



The United States Agency for International Development (USAID/Caucasus) in Baku, Azerbaijan is seeking applications for the position of:

SECRETARY (EG office), FSN-07

OPEN TO: All Interested Citizens of Azerbaijan

OPENING DATE: March 2, 2010

CLOSING DATE: March 15, 2010

Basic Function: The Secretary is located in the USAID/Caucasus/Baku Office, Economic Growth Team, although may also serve as a roving secretary in other USAID offices when needed. The Economic Growth Team undertakes activities to improve economic growth in Azerbaijan through the initiation of economic growth reforms, including improved financing and resource allocations; strengthening economic services; and involving the private sector in domestic economic growth.

The incumbent serves as Secretary and administrative assistant to the Team Leader and other Team staff, and works in collaboration with the Project Management Assistant to support the overall EG Team. She/he assists the Team Leader and other Team staff to coordinate and arrange meetings with senior government, donor, IP, NGO, and private-sector contacts; arranges transportation as needed; and, takes minutes when requested. Serves as custodian for Economic Growth Team program/project activity files and as such designs, organizes, manages and maintains the Team filing system, both paper and electronic, for all projects and activities in a manner consistent with USAID guidelines and the practices set forth by the USAID/Caucasus/Baku General Support Services Office; prepares selected files for retirement, on an annual basis. The incumbent reviews outgoing correspondence, monitors and/or coordinates eCC (country clearance) requests, and prepares pro forma responses to routine incoming correspondence. She/he gathers and maintains statistical data and other information relating to economic growth projects from implementers and other sources.

The Secretary is the primary contact person responsible for Team customer service to partners and other stakeholders, including contractors and grantees, key host-government officials, representatives of the economic sector, the Embassy, USAID/Washington, and other key customers. In this capacity, the Secretary is responsible for coordinating information about the Team program/project portfolio, and contributions to the communications unit, making sure that information gets to key customers on a timely basis and in a professional manner.

Position Grade: Full performance grade level for this position is: **FSN-7**. A training grade level, below FSN-7, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

Required Qualifications:

Education: Two or more years of university education are required. A university degree in a relevant field is desired.

Work experience: Four years of progressively responsible work experience, of which two years should be in related work with international or host-government organizations.

Language Proficiency: Level IV, strong written and oral proficiency in English is required. Fluency in Azerbaijani and Russian is also required.

Skills, abilities and knowledge: The incumbent must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook and other software programs as designated. The candidate must be proficient in using the Internet and e-mail. The incumbent should have a good working knowledge of file management, mail handling, and correspondence formatting.

How to apply: Completed Application Form OF-612, a Current Résumé/CV, and a cover memo highlighting your qualifications specifically related to the position description must be sent to the following e-mail address: hr-Baku@usaid.gov. All applications must have the position number 112-10-03 and position title identified. Late applications will not be accepted.

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