

Foreign Service Limited Position Opportunity: Program Officer (Technical Communications Coordinator) - FL 0343-04, PD# 32119

Agency: U.S. Agency for International Development

Organization: Bureau for Resilience and Food Security (RFS) Program Officer, (PO)

Location of Position: Washington, DC

Open Period: June 9th - June 23, 2020

Appointment Type: This is an excepted service, time-limited appointment that is not-to-exceed five (5) years

Salary: (USD) \$75,921 - (USD) \$111, 493 (annually)

Number of Vacancies: 1

Description of Organization: This position is located in the Program Office (PO) 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.

Description of Position: The Program Office (PO) oversees programmatic operations for RFS. The Office works across the Bureau to manage systems for efficient strategic planning, program implementation, and project and activity design advice for activities and projects, including facilitating all stages of the procurement process. The Office also ensures that gender, youth, digital, and local capacity development are incorporated into the design and implementation of Agency and Bureau food security, resilience, agriculture, nutrition, and water investments. The Office oversees the formulation, allocation, and execution of RFS's program budget, including compliance with Congressional directives and required reporting and notification.

Technical Communications Support 70%

Advise senior leadership on technical communications, including serving as the Bureau-wide subject matter expert on formal, high level, internal and external communications and correspondence, including policies and procedures related to them, through the provision of guidelines on accurately adapting highly technical agricultural development products into plain English for Agency leadership and other audiences. Coordinates with various U.S. Government correspondence groups, including points of contact in other USAID bureaus, USAID missions, and other Feed the Future U.S. Government agencies, to develop a variety of materials related to agriculture, food security and nutrition, memos, briefing materials, waivers, cables, Executive Secretariat correspondence, Questions for the Record and responses to other Congressional inquiries, and requests for information from external parties.

Research and Analysis 20%

Researches and/or analyzes conditions and factors that relate to the subject program and related programs, determines what information is required, and collects from many sources. Reviews information, consolidates technical input, reconciles conflicting data, and develops new or modified methods to analyze findings. Develops recommendations and proposals. Independently conducts various ad-hoc analyses, prepares reports, and compiles information for management. Briefs office management and other senior officials on major issues. Establishes and maintains measures of effectiveness to objectively gauge the success rate of achieving pre-defined results and outputs.

Monitoring 10%

Establishes and optimizes a system to manage and coordinate Bureau for Food Security correspondence services, including technical briefing and decisional documents and remarks for the USAID Administrator, Deputy Administrator, and other USAID senior leadership related to agriculture,

food security and Feed the Future. Develops analytics for tracking communication products. Assesses analytics and provides reports and recommendations to RFS leadership. Documents and refines planning processes. Performs other duties as assigned.

Qualifications:

- Must be a U.S. citizen.
- Must have one year of specialized experience pertaining to the key duties described above and equivalent to the next lower grade level of FSL05 / GS-12.
- Must be eligible to obtain and maintain a Secret level security clearance.

Interested candidates should submit a:

- 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 RFSjobs.gov. Please use the subject line "FSL APPLICATION PACKAGE: Program Officer (Technical Communications Coordinator) - FL 0343-04, PD# 32119. Application submissions are required by 11:59 pm (EST) June 30, 2020. 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, RFS/AMS, (202) 712-0742, mdinkins@usaid.gov