

**Foreign Service Limited Position Opportunity:  
Bureau for Global Health, Office of Maternal, Child Health  
and Nutrition, Child Health and Immunization Division  
(GH/MCHN/CHI) Health Development Officer - FL-0685-02**

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

**Organization:** Bureau for Global Health, Office of Maternal, Child Health and Nutrition, Child Health and Immunization Division (GH/MCHN/CHI)

**Location of Position:** Washington, DC

**Telework/Remote Eligibility:** Telework Eligible

**Open Period:** January 25, 2024 – February 9, 2024

**Appointment Type:** This is an excepted service, time-limited appointment not to exceed two (2) years and four (4) months; may be considered for two two-year extensions depending on the needs of the service.

**Salary:** (USD) \$132,860 – \$191,900 per year

**Number of Vacancies:** One (1)

**Description of Organization:** The Office of Maternal and Child Health and Nutrition (MCHN) serves as the Agency's technical and policy locus for maternal and newborn health, child health, immunization, nutrition, and environmental health. Cross-cutting activities managed by MCHN in support of this goal address private sector partnerships, social and behavior change communication, multilateral partnerships, and gender. GH/MCHN provides leadership in designing, implementing, monitoring, and evaluating maternal and child health and nutrition programs. This entails ensuring the technical integrity of USAID's headquarters and overseas Mission programs and supporting USAID field Missions to accelerate progress towards the Agency's goal of ending preventable child and maternal deaths.

**Duties and Responsibilities:** The incumbent serves as a Health Development Officer in the Child Health and Immunization Division (CHI). CHI provides technical and policy leadership, addressing the leading killers of children in the post-neonatal period. This includes treatment of pneumonia, diarrhea, and other major contributors to death, vaccine-preventable diseases, as well as emerging issues. CHI also manages the Agency's annual contributions to Gavi, the Vaccine Alliance as well as child health, routine immunization systems strengthening, polio eradication efforts, and the global COVID-19 vaccine roll-out.

The Health Development Officer is responsible for strategy development, program design, project implementation, and interaction with donors for USAID maternal and child health activities, as well as other health related technical areas, as appropriate worldwide - working at the country, regional, and international levels. The incumbent has two primary areas of responsibility: (1) management of one or more agreements, with a focus on maternal and child health and other activities to achieve Agency and host country objectives; and (2) provision of expert advice and technical assistance in developing and implementing child health programs and guidelines to USAID missions and Washington staff. The incumbent is anticipated to serve as an COR/AOR.

As the CHI Health Development Officer, you will:

- Design, develop, implement, and manage USAID activities in maternal and child health including assessing child health priorities to inform program development; developing indicators to monitor program impact; and evaluating the impact of global health activities in achieving USAID objectives.
- Serve as A/COR, managing, monitoring, and evaluating grants, cooperative agreements, and contracts to implement maternal and child health activities, including (as appropriate) scope of work development, work plan development and monitoring, review of draft products, and performance evaluation.
- Oversees processes by which client needs are defined and met. Manages related financial, personnel selection, team building, reporting, communication, and program documentation processes; assures that services are fully responsive and of top quality.
- As an expert advisor and technical authority on complex and precedent-setting policy and program issues, develops policies, strategies, and plans for maternal and child health programs/projects as well as other technical areas for global and agency-wide application.
- Provides specialized expertise to Regional and other Central Bureaus and to Missions and/or host country governments on technical issues regarding the design and monitoring policies, strategies, and programs for child health.
- In collaboration with other Offices in the Global Health Bureau, represents USAID at interagency, intergovernmental, national, and professional conferences on child health issues. This may include making presentations or preparing papers.
- Other duties as assigned.

**Qualifications:** To qualify for the position of Health Development Officer, FL-0685-02 you must possess the required basic education requirements and specialized experience specific to the series and grade you are applying to.

**Basic Education Requirements:** Bachelor's or graduate/higher level degree: major study in an academic field related to the medical field, health sciences or allied sciences appropriate to the work of the position. This degree must be from an educational program from an accrediting body recognized by the U.S. Department of Education at the time the degree was obtained.

**Specialized Experience:** For the FL-0685-02, you must have one year of specialized experience at the FL-03 (GS-13) grade level or equivalent. Specialized experience is defined as:

- Designing, implementing, managing, monitoring, and evaluating large global health donor-funded maternal and child health grants, contracts, and/or cooperative agreements;
- Providing technical guidance and support to Missions, PVOs/NGOs, and/or host countries on technical issues regarding the design and implementation of child health programs; AND
- Representing organizations at intergovernmental or professional discussions focused on global health.

## Knowledge, Skills, and Abilities:

- Master's degree in Public Health or related field
- Seven plus (7+) years' experience designing, implementing, and managing global maternal and child health programs, including integration with other subsectors such as routine immunization, nutrition, and/or family planning and reproductive health.
- Strong technical background in global health including maternal and child health.
- Substantive experience in developing global health programmatic and financial reports, as well as accountability processes.
- Excellent communication skills to convey complex information to multi-cultural, non-technical and technical audiences with diverse views.
- Ability to apply innovative and independent thinking to planning and problem solving.
- Skillfully represent USAID with country Ministries of Health and other senior leadership arenas.

## Conditions of Employment:

- Must be a U.S. citizen. A candidate **must** indicate whether they are a U.S. citizen. If citizenship is not stated, the application will not be considered.
- Must be eligible to obtain and maintain a Secret security clearance.

## Required Documents:

- **Cover Letter:** A candidate is required to submit a cover letter expressing interest and clearly addressing the stated requirements for the position;
- **Resume/CV:** A candidate **must** include the month, year, and the number of hours worked per week for each position listed;
- **Transcripts:** Official or unofficial transcripts; and
- **References:** Contact Information Only for at least three professional references.

## Other Applicable Documents:

- **Veteran's Preference:** An applicant claiming Veterans Preference must submit all appropriate documentation (DD-214, Service Disability Letter, Certificate of Release or Discharge from Active Duty, etc.).
- **Political Appointee:** 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-MCHN-CHI Health Development Officer, FL-0685-02 - Your Full Name.**" Application submissions are required by **11:59 p.m. EDT, February 9, 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 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](#)
- [Reasonable Accommodation Policy](#)
- [Foreign Service Salaries - Careers \(state.gov\)](#)
- [Healthcare & Insurance - OPM.gov](#)

**Any questions concerning this notice may be directed to:**

-- GH PDMS Staffing Team, GH/PDMS, [gh.pdms.staffing@usaid.gov](mailto:gh.pdms.staffing@usaid.gov)

**APPLICATION INFORMATION AND INSTRUCTIONS**

*Please read this section in its entirety. Packages not submitted by the deadline with the specified subject line—or incomplete packages—will not receive consideration. Please do not include any documents/information not outlined below. They will not be considered.*

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

**Required Documents:**

- **Cover Letter:** A candidate is required to submit a cover letter expressing interest and clearly addressing the stated requirements for the position;
- **Resume/CV:** A candidate **must** include the month, year, and the number of hours worked per week for each position listed;
- **Transcripts:** Official or unofficial transcripts; and
- **References:** Contact Information Only for at least three professional references.

- **Email Response should include:**

- Stated security clearance level, if applicable; and
- Stated U.S. citizenship; if citizenship is not stated, the application will not be considered.

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