



**Regional Development Officer,  
UNDP project “Regional Development in the Kakheti Region”**

**Duty station:** Telavi

Answering to the Project Manager, **Regional Development Officer** will be responsible for the detailed activities leading to the successful implementation of the Kakheti regional development project. S/he will be based in Kakheti region and assist in capacity building of project partners, as well as undertaking the process of regional development strategy, programming and their implementation, together with the staff of the RDA.

**Qualifications & skills:**

The Regional Development Officer will be stationed in the Kakheti region and should ideally have the following background:

- University level education in a relevant subject (e.g. economics, agricultural economics)
- Good communication and reporting skills
- Full computer literacy
- Fluency in English
- Ability working in a team

**Professional experience:**

- 3-5 years of experience in planning and implementation of development initiatives
- Familiarity with best practice with respect to economic / rural development interventions
- Experience with international development projects covering such aspects as: farmers' associations / agricultural cooperatives, agro-processing, non-farming activities / diversification of economy, micro finance, feasibility studies, business plans, applications for funding, etc.

**Duties and responsibilities**

- Information collection, analysis, presentation and up-dating
- Capacity building of RDA and regional staff (training, coaching, mentoring, etc.)
- Preparation of regional development strategy, programme, work plans, etc.
- General administration of the Project (administrative, managerial, financial, etc.).
- Implementation of all activities of all components of the project
- Support of RDA and Governor's office, consistent with framework of the UNDP project
- Participation in implementation and monitoring of the activities of the project
- Preparation of all project research, studies, etc.
- Preparation of project applications concepts and for funding
- Preparation of call for proposals (preparation, launch, implementation and monitoring of grant schemes)
- Assistance to the Project Manager in preparation of all project documentation
- Other duties, as required.

### Duration, Contract & Remuneration

- 12 months.
- Start: November 06
- Remuneration will depend on the experience and previous salary history of the candidate. Salary expectations to be preferably indicated in the application.

If interested, please send the cover letter and the CV in English to UNDP, Georgia via e-mail to: [vacancy.ge@undp.org](mailto:vacancy.ge@undp.org) no later than 23<sup>rd</sup> of October. **Please indicate in the email subject line: "Development Officer, Kakheti Region"**. Kindly indicate at least two references that we may contact, as well as your availability in terms of start date and duration. Only short listed candidates will be notified. Applications received after the closing deadline will not be considered. No telephone calls please.