

JOB DESCRIPTION

TITLE: **ASSISTANT PROGRAM OFFICER for BELARUS**
SUPERVISOR: Regional Director
LOCATION: Washington, D.C.
Date: July 15, 2010

JOB SUMMARY:

The Assistant Program Officer for Belarus assists the Eurasia Program Officers and Regional Director with the daily operations of the program. This includes:

- Monitoring and reporting on political developments in Belarus.
- Assist senior staff with design and development of Belarus programs.
- In cooperation with IRI's local office(s), helping to conduct programs such as training seminars, conferences, and election observations.
- Managing program budgets to ensure that expenditures remain within budget allocations, reporting requirements are met, and activities comply with all applicable USAID and other donor regulations
- Preparing grant proposals, budgets, quarterly reports and program evaluations.
- Other duties, as assigned.

REQUIREMENTS:

1. Bachelor's degree in political science, international relations or related field and 2-3 years' political or related experience, or equivalent combination.
2. Working knowledge of politics, economics, history and culture of the region.
3. Excellent verbal and written communications skills in English and Belarusian, as appropriate.
4. Demonstrated initiative and ability to work independently and as a member of a team to coordinate and/or lead the efforts to effectively meet regional needs.
5. Ability to make sound decisions in a timely manner.
6. Willingness to travel on occasion.

CONTACT:

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