

**Foreign Service Limited Position Opportunity
Private Enterprise Officer (Senior Digital Technology Advisor) - FL-1101-01**

- **Agency:** U.S. Agency for International Development
- **Organization:** Africa Bureau, Office of Sustainable Development
- **Location of Position:** Washington, D.C.
- **Open Period:** April 29, 2024 - May 24, 2024
- **Appointment Type:** This is an excepted service, a time-limited appointment that is not to exceed five (5) years
- **Salary:** (USD) \$163,964 - (USD) \$191,900/ per year (Washington, DC Locality)
- **Number of Vacancies:** 1
- **Telework/Remote Eligibility:** Telework eligible, limited to Agency requirements

Description of Organization:

The Office of Sustainable Development within the USAID Africa Bureau (AFR/SD) delivers technical assistance to African Operating Units to apply policy and shape multisectoral and inclusive programming; and brings technical and regional perspectives to shape U.S. Government strategies, policies, and programs related to Africa. It comprises four divisions: health; education; conflict, peacebuilding and governance; and economic growth, agriculture and trade.

Duties and Responsibilities:

The work, much of it self-generated, is characterized by broad and intensive efforts involving a variety of complex development assistance programs/projects/activities or problems, where the controlling development theory and practices are largely undefined, or where the development methods and practices are extensively affected by fluctuating conditions. Often, decisions regarding what needs to be done are complicated by the extreme diversity of sectoral programs/projects/activities or functions and their related systems, conflicting requirements inherent in issues when addressing major USAID and USG programs, intense publicity focused on Host-Country, B/IO, and/or sector-wide issues, and/or the need to establish criteria when advising subordinate and other development professionals on the application of development assistance principles, policies, and practices.

The incumbent will perform the following duties and responsibilities:

Serves as a technical resource on digital technology and e-commerce programs, projects, and operational plans for economic growth activities that may operate at the global, regional, national, state, or municipal levels, and that may include grants, cooperative agreements, contracts, Public Private Partnerships, guarantees, capital transactions, and/or other forms of private-sector engagement.

General: Represents and contributes to digital related issues and concerns of the backstop to support policy analysis, broad agency and USG initiative development and roll-out, design and procurement of global mechanisms, and interagency coordination. Provides direct support (virtual or TDY) to USAID Missions within backstop expertise/area to advance critical initiatives, bilateral/regional development objectives and/or operational targets and goals.

Project/Program Analysis and Design: Assists in the planning, analysis, implementation, monitoring, and evaluation of USAID digital and economic growth projects, in support of US economic growth foreign assistance objectives, and, as appropriate, other objectives, including governing justly and democratically, investing in people, peace and stability, or humanitarian

assistance. Manages USG resources, implementation teams, contractors, and grantees to achieve specific program objectives and results consistent with overall US domestic and international policy and law. Serves as a technical resource for foreign assistance programming and activities, related to the design and implementation of economic growth projects. Coordinates program development, implementation, and performance monitoring and evaluation plans. Supports economic growth programs by researching, reviewing, and analyzing data; provides assistance and advice on economic growth issues; assists in coordinating and managing strategies, policies, concepts, procedures, and guidelines for establishing economic growth projects; analyzes technical constraints to economic growth; and recommends courses of action. Provides cost estimations and risk analysis for project feasibility, design, and budgetary planning options. Assists in the preparation and presentation of programmatic and project-related documents and reports, including Country Development Cooperation Strategies, Operational Plans, Performance Plan and Reports, Program Assessment Documents, Activity Approval Documents, Concept Papers, SOWs, environmental impact statements, etc.

Implementation: Provides oversight and monitoring of economic growth and digital related activities; and ensures project impact and compliance with program design and environmental standards. Defines and achieves technical assistance or development program objectives through the use of sound economic and private sector-related approaches and analysis.

Cross-cutting: Coordinates digitally focused programs and activities with other USAID Bureaus and Independent Offices, the Department of State, other USG agencies, and the private sector. Assists in managing special cross-cutting initiatives and task-force groups to accomplish programmatic goals; groups may review specific programs of the organization or develop new initiatives in various program areas.

Technical Areas: The Private Enterprise Officer may be assigned to one or more areas of emphasis within the overall portfolio, including trade and investment; commercial law and legal and regulatory reform; economic policy and institutions; development economics; cross-cutting implications for economic growth (gender, DCHA, agriculture, etc.); political economy reform; financial sector development; private capital; originating and developing transactions; competitiveness; enterprise development; privatization; private sector engagement; and, clear and cogent communication.

External engagement: Represent USAID in external events to communicate our trade and investment work in Africa. Build and maintain strong relationships and collaborate with a wide range of relevant public and private stakeholders.

Performs other duties as assigned.

Qualifications:

To qualify for the position of **Private Enterprise Officer (Senior Digital Technology Advisor) - FL-1101-01**, you must possess the required and specialized experience specific to the series and grade you are applying to.

Specialized Experience: For the **FL-1101-01**, you must have one year of specialized experience at the FL-02 (GS-14) grade level or equivalent. Specialized experience is defined as:

- Demonstrated ability to develop and apply development assistance techniques and methodologies to develop new guidelines and programs; the ability to write to develop policies and standards for Mission, Bureau, or Sector-wide development assistance programs and activities and in support of USG wide initiatives.
- Demonstrated senior-level and in-depth knowledge of USG, international, and host-government laws and regulations relating to development assistance and digital development, and documentation and reporting requirements, sufficient to lead complex and difficult decisions that impact development assistance policies and programs.
- Established expertise and leadership with developing and implementing private sector partnerships and programs to drive trade and investment activity in Africa and with the U.S. and global markets.

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

- Written and verbal communication
- Leadership
- Strategic and organizational planning and thinking
- Problem solving

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 level 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; and
- **Transcripts:** Official or unofficial transcripts, if applicable.
- **References:** At least three (3) professional references (if applicable).

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 Ben Hubner. Please use the subject line "FSL APPLICATION PACKAGE: Private Enterprise Officer, FL-1101-01, AFR/SD." **Application submissions are required by 11:59 pm (EST), May 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:

-- Patterson Brown, AFR/SD, 703-501-6873 , pbrown@usaid.gov