



The United States Agency for International Development (USAID/Caucasus) in Baku, Azerbaijan is seeking motivated individuals for the two year position (extendable) of:

**PROGRAM DEVELOPMENT SPECIALIST, FSN-10**

**OPEN TO:** All Interested Candidates

**OPENING DATE:** September 3, 2008

**CLOSING DATE:** September 17, 2008

**Basic Function:** The position is located in the USAID/Caucasus-Azerbaijan, Baku Office and serves as the senior FSN specialist in the Program/Project Development Office. The primary purpose of this position is to prepare, maintain and monitor country program budgets and procurement plans ensuring adherence to ADS, other USAID and USG regulations and guidelines. The incumbent serves as a member of each Strategic Objective (SO) team. Provides financial, budgetary and program advice and recommendations to the Program Officer, Country Coordinator, SO Team Leaders and other USAID/Caucasus management officials on overall program matters concerning Azerbaijan. Accompanies the Program Officer or Country Coordinator to meetings with high level GOA officials. Coordinates special programming activities as necessary/delegated. Serves as Gender Coordinator.

**Position Grade:** Full performance grade level for this position is: **FSN-10**. A training grade level, below FSN-10, 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:** A master's degree in economics, finance, business management, administration or equivalent is required.

**Work experience:** Four to five years of progressively responsible work experience in program planning, project design, budgeting, management and evaluation and in analysis and interpretation of data and presentation of findings in written form; at least two of which should have been with an International/US Government agency.

**Language Proficiency:** Level IV (Fluent), strong written and oral proficiency in English and Russian is required. Level V (Native Speaker) in Azerbaijani is also required.

**Skills:** A thorough knowledge of USAID policies, goals, procedures and regulations, host government policies and procedures, and social and cultural values of Azerbaijan, the Caucasus and the United States is required. Sound knowledge of political and economic development issues is required. The incumbent must be able to analyze complex data and relationships and to prepare complete, precise and accurate factual and analytical reports and spreadsheets; render

---

advice with detachment and objectivity in accordance with Agency regulations and guidelines; manage various activities simultaneously; develop and maintain an extensive network of high-level contacts with host government officials, other associated agencies, donor and private sector personnel. Proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.) is required.

**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](mailto:hr-Baku@usaid.gov). All applications must have the position number 112-08-05 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.**