participates in numerous ad hoc education working groups; 5) keeps host government education contacts and non-governmental education program counterparts informed about new developments in USAID and USG initiatives; 6) prepares and delivers high-quality presentations on USAID education activities and education programming in Kyrgyzstan for USG representatives, other donors, and Kyrgyz officials from related counterpart organizations; 7) provides input to the USAID/Kyrgyz Republic public events, speeches, talking points, USG cables, briefing memoranda and success stories on education issues; 8) oversees and monitors USAID education budgets allocated to contractors and grantees working on the education portfolio; 9) organizes site visits and accompanies senior USG officials and other VIP visitors on field trips within Kyrgyzstan and serves as spokesperson as required on matters within technical expertise; 10) other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, skills and experience (60%):** University degree (or host country equivalent formal education) in education, humanities, and/or other areas of study related to applying education principles and techniques in a specialized area (e.g., teacher training, instructional methods, student motivation and discipline). Six years of progressively responsible work experience in the educational system development field or education science area managing, analyzing, coordinating, and guiding significant analytical and project management that involve coordination with an international agency or implementing partner, at least one year of this experience managing resources and leading teams or directing groups. Advanced educational preparation may be substituted for one year of the work experience. Comprehensive knowledge and understanding of current social, economic and political processes in Kyrgyzstan and the concerned government and non-government entities. Detailed knowledge of the host government education system and structures including familiarity with Ministry of Education program priorities and regulations. Good working knowledge of team management techniques and a detailed technical working knowledge of administrative, budgeting and fiscal management systems in support of funding mechanisms such as contracts, cooperative agreements, grants, and purchase requisitions. Ability to obtain, analyze and evaluate a variety of data and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Ability to transmit and interpret host country government and non-governmental sector attitudes and concerns to senior USAID officials. Good working knowledge of computer software programs such as word processing, spreadsheets and databases. Availability for travel within Kyrgyzstan and occasionally to other Central Asian Republics.
- **Teamwork/Interpersonal and Communication Skills (30%):** Strong leadership and interpersonal skills to work with all levels of staff in a team setting to accomplish program goals. Tact, diplomacy, flexibility and ability to independently establish and maintain contacts and professional relations with senior-level Ministerial officials in the host government and with key stakeholders in the non-governmental arena and with colleagues at all levels. Ability to work effectively independently and in a diverse team environment both as a leader and a member of a team.
- **Language skills (10%):** Fluent (Level IV) English and Russian. Good working knowledge (Level III) Kyrgyz is desired.

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; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by 6 p.m., Wednesday, June 25, 2014. A copy of the Position Description is available in EXO/Personnel (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.