

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 05/2016
OPENING DATE: 03/14/2016
CLOSING DATE: 04/04/2016
POSITION TITLE: Project Management Specialist (Economic Development & Agriculture), FSN-12
SALARY: USD 28,797 p.a. (starting gross salary per year)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asia/Tajikistan Country Office (USAID/CA/TCO), Dushanbe, Tajikistan

MAJOR DUTIES: Under the general supervision of the Supervisory General Development Officer and in coordination with the Economic Development (ED) Office located in Almaty, Kazakhstan, the incumbent serves as the senior host country national on the USAID/CA/TCO ED Team; performs a full range of project management duties and provides high-quality expert advice to USAID, U.S. Embassy, and Tajik government counterparts about economic development and policy initiatives (private sector, food security, agricultural and natural resource management, including water, energy and land) in Tajikistan and: 1) participates in strategy design, leads project design and all project management aspects of activities within USAID/CA and TCO economic development portfolio; 2) develops partnerships with the private sector, promoting use of appropriate available USAID procurement instruments; 3) serves as a Contracting/ Agreement Officer Representative and/or Activity Manager for assigned USAID-funded projects, provides guidance on strategic planning, program management and implementation to the implementing partners; 4) actively monitors and evaluates existing economic development activities, collects, obtains, and verifies factual information pertaining to program/project planning and implementation; determines the issues/problems impeding the implementation of programs and recommends solutions; 5) serves as USAID's primary contact with Tajik government economic development counterparts; 6) assesses effectiveness of current and proposed host government legislation and policies and their impact on USAID-funded programs; 7) represents USAID while leading and/or participating in donor coordination groups and technical working groups related to the assigned area, and provides technical expertise and policy guidance to working group members; 8) composes high-quality, concise reports and briefing materials about the assigned technical areas; makes presentations and serves as spokesperson as required on matters within technical expertise; 9) provides recommendations to USAID senior staff, ED team members, other donors and U.S. government agencies on important aspects of economic development assistance activities in Tajikistan, with a focus on assigned area; 10) advises USAID on possible new economic development initiatives in Tajikistan; 11) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, Skills and Experience (60%):** Master's degree in Agricultural Economics, business, international relations, policy analysis, government and politics or other relevant subject. Minimum ten years of combined experience in two or more of the following areas: agriculture, agribusiness, natural resource management, business management, economic policy reform, policy analysis, community-based development, or private sector development. Demonstrated experience analyzing policy and making evidence-based policy recommendations to senior-level individuals; in directing, managing, analyzing, coordinating and monitoring significant analytical and project management efforts with international organizations and/or in project management positions. Ideally, minimum one year experience with an organization with direct experience in working with the U.S. Government; private sector experience and experience working with Tajik government representatives is highly desirable. In-depth knowledge of economic, political, social and cultural characteristic of Tajikistan and in some degree Regional trends. Strong understanding of government legislation and policies in economic and business related areas. Expert knowledge on subject areas: Economic policy, agriculture, natural resource management policy, and business operations, investment policies and climate, international trade policies, business environment and related legal and regulatory issues, water resource management, host government legal processes. Comprehensive knowledge about the latest world trends and best international practices in above mentioned areas. Advanced planning and programming skills. Strong ability to: identify, locate, analyze, and evaluate a variety of data and to organize and present it in concise written and oral form; independently plan, develop, manage and evaluate important and complex programs; and furnish information and advice in assigned areas with detachment and objectivity. Strong knowledge of monitoring and evaluation principles and methodology and analytical skills in interpretation of program monitoring and evaluation data. Proficiency with computer applications (MS applications, etc).

- **Teamwork/Interpersonal and Communication Skills (30%):** Strong oral and written communication skills to develop and maintain effective, sustainable, working relationships with national and international partners. Ability to independently establish and maintain contacts with senior level officials and with important persons in both the public and private sectors in Tajikistan; must have excellent interpersonal skills.

- **Language Skills (10%):** Fluent (Level IV) English, Russian and Tajik (written and oral). Proficiency will be tested.

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 Monday, April 4, 2016** via e-mail (preferred): almaexo_hr@usaid.gov 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/CA 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.