Foreign Service Limited Position Opportunity - General Development Officer (Training Advisor) - FL-0301-02, PD# 33342

- Agency: U.S. Agency for International Development
- Organization: Bureau for Resilience and Food Security (RFS)
- Location of Position: Washington, DC
- Open Period: June 3rd to June 17, 2020
- Appointment Type: This is an excepted service, time-limited appointment that is not-to-exceed five (5) years
- Salary: (USD) $115,630 - (USD) $169,807 (annually)
- Number of Vacancies: 1

Description of Organization: This position is located in the Policy and Analysis Office (PA) of USAID’s Bureau for Resilience and Food Security (RFS). RFS’s mission is to partner to advance inclusive agriculture-led growth, resilience, nutrition, and access to water and sanitation to accelerate and protect progress on the Journey to Self-Reliance. RFS oversees four high-level, integrated efforts in support of this mission: (1) Feed the Future, guided by the Global Food Security Strategy (GFSS), (2) the USAID Multi-Sector Nutrition Strategy, (3) the U.S. Global Water Strategy, and (4) efforts to increase resilience in areas of recurrent humanitarian crisis. To deliver on this work, RFS partners with other Federal Departments and Agencies, USAID Bureaus and Missions, universities, civil society, and other public- and private-sector actors.

The Policy and Analysis Office (PA) coordinates across RFS, the U.S. Government Interagency and external partners to set and adjust strategic and policy priorities, generate evidence, and disseminate learning. The Office leads RFS efforts to mobilize diverse public and private sector partners to engage in a shared resilience and food security agenda, leads the Bureau’s analytics, performance management, and learning functions, and provides thought leadership and expertise on how to support countries’ efforts to strengthen policy systems and public investments in resilience and food security.

Description of Position: The incumbent will serve as a training advisor with the following responsibilities:

PROGRAM AND POLICY ADVICE AND GUIDANCE 50%
Serves as a leading authority in conceptualizing and implementing RFS’s training strategy. Identifies ways to reduce training barriers that impede development; e.g., though application of distance learning tools, communities of practice, peer assists and other adult-based learning technologies; provides leadership to RFS and other USAID staff and USAID partners in implementing the program. Leads and contributes toward development of the training components of RFS programs; provides technical support to other USAID operating units in the development of training activities; and provides policy guidance to RFS as it relates to training. Provides policy guidance to RFS in line with USAID policy and with the President’s Executive Order on Open Data and the Foundations for Evidenced-Based Policy Act of 2018. Develops language that can be included in RFS-funded mechanisms (both contracts and grants) that help to incorporate training activities. Applies current best practice in design and oversight of training programs for RFS, Missions and other Bureaus and attends relevant conference(s) as appropriate. Provides leadership to RFS staff and USAID partners in implementing training strategies. Oversees the
identification and implementation of opportunities to link USAID's contributions in the resilience and food security sectors with the work of U.S. Government (USG) agencies and international partners.

**PROGRAM MANAGEMENT 25%**

Oversees the program design, management and implementation, including oversight of RFS's websites and management information systems that support planning, coordination, implementation, evaluation of and reporting on agriculture and food security programs. Manages, monitors and evaluates training activities and their impact. As required, participates in the preparation of analytical documents including research reports, briefing materials, and other program-related documents. This specifically includes development and management of the technical, fiscal and policy aspects of training programs and projects to ensure a high degree of impact; establishment of priorities, goals, delegation of tasks; and coordination of the flow of work toward finished products; development of budgets and management of program funds in a cost effective manner to support RFS KM goals; review of RFS's training programs and projects to evaluate progress and outcomes as well as address administrative problems; and collecting and managing for results consistent with USAID annual reporting requirements; and development of standard training indicators that RFS can use to monitor progress of training activities.

**LIAISON SERVICES AND RELATIONSHIP MANAGEMENT 25%**

Leads RFS engagement on sharing good practice on training with stakeholders inside and outside of USAID. Ensures coordination with USG agencies, international donors and partners through identifying and responding to opportunities to link USAID's contributions in the resilience and food security fields to training opportunities, events and dissemination mechanisms and activities of other agencies, bilateral and multilateral donors, as well as private sector, universities and non-governmental organizations working in agriculture development. Keeps abreast of training best practices within the development community, especially within the agricultural/scientific development communities, and participates on training working groups and committees. Communicates with USAID field.

Performs other duties as assigned.

**Qualifications:**

- Must be a U.S. citizen.
- You must have one year of specialized experience equivalent to the next lower grade level FS-03 of this position. Examples of specialized experience include the following:
  - Contributing to the design and/or implementation of trainings Working collaboratively with stakeholders to identify the learning needs of an organizational unit;
  - Managing, monitoring and evaluating training activities and their impact;
  - Designing a strategy or set of activities to address learning needs of an organizational unit(s); and
  - Contributing to the generation of learning materials related to agriculture, food security, nutrition, water, sanitation, hygiene, and/or resilience on a knowledge management/learning platform.
- Must be eligible to obtain and maintain a Secret-level security clearance.

**Interested candidates should submit:**

- Resume/CV;
- A short written statement of interest; and
- Official or unofficial transcripts, if education is noted as a requirement above.
Please submit your application package to <bfsjobs@usaid.gov>. Please use the subject line “FSL APPLICATION PACKAGE: GDO Training Advisor, 02, RFS/PA, PD#33342” Application submissions are required by 11:59 pm (EST), June 17t. 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:

-- Marcus Dinkins, BFS/AMS, 202-712-0742, mdinkins@usaid.gov