

## **Foreign Service Limited Position Opportunity within BHA/Office of Global Policy, Partnerships, Programs, and Communications:**

### **(1) Humanitarian Assistance Officer (Interagency Team Lead/US Engagement, Strategy, and Programs Division), FSL-0301-02**

- **Agency:** U.S. Agency for International Development
- **Organization:** Bureau for Humanitarian Assistance, Office of Global Policy, Partnerships, Programs, and Communications (BHA/G3PC).
- **Location of Position:** Washington, DC.
- **Open Period:** 01/29/2024 – 02/12/2024
- **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:** One (1) within the [BHA/G3PC office](#).

**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 (USG) 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 Global Policy, Partnerships, Programs, and Communication (G3PC) directs the Bureau's leadership in global humanitarian policy, showcases BHA's life-saving work through strategic communication and information, and manages collaboration with external stakeholders, including public and private partners, international and multilateral organizations, NGOs and academic institutions, and the U.S. Interagency. The office is organized into seven divisions, namely, Humanitarian Policy and International Systems; Humanitarian Multilateral; Humanitarian Organizations and Partnerships; Private Sector Engagement, Diaspora, and, Innovation; Global Capacity and Leadership Development; U.S. Engagement, Strategy, and Programs; and Strategic Communications and Humanitarian Information.

**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 Humanitarian Assistance Officer will:

- Lead the U.S. Policy, Strategy and Interagency Coordination Team in identifying, distributing, and balancing workload and tasks among employees to ensure timely accomplishment of assigned team tasks; represent the team consensus and convey the team's findings and recommendations.
- Advise BHA and Agency leadership on strategic Interagency coordination related to humanitarian issues and advocate for BHA equities in Interagency discussions.
- Advise BHA, Agency leadership, and USG Agencies on new developments and effective approaches to humanitarian assistance; articulate the benefits of interventions to effectively reach specific target audiences.
- Provide technical liaison with other USG Agencies, Congress, donors, multilateral banks, and PVOs to coordinate their efforts with USAID programs, policies, and approaches to humanitarian assistance.
- Be responsible for the development of strategies, policies, plans, program guidance, and dissemination of research results for Bureau- and Agency-wide application and incorporation into humanitarian assistance programs.
- Maintain liaison with counterparts and sources of information inside and outside BHA to assess, review, and address new or unusual circumstances, variations in approach, and incomplete or conflicting information.
- Inform Interagency stakeholders of changes in policy, organizational programs, and operations, conducting briefings on issues impacting humanitarian assistance programs and operations overseas.

- Become certified and serve as an Agreement Officer’s Representative/Contracting Officer’s Representative (AOR/COR), as assigned.
- Sign-up for and serve as needed multiple times throughout the year on Washington-based Response Management Teams (RMTs) or field-based Disaster Assistance Response Teams (DARTs) deployed in response to disasters.

**Future of Work Designation:** This position is based in Washington D.C. and is subject to the general telework eligibility requirements of USAID. Under current agency guidelines, this position is eligible for two days of regular, recurring telework per week. Approval of telework is based on the discretion of the supervisor and needs of the team.

**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, including successfully leading or supporting coordination within the USG Interagency, or across international organizations on complex humanitarian issues.
- Overseas experience working on humanitarian response efforts to natural or complex crises is strongly preferred.
- 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 team(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](mailto: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 Global Policy, Partnerships, Programs, and Communications HAO-FSL-02-BHA.**” Application submissions are required by **11:59 p.m. EST on 02/12/2024**. 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.

[EEO Policy Statement](#)

[Reasonable Accommodation Policy](#)

Any questions concerning this notice may be directed to:

-- [bha.ams.staffing@usaid.gov](mailto:bha.ams.staffing@usaid.gov)