



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

**PROJECT MANAGEMENT SPECIALIST (HEALTH), FSN-11**

**OPEN TO: All Interested Candidates**

**OPENING DATE: June 17, 2010**

**CLOSING DATE: July 1, 2010**

**Basic Function:** This position is located in the USAID/Caucasus/Baku Office, Health Assistance Objective Team, Baku, Azerbaijan and reports to the Health Team Leader. The Health Team is responsible for conceptualization, development, and management of USG public health assistance efforts in Azerbaijan. As a senior public health advisor, the incumbent is recognized as a USG expert and principal FSN advisor to senior USAID and Post management on all reproductive health, family planning, HIV/AIDS and maternal and child health issues and programming in Azerbaijan. The incumbent takes the lead on three earmarks/program elements in the Health Assistance Objective: Family Planning and Reproductive Health; Maternal and Child Health; and HIV/AIDS. Manages USAID-funded reproductive health, family planning, HIV/AIDS and MCH initiatives in Azerbaijan. Serves as Contract/Agreement Manager (COTR/AOTR, or alternate and/or activity manager for projects, as required. As such, s/he is responsible for all aspects of project management, including financial management, program monitoring and evaluation, coordination, and outreach. The incumbent serves as the USAID focal point for analyzing and monitoring HIV/AIDS applications to and awards from the Global Fund to fight AIDS, TB and Malaria (GFATM). Formulates technical input into Mission and Embassy-wide strategies, operational plans, and concepts that promote sound public health practices and internationally recognized standards of health care, consistent with USG and host government priorities and USAID programming guidance. The incumbent also serves as the Mission focal point for analyzing new health proposals related to areas of his/her technical specialty. S/he serves as the USAID liaison between USAID and other development partners on reproductive health, family planning, maternal and child health, and HIV/AIDS. Leads regular communication and coordination efforts, such as health partner coordination meetings or email groups, to build synergy between USAID and other development partners working on these technical areas. Leads high-level negotiations with the GoAJ on health matters in areas of technical specialty.

**Position Grade:** Full performance grade level for this position is FSN-11. A training grade level, below FSN-11, may be established depending on the relevant work experience of the applicant.

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Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience. The FSN-11 salary range is \$43,793 – 61,313 per year.

**Required Qualifications:**

**Education:** A Masters in Public Health is required. In addition, a medical degree or a PhD in Public Health is desired. Completion of practical in-service courses on project management, and continuing education courses on HIV/AIDS, women's health, family planning, and MCH is desired.

**Work experience:** Seven to ten years of progressively responsible experience in the health field. Five to seven years of this experience in applied public health programs is required. Experience should include analysis and interpretation of data and the presentation of findings in written and/or oral form. Experience with health-based non-governmental organizations (NGOs) is highly desirable.

**Language Proficiency:** Level IV (fluent) English oral and writing ability, and equivalent fluency in Russian and Azerbaijani is required.

**Knowledge:** A broad knowledge of the technical, political, and program management aspects of reproductive health, maternal and child health, and HIV/AIDS is required. General knowledge of health systems strengthening and public health approaches is also required. The incumbent must have extensive knowledge of how health care is organized and delivered in Azerbaijan, particularly as it relates to the Ministry of Health. A thorough knowledge, or potential to quickly acquire such knowledge, of USG legislation relating to development assistance and USAID programming policies, regulations, procedures, and documentation is essential.

Completed Application Form OF-612 and a Current Résumé/CV must be sent to the following e-mail address: [hr-Baku@usaid.gov](mailto:hr-Baku@usaid.gov). All applications must have the position number 112-10-05 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.**