

Foreign Service Limited Position Multiple Opportunities within BHA:

- (1) Humanitarian Assistance Officer (Team Lead/MIT/ALAC), FSL-0301-02
- (1) Humanitarian Assistance Officer (Team Lead/MIT/FARO), FSL-0301-02
- (1) Humanitarian Assistance Officer (Team Lead/MIT/G3PC), FSL-0301-02
- (1) Humanitarian Assistance Officer (Team Lead/MIT/HBMO), FSL-0301-02
- (1) Humanitarian Assistance Officer (Team Lead/MIT/MENAE), FSL-0301-02
- (1) Humanitarian Assistance Officer (Team Lead/MIT/OA), FSL-0301-02
- (1) Humanitarian Assistance Officer (Team Lead/MIT/TPQ), FSL-0301-02

- **Agency:** U.S. Agency for International Development
- **Organization:** Bureau for Humanitarian Assistance (BHA)
- **Location of Position:** Washington, DC.
- **Open Period:** 01/06/2023 – 01/18/2023
- **Appointment Type:** This is an excepted service, time-limited appointment, not-to-exceed five years
- **Salary:** FSL-02. [Foreign Service pay table](#), Washington locality.
- **Number of Vacancies:** Multiple within [BHA offices](#).

Description of Organization: The Bureau for Humanitarian Assistance (BHA) provides global leadership and a strategic approach in humanitarian response, promoting human welfare, alleviating suffering, and providing the foundations for transformative change and self-reliance serving both national foreign policy interests and people in need of humanitarian assistance. BHA fulfills USAID's role as the lead U.S. Government Agency for responding to emergencies and disasters overseas with both food and non-food emergency assistance, as well as providing a holistic approach to USAID's programming across the spectrum of preparing for, responding to, mitigating, and preventing disasters. More information on the Bureau's seven offices, included [here](#).

The Team Leader for the Management and Integration Team (MIT) is responsible for ensuring that the key functions and tasks of the team are performed, including: supporting office leadership, divisions, and teams; supporting the management needs of the office; and ensuring integration of policies, practices, guidance, and learning between the office and the rest of the bureau. The MIT Team Leader is also responsible for the oversight and supervision of MIT staff.

Commitment to Diversity and Inclusion: All employees are measured on how they foster a climate of respect in interactions with others, value differing perspectives, and treat others in a fair, equitable, and culturally sensitive manner. All employees are expected to adhere to equal employment opportunity (EEO) policies and value diversity and inclusion in performing everyday duties and responsibilities.

Description of Position: The MIT Team Leader will:

- Ensures the Bureau's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services.
- Lead the team in identifying, distributing, and balancing workload and tasks among employees in accordance with established workflow, skill level, and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities.
- Exercises a broad degree of independence and applies authoritative judgment in developing and maintaining relationships with various stakeholders in BHA, the Agency, the humanitarian assistance community, interagency, private industry, and/or academic institutions.
- Lead strategic internal and executive communications efforts across the Bureau and Agency, to ensure broad understanding of goals, projects and initiatives.
- Assesses program effectiveness or the improvement of complex program and management processes and systems encompassing difficult and diverse functions or issues that affect critical aspects of the major programs in the domain of international humanitarian assistance for USAID.
- Identifies and proposes solutions to management problems that are of major importance to planning the direction for future international humanitarian assistance programming and response to major manmade and natural disasters and complex emergencies.

- Become certified and serve as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR), as assigned.
- Sign-up for and serve on Washington-based Response Management Teams (RMTs), which provide services and support to Disaster Assistance Response Teams (DARTs) deployed in response to disasters.

Future of Work Designation: This position has been designated as Telework Eligible.

Qualifications:

- Must be a U.S. citizen.
- Must have one year of specialized experience equivalent to the next lower grade level, FSL-03 or GS-13, of this position. Specialized experience must include:
 - Analyzing complex management functions and processes and identifying relevant solutions to organization wide coordination of international development and humanitarian assistance programming and operations.
 - Leading strategic internal and executive communications efforts across an organization, to ensure broad understanding of goals, projects and initiatives.
 - Assessing the effectiveness of processes and procedures related to the management and operations of international development and humanitarian assistance for USAID.
- The Team Lead position requires a specific clearance level based on organizational location. Candidates must be able to obtain and maintain the security clearance level associated with the position for which they have been selected.

Interested candidates should submit (in .pdf or Microsoft Word Format):

- Resume/CV;
- Cover letter (one page or less) including which office(s) you are applying for and expressing a statement of interest, including one paragraph (250 words or less) that describes where in the resume the applicant meets the specialized experience qualifications; state whether you have veterans' preference or if you have held or currently hold a political appointment (PA) within the last five years; (NOTE: current/former PA should submit their appropriate SF-50 which demonstrates their appointment);
- Three professional references with at least one current or former supervisor;
- Stated security clearance level, if applicable;
- Stated U.S. citizenship (if citizenship is not stated, application will not be considered).

Please submit your application package to bha.ams.staffing@usaid.gov. Subject line must be as follows specific to the position and office being applied to. Subject lines must read: "**FSL Application: Office of X-MIT TL-FSL-02-BHA.**" Application submissions are required by **11:59 p.m. EST on 01/18/2023**. Packages not submitted by the deadline with the specified subject line—or incomplete packages—will not receive consideration. This notice may be used to fill additional similar vacancies, as the workforce needs of the Bureau may change.

[EEO Policy Statement](#)

[Reasonable Accommodation Policy](#)

Any questions concerning this notice may be directed to:

-- bha.ams.staffing@usaid.gov