

Foreign Service Limited Position Opportunity within BHA/Office of Humanitarian Business and Management Operations:

(1) Vetting Analyst (Audit, Risk and Performance Management Division), FSL-0301-03

- **Agency:** U.S. Agency for International Development
- **Organization:** Bureau for Humanitarian Assistance, Office of Humanitarian Business and Management Operations (BHA/HBMO)
- **Location of Position:** Washington, DC
- **Open Period:** 01/05/2024 – 01/18/2024
- **Appointment Type:** This is an excepted service, time-limited appointment, NTE July 2028
- **Salary:** FSL-03.2024 Foreign Service Salary Schedule, Washington locality.

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.

The Office of Humanitarian Business and Management Operations (HBMO) is responsible for maintaining 24/7 operability by providing leadership, planning, quality assurance, technical expertise, and process management. HBMO ensures effective stewardship of the Bureau's support services, including workforce planning, staffing, financial management, internal controls and risk management, facilities operations, and infrastructure.

The Audit, Risk and Performance Management (ARPM) Division is responsible for audit management, corporate and programmatic risk management, managing BHA's internal controls assessment and enterprise risk management profile, partner vetting, and providing risk management advisory expertise.

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 Vetting Analyst position serves as an Intelligence Research Specialist (functional title of Vetting Analyst) and will support vetting of BHA's humanitarian programs. Primarily, the position will perform the following duties:

- Plan, develop, organize, and conduct partner screening and vetting by providing comprehensive assessments of broad, exceptionally complex, or highly sensitive issues within the assigned country.
- Develop methods of evaluating the validity, accuracy, and reliability of a broad array and high volume of information, for translation into intelligence relevant to the organization. Analyze the significance and policy implications of issues in the assigned area.
- Provide interpretation of intelligence analyses and drafts critical interagency intelligence assessments, and appraises policy and intelligence officials at all levels, within and outside the organization, on emerging issues by preparing intelligence reports and presenting oral briefings.
- Write for various publications on behalf of the organization and respond to requests for information from a wide variety of open-source and classified sources.
- Represents USAID in developing and maintaining viable working relationships with other stakeholders within the intelligence and foreign affairs communities.

Future of Work Designation: The position may be eligible for situational telework and requires being permanently detailed to the Counterterrorism Vetting Unit in the Intelligence, Counterintelligence, and

Information Security (ICI) Division within the USAID Office Security (SEC) and operates out of Liberty Park in Vienna, Virginia. The position requires the incumbent to be available for shift work (Monday through Friday).

Qualifications:

- Must be a U.S. citizen.
- Must have one year of specialized experience equivalent to the next lower grade level, FSL-04 or GS-12, of this position. Examples of specialized experience include:
 - Collects, reviews, interprets, evaluates, and integrates large volumes of intelligence data from multiple sources;
 - Plans, implements, and maintains databases to store and process technical or operational intelligence in one or more assigned areas;
 - Appraises policy and intelligence officials at all levels within and outside the organization on emerging issues by preparing intelligence reports and presenting oral briefings; and
 - Provides expert advice and assistance on developing policies and procedures for the organization's liaison activities.
- Must be eligible to obtain and maintain a Top Secret/Sensitive Compartmented Information (TS/SCI) security clearance depending on the position. Current or recent USG security clearance desired.

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

- Resume/CV;
- Cover letter (one page or less) 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; Applicants should submit separate applications for each office for which they would like to be considered. Subject lines must read: "**FSL Application: Office of Humanitarian Business and Management Operations-Vetting Analyst-FSL-03-BHA.**" Application submissions are required by **11:59 p.m. EST on 01/18/2024**. 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