



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

**PROJECT MANAGEMENT SPECIALIST (PRIVATE SECTOR), FSN-11**

**OPEN TO: All Interested Candidates**

**OPENING DATE: June 4, 2009**

**CLOSING DATE: June 18, 2009**

**Basic Function:** The AID Project Management Specialist (Private Sector) position is located in the USAID/Caucasus/Baku Office. The focus of this position is on private sector and trade issues, and includes work with the relevant ministries and municipalities, other GoAJ entities, the private sector, and others. However, the Specialist will also work in other Baku Office areas related to the EG sector. Participates with EG Team members, USAID/Caucasus/Tbilisi EG staff, USAID/Washington experts, and others in the design of appropriate programs/projects and project administration. Work involves the full range of consultative, advisory, monitoring, management, data collection and analysis, and evaluative aspects within the EG sector. The Specialist collaborates and coordinates with USAID/Caucasus/Tbilisi and Baku Office colleagues; with colleagues from the local donor community; national governmental and non-governmental organizations; and, the public and private sectors. The majority of the time will be spent in Baku, with regional travel performed as necessary. With guidance from the EG Team Leader, the Specialist assists in program management and evaluation; liaising with donors, partners, NGOs, GoAJ officials; and, identification and resolution of issues affecting EG program performance.

**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 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 Masters degree in a relevant major related to private sector and trade, such as agriculture, economics, finance, marketing, business administration, and/or international development, is required.

**Work experience:** From seven to ten years of progressively responsible experience is required, experience must be directly related to private sector, trade, and investment. At least three years of this experience should have been with an international organization. Prior direct project management experience and technical knowledge in the fields of private sector and trade is required.

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

**Knowledge:** A thorough understanding of the concepts, principles, techniques, and practices of economic development and financial reform is required. Must have a thorough knowledge of the economic status of, and current events in, Azerbaijan and the region; and of political and developmental realities, prospects, and priorities for private sector and trade development in Azerbaijan.

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 112-09-08 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.**