Program Officer

Official Position Title: Program Officer, Backstop 02, FSL-0343-02
Functional Title: Administrative Officer
Location of Position: U.S. Agency for International Development, Bureau for Food Security, Administrative Management Team
Position Grade: FSL-02
Salary Range: $85,181 - $125,091 Annually
Position Closing Date: October 18, 2018 – November 1, 2018, 11:59 p.m., EST

Description of the Bureau: The USAID Bureau for Food Security (BFS) leads coordination and implementation of Feed the Future, the U.S. Government’s global hunger and food security initiative. BFS brings together programmatic, technical, and regional expertise from throughout USAID to assist 19 Feed the Future focus countries and additional aligned countries and regional programs with strategic design, implementation and monitoring and evaluation. BFS coordinates Feed the Future’s 10 additional U.S. Government partner agencies and departments, most recently on development and implementation of the new U.S. Government Global Food Security Strategy. This strategy, delivered to Congress as a requirement of the Global Food Security Act of 2016, charts how U.S. Government partners will support developing countries over the next five years to achieve lasting progress in food security and nutrition.

Description of Office or Team: The Administrative Management Staff (AMS) provides administrative and management advice and assistance to the Bureau regarding organizational structure, personnel management/administration, budgeting, space management, procurement and property management, office systems and automation. This work includes identifying and developing methods to resolve organizational administrative problems and/or issues which directly affect the accomplishment of key Agency/Bureau program goals and objectives. The functional title of this position is Administrative Officer.

Description of Position: The Program Officer provides management and oversight for hiring of all Direct Hire staff positions located in the Bureau of Food Security; provides policy guidance and direction to managers and other officials to implement policies on organizational or program improvement initiatives; provides advice and guidance to managers and employees on questions and situations related to the administrative management services provided; and serves as BFS’ principal liaison for long-range planning on administrative management matters. This candidate will report directly to the Chief of Administrative Management Services.

Description of Key Duties: Candidate will serve as primary liaison between BFS Senior Leadership, Chief of the Administrative Management staff and USAID/HCTM on all workforce planning and HR related actions, issues and concerns. Candidate with knowledge of position classification process and procedures and USAID foreign service assignment process is a bonus. He/She will be responsible for the management and oversight of all hiring actions except hiring actions related to the Bureau’s PASA staff. Candidate will be responsible for preparing all high level data reports to include Congressional and OMB staffing data reports.
along with all data calls from Agency leadership. Candidate must also provide supervisor with monthly updates on staffing levels and upcoming expiring appointments and other AMS duties as assigned.

**Qualifications Required:** The ideal candidate should have knowledge of Contracting Officer Representative (COR) responsibilities or functions; should possess advanced Microsoft Office suite knowledge and strong organizational skills; strong knowledge of HR Staffing and Classification policies, guidelines and procedures is a plus. In your cover letter, please include any other relevant experience or information we should know in considering you for this position to include your history related to professionalism, customer service, and interaction with internal and external clients.

**Application Instructions:** Please send detailed CV and cover letter to bfsjobs@usaid.gov with the position’s title in the subject line, by position closing date listed above.

For more information: https://feedthefuture.gov/lp/opportunities-join-feed-future-team.

Any questions concerning this notice may be directed to:

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