

## POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NO:** 43/2013  
**OPENING DATE:** 08/02/2013  
**CLOSING DATE:** 08/17/2013  
**POSITION TITLE:** PROJECT MANAGEMENT SPECIALIST (OSH), FSN-9  
**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS  
**OFFICE:** USAID/Kyrgyz Republic, Osh, Kyrgyz Republic

**MAJOR DUTIES:** Under the direct supervision of the senior Project Management Specialist (USAID/KR/Osh Office Coordinator) located in Osh Office, the incumbent serves as activity manager of USAID democracy and conflict mitigation, and humanitarian assistance activities in the south of the Kyrgyz Republic and as a liaison for the mission with local and international organizations: 1) manages assigned projects and serves as source of information for USAID on assistance programs in the area; 2) provides support and advice to USAID implementing partners on USAID developments, policies, visitors, information requests, etc; 3) assists in evaluating assistance programs, and recommends modifications to USAID activities and new interventions; 4) advises visiting officials (including Ambassador and USAID Headquarters) on ongoing project status, handles all logistics, prepares and updates materials for visitors; 5) collects information and provides status and analysis reports to USAID/KR on developments, problems, constraints or issues that may affect implementation of assigned USAID programs in the south of the Kyrgyz Republic; 6) organizes and/or facilitates regular meetings with USAID implementing partners in order to obtain regular updates on project coordination efforts; 7) serves as a contact in the event of emergency situations arising in Southern Kyrgyzstan, addressing the needs of affected citizens in case of a disaster and coordinating with the USAID/KR Bishkek possibility of the USG allocating funds for emergency relief activities; 8) establishes and maintains contacts with representatives of local and international donor organizations, and other USG agencies working in the region; 9) gathers information and reports of their activities and visits their project sites, and provides analysis to appropriate USAID offices and USAID contractors and grantees; 10) organizes regular informational meetings with the Osh Oblast Governor's Office, and other government officials; 11) represents USAID at public meetings, donor coordination meetings, social functions and press conferences; 12) writes or collects from the implementer project success stories for the Mission public outreach materials; 13) provides guidance to implementing partners on USAID communications and branding policies; 14) edits/translates to the local languages public outreach material including fact sheets, USAID brochures, etc.; 15) communicates with the local media regularly and helps organize the media coverage for USAID events including writing press releases, talking points and event follow-up activities; monitors newspaper articles, TV and radio programs about USAID programs; organizes media tours (for the Embassy reps, journalists, religious leaders, NGOs) to see the USAID programs in the south; 16) other duties as assigned.

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

- **Education, skills and experience (55%):** University degree in business, international relations, political science or other related field. Minimum three years of specific and progressively responsible experience in the field of administrative management and or international development with at least one year of project management experience with the USG and/or other international development organization. Comprehensive knowledge of international development principles. Knowledge of southern regions of the Kyrgyz Republic and neighboring Uzbekistan regions. Sound knowledge of economic, political, social and cultural characteristics of the Kyrgyz Republic and especially in the region. Ability to identify, locate, analyze, and evaluate relevant data. Ability to organize and present program information in proper written and oral formats. Strong writing and proof-reading skills. Ability to follow oral instructions and to organize, prioritize and follow through on all assignments with minimal oversight. Computer proficiency (MS Office, Power Point, Access, Outlook, internet, etc).

- **Teamwork/Interpersonal and Communication Skills (30%):** Must be highly organized, have exceptional interpersonal and leadership skills. Strong networking and oral presentation skills. Ability to organize and present complex program information in concise written and oral form.

- **Language skills (15%):** Fluent (Level IV) of English, Russian, Good working knowledge (speaking and basic writing) of Kyrgyz and/or Uzbek.

**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](mailto:almaexo_hr@usaid.gov) by COB Friday, August 17, 2013. 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.