

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 01/2016
OPENING DATE: 01/15/16
CLOSING DATE: 02/05/16
POSITION TITLE: Project Management Specialist (Democracy & Governance), FSN-10
SALARY: USD 20,931 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 USAID/CA Tajikistan Country Office Director and coordination with Democracy & Governance (DG) Office in Almaty, the incumbent provides the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services for activities in Tajikistan covering a range of DG topics including local governance, civil society and media development, political processes, anti-trafficking in persons, human rights, gender, conflict mitigation, rule of law, anti-corruption, religious tolerance and gender equity: 1) manages assigned projects both Tajikistan-based and CA regional; 2) monitors and evaluates project implementation through site visits, activity and 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 host country government's policies and their implications for USAID programs; 5) provides expert analysis and written reports on developments in the assigned area, their impact on current programs as well as the development of new programs; 6) designs, develops and prepares strategy, program and activity documents related to the assigned area; 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 assigned area; 9) as needed, provides interpreting/translation for officials during meetings and site visits; and 10) other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, skills and experience (55%):** University degree in public policy, public administration, political science, law, international relations or development, or related discipline. At least four years prior progressively responsible professional-level experience in one or more of the following fields international development: civil society development, rule of law, human rights, political party development, media development, civic education, local governance, conflict mitigation, and/or public administration. Minimum three years of program management experience with an international development organization. In-depth knowledge of economic, political, social and cultural characteristics of Tajikistan, and the concerned governmental and non-governmental entities. Ability to independently identify, locate, analyze and evaluate a variety of relevant data including financial, and explain complex information. Good working knowledge of MS Office applications (MS Word, Excel, Internet, etc). Must be willing to travel under rugged circumstances and work on weekends, holidays and evenings as needed.
- **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 (up to Ministerial 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 (15%):** Level IV (Fluent) in written and spoken English and Russian. Ability to write complex documents in English. Minimum Level III (Good Working Knowledge) of Tajik language (written and spoken).

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, February 5, 2016** via e-mail (preferred): almaexo_hr@usaid.gov; fax: (7-727) 2507635 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.