



The United States Agency for International Development (USAID/Caucasus) in Baku, Azerbaijan is seeking US citizens for employment in Baku for the 1 year position (renewable) of:

Health Specialist – Avian Influenza Program, GS-10

OPENING DATE: February 21, 2008

CLOSING DATE: March 14, 2008

INTRODUCTION

The incumbent will be a member of the Health Team in the USAID/Baku Office. The Health Team is responsible for the management of the health portfolio for USAID/Caucasus -Azerbaijan. The Team includes U.S. Direct Hire and Foreign National staff. The health program includes activities in the areas of primary health care strengthening, family planning, reproductive health, services for marginalized children, and avian influenza. The program intends to improve health services and practices through health care reform, better use of health resources and services, and dissemination of information on healthy lifestyles. The program collaborates closely with relevant ministries, government agencies, donors, and local and international NGOs.

Who May Apply: Primary consideration will be given to qualified U.S. Citizens resident in Azerbaijan. Third country nationals or Azeris with native English fluency and who meet the educational requirements will also be considered.

Position Grade: Full performance grade level for this position is: GS-10 for qualified U.S. Nationals and Third Country Nationals. Salary will depend on education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

Type of Contract: Resident Hire Personal Services Contract.

Basic Functions of the position:

The following are the basic functions for the position:

In collaboration with the Health Team Leader (TL), the incumbent will serve as a key member of the USAID/Azerbaijan Health Team supporting Avian Influenza (AI) activities. As needed the Health Specialist works closely with the Health Team on the management

and implementation of the activities within the scope of the health program. Some domestic and international travel may be required periodically. S/he is expected to work full-time and performs the following duties:

A. Program Management: Provides technical and organizational expertise managing Avian Influenza and other health initiatives as needed. The incumbent collaborates with the health team in monitoring and reporting measurable program results. S/he works to ensure that activities achieve their intended results. Responsibilities require the incumbent to demonstrate professional judgment and to provide technical direction and management oversight. The incumbent works closely with USAID/Azerbaijan staff, host-country officials, USAID/Washington, other USG agencies, and donor communities. (50 percent)

1. Conduct activity oversight and provide technical direction
2. Review activity reporting
3. Monitor spending and financial reporting
4. Ensure completion of required audits, reports, evaluations and close-out actions
5. Collect and enter financial data into Washington-based database as required
6. Ensure that animal, human, and communication activities are coordinated with overall AI efforts
7. Provide monitoring and evaluation data as requested from USAID/Washington
8. Contribute as member of the Health Team on completing required reports including the annual Operation Plan, Semi-Annual Reviews, and other programmatic reporting.

B. Program Design and documentation: Contributes to the design and execution of Avian Influenza and other health related initiatives. The incumbent works closely with USAID/Azerbaijan staff, host-country officials and consultants in the development of concept papers and other documentation. The incumbent will work through every step of the design processes, as required by USAID regulations. This may include interaction with key contacts and designing particular design components. The incumbent provides USAID/Washington and the US Mission in Azerbaijan with required reporting and documentation on timely manner. (30 percent)

1. Assist with the completion of all necessary AI documentation
2. Prepare concept papers for selected interventions including illustrative budgets
3. Update USAID/Washington central AI database regularly and as needed
4. Maintain up-to-date data on AI among poultry and humans
5. prepare briefer and scene setters
6. Conduct Ad-hoc tasks to contribute to the Health Office objectives

C. Program Coordination: Coordinates closely with other key players including, other relevant USAID/Azerbaijan programs, government officials, USAID Washington, other USG agencies, and other donor and UN entities, to ensure collaboration and avoid duplication of effort. S/he represents the Health Team to USAID stakeholders and external development partners as needed and provides communication materials and support for USAID activities. (20 percent)

1. Represent USAID at donor meetings on the subject of AI

2. Maintain information on donor activities on AI related activities in Azerbaijan
3. Work with donor agencies to coordinate activities and avoid overlap
4. In coordination with USAID's partners in the veterinary and human sphere, attend meetings with Ministries of Agriculture and Health.
5. Assist the Health Team with Success Stories

Required Qualifications:

Education: University degree in Public Health or related field is required. An advanced degree is preferred.

Work experience: At least 5-7 years of progressively responsible professional experience in a developing country is required. Prior USAID work experience is highly desirable. Recognized expertise in health or a related field, particularly in host-country programs and policies, is highly desirable.

Knowledge, Skills, and Abilities: Knowledge of USAID program management procedures and regulations; working knowledge of public health issues and developments, as well as concepts, principles, techniques, and practices related to the administration of public health activities internationally. Knowledge of the Azerbaijani health sector and current relevant issues is desirable. The incumbent must have the background and skills to assess, monitor and manage activities. Excellent analytical and organizational skills and the ability to obtain analyze and evaluate a variety of data and organize and present it in lay terms. Excellent management skills are needed to plan, organize, manage and evaluate complex activities. The incumbent must be able to provide information and advice with detachment and objectivity. The incumbent requires communications and interpersonal skills; an ability and willingness to function in a collaborative and collegial environment; sensitivity to others; integrity; intellectual curiosity; balanced judgment; the ability to conceptualize – both strategically and programmatically; and an ability to generate trust and build alliances. The ability to manage multiple activities under extreme time constraints to independently carry out institutional and program assessments and direct technical analyses is essential. The incumbent must be a self-starter – able to work calmly, tactfully and effectively under pressure as a team member in a culturally diverse team environment. Communication skills, both written and oral must be exceptional. The incumbent is required to: 1) prepare documents requiring limited editorial changes prior to distribution; and 2) prepare and present oral briefings.

Exceptional interpersonal skills and diplomacy are required to maintain excellent working relationships with all Mission personnel, internal/external contacts, counterparts, shareholders, and clients. A proven ability to develop and maintain professional relations with state and local health departments, non-governmental organization representatives, and other key stakeholders and partners is required.

Skills in the use of word processing software programs, spreadsheets, databases, and graphics presentations are required.

Language Proficiency: English as a first language is highly desired. Preference will be given to those qualified candidates whom English is their native language. Non-Azerbaijani applicants must have the required work and/or residency permits allowing work in Azerbaijan before being able to apply.

How to Apply:

Completed Application Form OF-612 and a Current Résumé/CV must be sent to the following e-mail address: hr-Baku@usaid.gov. All applications must have the position number 112-08-005 and position title identified.

Only short-listed applicants will be contacted. Telephone calls or individual appointments will not be accepted.