



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

Communications Specialist, FSN-10

OPEN TO: All Interested Candidates (Azerbaijan Citizens)

OPENING DATE: March 29, 2010

CLOSING DATE: April 10, 2010

Basic Function: The Communications Specialist is located in the USAID/Caucasus/Baku Office, Program/Project Team (PPO) under the general supervision of the Program Officer. The main purpose of this position is to produce and disseminate public information about the USAID activities in Azerbaijan, primarily to the host-country government, the host-country press and media, and the Azeri public at large, in order to build awareness, appreciation and support for USAID programs. The Communications Specialist is responsible for deepening and broadening knowledge and understanding among Azeri officials, the general public, and American citizens at home and abroad concerning USAID programs in Azerbaijan, verbally and through written publications. USAID programs in Azerbaijan are in a wide range of sectors: economic growth, democracy and governance, health, anti-corruption, and youth. The Specialist develops strategies and action plans targeted at various audiences that will result in a clearer understanding of specific program/project and activity goals and objectives. Once approved, the Specialist is responsible for carrying them out.

The Communications Specialist has a detailed understanding of all USAID programs in Azerbaijan, and uses this understanding to present them to the public in the most effective way. The Specialist also prepares information about USAID/Caucasus/Baku Office programs, particularly Office successes and achievements, for dissemination throughout the Europe & Eurasia Bureau and to Legislative and Public Affairs in USAID/Washington, to the Department of State, and to the US Congress, media, and public. The Specialist designs and oversees production of publicity materials such as reports and brochures, and reviews branding strategies and marking plans for USAID activities in Azerbaijan.

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: Completion of a Bachelor's Degree, or the local equivalent, in journalism, mass communications, public information technology, English, or other relevant field is required. An advanced Degree in one of the above fields is desirable.

Work experience: A minimum of four years of demonstrated progressively responsible experience in public relations, or related field, is required. Proven experience in disseminating information to a variety of target audiences is required. At least two years of this experience should have been in work for international organization.

Language Proficiency: Fluent written and oral English (Level IV) is required. Equivalent fluency in written and oral Azerbaijani and Russian is required.

Knowledge: In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the assignment and to development programs in Azerbaijan region; knowledge of the political, social, and economic structure of Azerbaijan, in order to link the major goals and objectives of assigned SOs to the economic, political, and policy constraints of the Baku Office Strategy and knowledge of GoAJ institutions, policy directions, objectives, and priorities relating to USAID activities is required. The incumbent must have a good knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities.

Skills and abilities: Excellent written and oral communication skills and interpersonal skills are required. Knowledge of word processing is required. Familiarity with databases, electronic mail, and website maintenance is required. Strong interpersonal and teamwork skills required to work closely with USAID teams and implementing partners. Ability to deal with press relations in a very friendly and diplomatic way, and to overcome possible adverse reactions from the press, will be required. Ability to present information in front of a group is required. Keyboard and numerical skills are required. Skill in using word processing, internet browsers (Explorer, Netscape), PowerPoint, e-mail, and spreadsheets required. Prior familiarity with the following applications is a plus: HTML, file compression software, databases, graphic software (Adobe, Corel, other), and digital photography.

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 112-10-04 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.