

Office of Origin: Middle East Bureau
Notice Category: Job Opportunity
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Distribution: USAID/General Notice

Foreign Service Limited Position Opportunity - Supervisory Program Officer, FSL-02, Bureau for the Middle East (in support of USAID/Iraq)

Agency: U.S. Agency for International Development (USAID)

Organization: Office of North Africa & Arabian Affairs, Bureau for Middle East (ME/NAA)

Location of Position: Washington, D.C.

Open Period: December 5, 2022 - January 6, 2023

Appointment Type: This is an excepted service, time-limited appointment that is not-to-exceed 2.5 years (with potential to be extended.)

Salary: (USD) \$120,317 - \$176,300 (includes Washington, D.C. locality pay)

Number of Vacancies: 1

The Bureau for the Middle East, Office of North African and Arabian Affairs (ME/NAA) is seeking a highly qualified and motivated Direct-Hire FSL-02 to serve as Supervisory Program Officer to support USAID's Mission in Iraq (USAID/Iraq).

The Supervisory Program Officer is located in ME/NAA in support of USAID/Iraq. The incumbent serves as part of the Iraq Desk, serving as one of four officers, with responsibility for administering the functions essential to the development and implementation of programs and projects within the assigned geographical area. The Supervisory Program Officer serves as a point-of-contact for actions regarding USAID/Iraq's technical program/project portfolio, including communications and outreach. While the position reports to the Office Director of ME/NAA or his/her designee, day-to-day oversight and direction is provided by Mission Iraq. Temporary duty to Iraq is expected at up to 40 percent time plus travel.

Specific duties will include:

Program/Project Development and/or Management Work:

1. Plans, designs and/or manages centralized and/or mission-specific projects under established and/or proposed program objectives;
2. Designs and/or manages the designs and/or manages the development of Mission-specific Development Objectives (DOs), identifying and executing actions related to program/project implementation, monitoring, and evaluating activities under established and/or proposed DOs;
3. Prepares or assures preparation of implementation documents for projects, Congressional notifications, and outreach and communication materials especially those pertaining to countering violent extremism;

4. Liaises with the Bureau of Near Eastern Affairs at the State Department. Assists the Mission in advancing the state-of-the-art of the international cooperation discipline, and in improving approaches in activity management;
5. Assists the Agency and the interagency with coordinating the response to humanitarian, internally displaced persons' issues, and other initiatives and foreign policy objectives;
6. Presents and defends positions, as required, before portfolio, annual strategy, and closeout plan reviews;
7. Provides technical program expertise and conducts required analyses to Development Objective teams in the Mission as well as within the interagency; and
8. As necessary and when feasible, serves as the Alternate/Contracting Officer's Representative (COR) and/or Activity Manager for activities implemented in Iraq.

Program Guidance and Outreach and Communications:

1. Manages all mission outreach and communication efforts both at post and in Washington, DC;
2. Supports the development of mission outreach strategy, public relations materials, press statements, social media content;
3. In coordination with USAID's Bureau for Legislative and Public Affairs and the Embassy's Public Affairs Office, identifies outreach opportunities for USAID's Iraq programs in the Washington policy community and among other organizations with an interest in the country or region;
4. Assists in the preparation of short- and long-range planning guidance in accordance with broad program policies and objectives based on analyses of interrelated issues of effectiveness, efficiency, and productivity of mission programs; and
5. Provides programmatic liaison with in-country USAID staff, host country governments, USG agencies, donor organizations, multilateral banks and implementing partners.

Supervisory Duties:

- Provides administrative and technical supervision necessary for accomplishing the work of the unit. Performs the administrative and human resource management functions relative to the staff supervised.
- Serve as Acting Program Office Director, as needed.

Qualifications:

1. Must be a U.S. citizen;
2. Must hold at least a master's degree;
3. Must have a minimum of seven years' experience in supporting field based development programming, Project/Program management, project design and development, budget management, evaluation, and reporting or related field;
4. Must have relevant academic, professional and technical experience in the area of international development, implementing, developing, and monitoring U.S. Foreign Assistance programs, international relations, and program outreach and coordination, or related fields;
5. Must possess strong analytical and decision-making skills in relation to program management, monitoring and evaluation, and adaptive program learning;

6. Must have extensive knowledge and experience in outreach strategies and use of social media;
7. Expert Knowledge of Middle Eastern Regional Affairs, development needs, and trends;
8. Must demonstrate evidence of excellent interpersonal, facilitation and team building skills;
9. Must have excellent writing skills including reports, evaluations, presentations, and writing to influence and inform internal and external audiences;
10. Must be available to travel internationally up to 40 percent of the time; and
11. Must have, or be able to obtain, a Top Secret-level security clearance and medical clearance.

Interested candidates should submit:

1. A resume/CV;
2. Cover letter and please note on your cover letter if you have any Veterans Preference;
3. Three relevant professional references; and
4. Copies of college transcript(s).

Application Instructions

Please send a cover letter, detailed resume/CV, transcripts and the contact information for three relevant professional references to: Administrative Management Services, ME at ME-FSL-Applications@usaid.gov. Please use the subject line: “FSL APPLICATION PACKAGE: Supervisory Program Officer, ME/NAA” Application submissions are required by **11:59 p.m. EST, January 6, 2023**. Packages not submitted by the deadline with the specified subject line—or incomplete packages—will not receive consideration.

Any questions concerning this notice may be directed to:

- Elena Tretelnikova, USAID/Iraq, etretelnikova@usaid.gov
- Mohit Dayal, ME/NAA Iraq Team Lead and Senior Desk Officer, mdayal@usaid.gov.

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