



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 15-008

- OPEN TO:** US Citizen Eligible Family Members (USEFMs), Member of Household (MOH) – All Agencies, and All Qualified U.S. Citizens.
- POSITION:** **Democracy and Governance Assistant, GS-06**
- Salary Scale: \$31,192 - \$40,552 annually
(Depending on qualifications and experience, incumbent may be hired at a lower grade)
- LENGTH OF HIRE:** 6 months
- OPENING DATE:** **February 9, 2015**
- CLOSING DATE:** **February 22, 2015**
- WORK HOURS:** Full-time; 40 hours/5 days per week

This is a US Personal Services Contract, Resident-Hire position

The United States Agency for International Development (USAID) in Dhaka is seeking a US Citizen Eligible Family Member (USEFM), Member of Household (MOH) and qualified US citizens for the position of Democracy and Governance Assistant in the Office of Democracy and Governance.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no



qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

BASIC FUNCTION:

The USAID/Bangladesh Democracy and Governance Assistant will support the implementation of high priority U.S. Government initiatives under the Mission's Democracy and Governance (DG) portfolio.

The DG Office manages a \$77 million dollar portfolio that includes, but is not necessarily limited to: promoting democratic local governance, parliamentary and political party strengthening, combating corruption, reducing human trafficking, increasing respect for human and labor rights, and supporting the electoral process. The selected applicant will provide technical and administrative support for the DG Office. USAID/Bangladesh's DG programs all fall under the Country Development Strategy Document's Development Objective 1: Increase citizen confidence in governance institutions. The selected applicant will assist with strategic planning, project design, evaluation and monitoring of relevant democracy and governance activities. S/he will also provide support for monitoring, implementation and evaluation of DG programs.

The performance period will be up to six months, with no extension.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provide support for the monitoring, implementation and evaluation of USAID Democracy and Governance Office's development programs.
2. Provide support on financial and programmatic report preparation. Maintains program records and prepares budgets or other planning documents as requested.
3. Prepares briefing materials, issues papers, and status and progress reports. Conducts evaluations of programs and participates in the preparation of reports to USAID/Washington and other agencies.
4. Support discussions with representatives of other USG agencies, the donor community, the host country government and other relevant institutions to ensure coordination of programs, policies, objectives and priorities, as required.
5. Provide technical assistance to key processes, individuals and teams including: monthly procurement tracking meetings and annual portfolio review to ensure adequate oversight and management of performance, pipeline, project design and procurement.



6. Participate in the assembly, coordination and preparation of information for the Mission Resource Request, Integrated Country Strategy, Operational Plan and other periodic reporting requirements and reporting taskers from Washington.

The incumbent is responsible for operating USAID information systems and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

1. **Education:** : The applicant must have a Bachelor’s Degree in political science, sociology, development studies, public administration, international affairs, or other related academic discipline. *(You must attach a copy of your certificate along with your application form.)*
20 points
2. **Prior Work Experience:** Any specific prior work experience is not required.



3. Knowledge: Knowledge of strategies, programs, and working methodologies of other donor agencies in the DG sector is required. Knowledge of the structure and workings of the US government would be an additional strength.

40 points

4. Skills and Abilities: Strong communication skill, good organizational skills and the ability to work in a fast-paced environment are required. The applicant must be computer literate.

40 points

ADDITIONAL SELECTION CRITERIA:

Candidate must be a U.S. citizen or U.S. resident alien and be able to obtain Facility Access security clearance (required).

TO APPLY:

Interested candidates are requested to submit the following:

- 1) A cover letter of no more than 2 pages that demonstrates how the candidates' qualifications meet the work requirements;
- 2) A curriculum vitae which describes education and career experiences and achievements;
- 3) A completed and signed [OF-612](#);
- 4) Names, contact numbers, and addresses of three professional references;
- 5) A written statement certifying the date and length of time for which the candidate is available for the position.
- 6) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- 7) Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

To ensure consideration of applications for the intended position, please make reference to the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

TYPE AND DURATION OF APPOINTMENT:

Employment shall be through a USAID Personal Services Contract for a period of 6 months.



BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, the resident-hire USPSC is normally authorized the following benefits and allowances:

BENEFITS:

Employee's FICA Contribution
Contribution toward Health & Life Insurance
Eligibility for Worker's Compensation
Annual & Sick Leave
APO mail service as per post policy

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes.

This contract will be awarded according to AIDAR Appendix D subject to availability of funds.

SUBMIT APPLICATION PACKET ELECTRONICALLY TO:

Dhaka-Jobs@USAID.gov

Attention: Supervisory Executive Officer
USAID HR Section/Executive Office
USAID/Bangladesh

POINT OF CONTACT:

Human Resources Section
Executive Office
Telephone: 885-5500
FAX: 880-2-8823648

DEFINITION(S):

Resident Hire: Resident hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for employment with a U.S. government agency or under any U.S. government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.



US Citizen Eligible Family Member (USEFM):

A USEFM must be age 18 or older and listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member under COM authority. A USEFM is eligible for a preference in hiring. (Receiving a FS or CS annuity does not affect an American citizen EFM's eligibility for the hiring preference.) The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

NOTE: "Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development (USAID) also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

CLOSING DATE FOR THIS POSITION: February 19, 2015