

**Foreign Service Limited Position Opportunity:
Health Development Officer (Senior Budget Analyst), FL-0685-02**

- **Agency:** U.S. Agency for International Development (USAID)
- **Organization:** Bureau for Global Health, Office of Population and Reproductive Health (GH/PRH)
- **Location of Position:** Washington, DC
- **Open Period:** January 10, 2024 – January 24, 2024
- **Appointment Type:** This is an excepted service, time-limited appointment not-to-exceed **five years**; may be considered for 2 two-year extensions depending on the needs of the Service
- **Salary:** (USD) \$126,164 – \$183,500 (annually, with Washington DC locality)
- **Number of Vacancies:** One (1)
- **Telework/Remote Eligibility:** **Telework Eligible**

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.

The Office of Population and Reproductive Health (PRH) is the locus for programs that directly foster and promote expanded access to high-quality voluntary family planning services and information in order to reduce unintended pregnancy and foster improved reproductive health behaviors. PRH provides strategic direction, global technical leadership, and support to country programs; ensures responsiveness to Congressional and Administration priorities, directives and restrictions and provides information on USAID’s FP/RH programs to a range of stakeholders.

Duties and Responsibilities:

The incumbent will serve as the Health Development Officer (Senior Budget Analyst), the advisor to the Office on budget operations, including budget formulation, execution and reporting for the large and complex family planning/reproductive health program of USAID, including interagency funding and agreements. Also, the incumbent will lead development of budget policy and guidance critical to developing an integrated budget for the Agency's family planning/reproductive health program and the Office of Population and Reproductive Health to fulfill multi-year objectives for a program with international impact.

As the Senior Budget Analyst, you will:

- Serve as the senior advisor to the Office on budget operations, including budget formulation, execution and reporting for the large and complex family planning/reproductive health program of USAID, including interagency funding and agreements.
- Respond to requests related to family planning/reproductive health funding, and interpret those requests in light of OMB, Treasury Department, Agency, and Congressional regulations, directives, and policies.
- Develops integrated budget policy and guidance for the Agency's family planning/reproductive health program and the Office of Population and Reproductive Health to fulfill multi-year objectives for a program with international impact.
- Maintains budgetary information systems to ensure timely obligation of funds and to track expenditures against initial planning levels, and performs in-depth, rigorous analysis of budget requests.

Qualifications

To qualify for the position of **Health Development Officer (Senior Budget Analyst), FL-0685-02**, you must possess the required basic specialized experience **and** specialized experience specific to the series and grade you are applying to.

Basic Specialized Experience: You must possess experience that provided:

- Knowledge of organizational, operational, and programmatic concepts and practices applied by public, private, or nonprofit agencies and organizations engaged in public health or other health-related activities.
- Knowledge of the methods, processes, and techniques used to develop and deliver public health or health-related programs in State and local settings.
- Knowledge of a specialized public health program.
- Knowledge of, and skill in, the application of administrative or analytical methods and techniques necessary for working within the framework of a public health or related organization and carrying out specific program functions.
- Skill in oral and written communications, gathering and conveying information, making oral presentations, and preparing reports, correspondence, and other written materials.

Examples of qualifying specialized experience include:

Public Health Advisor positions -- providing advice and assistance to State and local governments, and to various public, nonprofit, and private agencies and organizations on matters relating to the improvement of their public health activities.

Public Health Analyst positions -- conducting studies and performing other analytical work related to the planning, development, organization, administration, evaluation, and delivery of public health programs.

AND

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:

- Maintaining budgetary information systems to ensure timely obligation of funds and to track expenditures against initial planning levels, and performs in-depth, rigorous analysis of budget requests;
- Facilitating and planning for Acquisition and Assistance in coordination with Office leadership and serving as a resource for procuring new awards, liaising with the Office of Acquisition and Assistance;
- Interpreting the scope and direction of past legislative actions and current trends, OMB decisions and policies, and advising on the magnitude of their effect on funding levels within current and future Agency resources; **and**
- Responding to OMB and GAO program audits related to the Agency's effective financial management of account funds.

Knowledge, skills and abilities possessed by the preferred candidate include:

- Masters degree in accounting, public policy or business administration, public health or a related social science field preferred.
- Ten (10) years' relevant experience with a Federal agency in a) budget planning, programming and resource allocation; b) planning and leading the implementation of changes to the office budget or resource management processes; and (c) representing the office on operating unit on

- budget workgroups or teams. advocating for office priorities.
- Strong background in budget administration, control of funds, federal fund processing, financial management, leadership, resources management.
 - Excellent communication skills including writing and presentation; good computer skills including PowerPoint, Excel, and other software relevant to presentations.

Conditions of Employment:

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

Required Documents:

- **Cover letter:** Candidates are required to submit a cover letter expressing interest and clearly addressing the stated requirements for the position
- **Resume/CV:** Candidates **must** include month, year and the number of hours worked per week for each position listed;
- **Writing Sample:** Candidates must submit a writing sample, one to three pages;
- **Transcripts:** Official or unofficial transcripts; **and**
- **References:** At least three (3) professional references.

Other applicable documents: Candidates should submit the following documents as applicable.

- **Veteran’s Preference:** Applicants claiming Veterans Preference must submit all appropriate documentation (DD-214, Service Disability Letter, Certificate of Release or Discharge from Active Duty, etc.).
- **Political Appointee:** Applicants 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. Please use the subject line: “**FSL APPLICATION PACKAGE: GH-PRH-Health Development Officer (Senior Budget Analyst), FL-02-YOUR FULL NAME.**” Application submissions are required by **11:59 p.m. EDT, January 24, 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.

For more information on Foreign Service Salaries, please visit [Foreign Service Salaries - Careers \(state.gov\)](#).

For more information on Federal Health Benefits, please visit [Healthcare & Insurance - OPM.gov](#).

USAID 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 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.

[EEO Policy Statement](#)
[Reasonable Accommodation Policy](#)

Any questions concerning this notice may be directed to: GH PDMS Staffing Team, GH/PDMS, gh.pdms.staffing@usaid.gov.