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AGENCY NOTICES

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Foreign Service Limited Position Opportunity: Health Development Officer, Bureau for Global Health, Office of Infectious Disease, Neglected Tropical Diseases Division (GH/ID/NTD) - FL-0685-03

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

Organization: Bureau for Global Health, Office of Infectious Disease, Neglected Tropical Diseases Division (GH/ID/NTD)

Location of Position: Washington, DC

Telework/Remote Eligibility: Telework eligible

Open Period: January 9, 2024 – January 23, 2024

Appointment Type: This is an excepted service, time-limited appointment, not to exceed five years; may be considered for two two-year extensions depending on the needs of the service.

Salary: \$102,229 – \$150,127 per year

Number of Vacancies: One

Description of Organization: GH serves as USAID's primary source of technical expertise, leadership, and donor coordination for the health sector, including HIV/AIDS; infectious diseases; maternal and child health and nutrition; family planning and reproductive health; and health systems strengthening and reform. GH is responsible for advancing field-relevant, state-of-the-art research and the transfer of new technologies and approaches to field programs. Through its staff, programs, and country teams, GH provides critical support to USAID Missions and field programs in more than 70 countries.

GH/ID/NTD targets neglected tropical diseases that can be controlled or eliminated through safe and effective treatment. These diseases include: Lymphatic filariasis (elephantiasis), Trachoma, Onchocerciasis (river blindness), Schistosomiasis (Snail Fever), and three types of soil-transmitted helminths (intestinal worms). GH/ID/NTD centrally manages an annual \$114.502 million portfolio that provides support to 26 countries across four programs and coordinates with six pharmaceutical companies to leverage \$3.3 billion in drug donations per year.

Duties and Responsibilities: The Health Development Officer will support GH/ID/NTD with management and oversight of the NTD Portfolio. The Health Development Officer is responsible for providing operational, administrative, and technical leadership for NTD activities. The Officer will work with USAID implementing partners and host country governments to manage NTD programs and advance progress towards the control and elimination of neglected tropical diseases. The incumbent will perform the full range of project management functions and may serve as Agreement Officer's Representative (AOR) or Alternate AOR of NTD-supported grants and agreements. The Health Development Officer will receive day-to-day guidance from the NTD Chief and senior AORs, and programmatic and technical input from members of NTD.

As the Health Development Officer, you will:

- Serve as the AOR and/or Alternative AOR for programs and projects awarded through NTD, performing the full range of required management functions, and fulfilling governmental functions;
- Assist NTD leadership team as lead on operational and technical management of NTD, including but not limited to, hiring; program and administrative procurement actions; interfacing with different levels of the Agency and external stakeholders; and serving on internal USAID activities such as working groups and budget development;
- Represent GH/ID/NTD, USAID, and the United States government (USG) at national and/or international technical and programmatic meetings, within various working groups, the interagency, senior host country officials, other donors, and government officials; and
- Provide financial and programmatic oversight to ensure cooperative agreements and grants achieve anticipated results, are linked to, and enhance attainment of GH/ID/NTD and USAID objectives.

For more information about the position, please see **Attachment 1** below.

Conditions of Employment:

- Must be a U.S. citizen. Candidates must indicate whether they are a U.S. citizen on their application. If citizenship is not stated, the application will not be considered; and

- Must be eligible to obtain and maintain a Secret security clearance.

Required Documents:

- A cover letter expressing interest and clearly addressing the stated requirements for the position;
- Resume/CV that must include the month, year, and the number of hours worked per week for each position listed;
- A writing sample, one to three pages;
- Official or unofficial transcripts; and
- At least three professional references.

Other Applicable Documents:

- An applicant claiming Veterans Preference must submit all appropriate documentation (DD-214, Service Disability Letter, Certificate of Release or Discharge from Active Duty, etc.); and
- An applicant serving as a current/former political appointee must submit all appropriate documentation (SF-50s, appointment letter, etc.).

Please submit your application package to gh.pdms.staffing@usaid.gov (<mailto:gh.pdms.staffing@usaid.gov>). Please use the subject line: **"FSL APPLICATION PACKAGE: GH-ID-NTD Health Development Officer, FL-03-YOUR FULL NAME."** Application submissions are required by **11:59 p.m. EDT, January 23, 2024**. Incomplete packages or packages not submitted by the deadline with the specified subject line will not receive consideration. This notice may be used to fill additional vacancies, as the workforce needs of the Bureau may change.

USAID Diversity, Equity, and Inclusion (DEI) Commitment

USAID envisions a world where all individuals are valued, have equitable access to opportunities, and are included, respected, and safe in their societies. USAID embraces diversity as outlined in USAID's Equal Employment Opportunity (EEO) Statement. We seek to elevate and include the voices of the USAID workforce, recognizing and valuing the unique contributions of all stakeholders. USAID also strives to improve equity for underrepresented communities that have historically been denied fair and just treatment and improve accessibility in all facets at USAID.


Additional resources include:

- [EEO Policy Statement \(https://www.usajobs.gov/Help/equal-employment-opportunity/\)](https://www.usajobs.gov/Help/equal-employment-opportunity/)
- [Reasonable Accommodation Policy \(https://www.usajobs.gov/Help/reasonable-accommodation/\)](https://www.usajobs.gov/Help/reasonable-accommodation/)
- [Foreign Service Salaries - Careers \(state.gov\) \(https://careers.state.gov/benefits/fs-entry-salaries/\)](https://careers.state.gov/benefits/fs-entry-salaries/)
- [Healthcare & Insurance - OPM.gov \(https://www.opm.gov/healthcare-insurance/\)](https://www.opm.gov/healthcare-insurance/)

Any questions concerning this notice may be directed to:

-- GH PDMS Staffing Team, PDMS, gh.pdms.staffing@usaid.gov (<mailto:gh.pdms.staffing@usaid.gov>)

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Attachment 1:  [Health Development Officer, GH/ID/NTD - FL-0685-03](https://notices.usaid.gov/system/files/health_development_officer_gh_id_ntd_fl-0685-03)
(https://notices.usaid.gov/system/files/health_development_officer_gh_id_ntd_fl-0685-03.docx)