

**Project Management Specialist  
Central Asia Competitiveness, Trade, and Jobs (CTJ) Activity**

**Introduction**

Making Cents International is recruiting for a Project Management Specialist to support our activities under the USAID-funded Central Asia Competitiveness, Trade, and Jobs (CTJ) activity. CTJ contributes to USAID's goal of enhanced regional cooperation and broad-based prosperity in the Central Asian Republics. By incentivizing targeted economic sectors to become more regionally competitive and by harmonizing cross-border trade, CTJ helps develop a more diverse and competitive private sector that generates export-driven growth.

**This position is open to Kazakh nationals only.**

**Objective**

Serving as the Project Management Specialist, the Consultant will contribute to all CTJ components to address unmet labor skills in demand from employers in the targeted sectors of horticulture, transport and logistics, and tourism. The Project Management Specialist will specifically support the activities of the Transport and Logistics component including the Chartered Institute of Transportation & Logistics (CILT), the Central Asia Transport and Logistics Partnership ("TLP"), the Cold Chain Advisory Council (GCCA), the Development of Professional Standards for T&L sector (Kazlogistics), and other work that helps build the capacity of market actors within the T&L sectors (for example, in Tajikistan CTJ is working to build the operation skills of the Dushanbe Cargo Terminal).

**Tasks**

The Project Management Specialist will:

- Support the implementation of CTJ work plan activities, including the delivery of training courses, seminars, workshops, B2B meetings, trade forum, and procurement of equipment and services
- Review ongoing activities for opportunities to enhance youth and/or women's participation
- rules and regulations
- Liaise with partners and vendors (for example, drafting agendas, organizing check-in calls, etc.)
- Maintain and monitor work plans, schedules, procurement, budgets, and expenditures
- Organize and participate in stakeholder meetings, following up on decisions made as necessary
- Assess project risks and issues, providing solutions where applicable
- Assist the Communications Director with internal and external communications by drafting, editing, disseminating materials, responding to inquiries, and coordinating project events
- Prepare project related documentation for the Monitoring, Evaluation, and Learning Manager
- Communicate regularly with CTJ staff based in Central Asia and Making Cents technical staff based in the United States

**Level of Effort:**

This is a full-time consultant position. The Project Management Specialist will work out of the CTJ office in Almaty, Kazakhstan, and some travel within Kazakhstan is anticipated. Due to restrictions in place due to the coronavirus (COVID-19) pandemic, the position will start work remotely.

**Required Qualifications:**

- Bachelor's degree in international development, business, or related field

- At least five (5) years of relevant experience working in international development, private sector or in support of private sector development, especially related to horticulture, transport and logistics, and/or tourism
- Strong skills managing multiple stakeholders and competing requests and deadlines
- Experience with conducting research and analyzing data to inform strategic decisions
- Familiarity with meeting facilitation, capacity building and/or training approaches
- Experience working in youth and/or gender inclusion
- Excellent communication and organization skills
- Flexible and able to adapt to changing circumstances
- Excellent computer skills (MS Office Suite)
- Spoken and written fluency in Kazakh and English; Russian language skills strongly preferred

**Apply**

Submit resume and cover letter online through the [Devex platform](#).