

## POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NO:** 29/2013  
**OPENING DATE:** 07/01/2013  
**CLOSING DATE:** 07/19/2013  
**POSITION TITLE:** PROJECT MANAGEMENT SPECIALIST (Democracy & Governance), FSN-10  
**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS  
**OFFICE:** USAID Representative Office in Kyrgyz Republic (USAID/KR), Bishkek, Kyrgyz Republic

**MAJOR DUTIES:** Under the general supervision of the USAID/KR Democracy and Governance Office (DGO) Director, the incumbent serves as advisor and manages programs in the area of local governance, media and civil society development, political processes, human rights, rule of law, anti-corruption, civic education, conflict mitigation and management, religious tolerance, gender equity, public administration, and legislative strengthening: 1) manages a range of contracts, grants, and/or cooperative agreements for projects based in the Kyrgyz Republics. 2) monitors and evaluates project implementation through site visits, activity/financial reports, and regular communication; 3) analyzes financial data, and provides written status reports; 4) conducts qualitative and quantitative research to assess the progress of democratic governance and the individual government's policies and their implications for USAID programs; 5) provides expert analysis and written reports on important developments, their impact on current programs as well as the development of new programs in the democracy and governance area; 6) designs, develops and prepares democracy and governance strategy, program and activity documents related to improving the environment for democratic governance; 7) drafts management decisions, briefing documents and reviews and comments on project proposals and work plans; 8) independently cultivates and maintains contacts and dialogue with local partners, other donors, government officials, civil society organizations (CSOs) and other stakeholders in the democracy and governance area; 9) provides, as needed, translation, administrative and other support to colleagues; and 10) other duties as assigned.

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

- **Education, skills and experience (60%):** Master's degree in law, policy, government, or related discipline. At least six years of progressively responsible experience in the field of government, law, civil service, advocacy, political party development or related field both with an international development organization, Kyrgyz Government, or international project managing international development projects. Expert-level knowledge of Kyrgyz government structures, parliament, news outlets, and a highly-informed background on political parties and major government and political actors in Kyrgyzstan. Time management, analytical and managerial skills. Ability to problem-solve and proactively seek the solutions to problems in both major areas of responsibility before they arise. Ability to professionally and efficiently manage multiple competing tasks at one time. Computer proficiency (MS Office, Outlook, internet, etc).

- **Teamwork/Interpersonal and Communication Skills (30%):** Must be highly organized, have exceptional interpersonal and leadership skills, ability to work in the team environment and under pressure. Ability to independently establish and maintain contacts with senior level officials in the host government, important persons in private sector and non-governmental arena, and international donor community. Ability to organize and present complex program information in concise written and oral form.

- **Language skills (10%):** Fluent (Level IV) of English and Russian. Good working knowledge (Level III) Kyrgyz. Ability to translate complex technical documents from English into Russian and vice versa.

**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; Fax: (7-727) 2507634; E-mail: [almaexo\\_hr@usaid.gov](mailto:almaexo_hr@usaid.gov) by COB Friday, July 19, 2013. 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.