

## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER - 14-050**

**OPEN TO:** US Citizen Eligible Family Members (USEFMs), Member of Household (MOH) – All Agencies, and All Qualified U.S. Citizens.

**POSITION:** **Nutrition Advisor, GS-13**

Salary Scale: \$72,391 - \$94,108 annually

(Depending on qualifications and experience, incumbent may be hired at a lower grade)

**LENGTH OF HIRE:** 6 months, with possibility of extension

**OPENING DATE:** **August 21, 2014**

**CLOSING DATE:** **September 07, 2014**

**WORK HOURS:** Full-time; 40 hours/5 days per week

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 Nutrition Advisor in the Office of Population, Health, Nutrition and Education.

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 Short-term Nutrition Advisor will serve as a member of the Family Welfare pillar in the Office of Population, Health, Nutrition, and Education at the USAID mission in Bangladesh. S/he will provide technical guidance and assistance for nutrition-specific and –sensitive interventions carried out by USAID-supported projects, with a focus on reducing under-nutrition among infants, young children, and pregnant and lactating women. S/he will also provide support to promote government policies to improve delivery of nutrition services nationwide. S/he will collaborate with mission colleagues and partners to align nutrition programming with national policies and initiatives, mission and agency-wide principles and strategies, and global nutrition movements.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Provide technical support to bilateral and field support projects focused on nutrition or integration of nutrition into complementary activities (health, agriculture)
- Support advocacy for and rollout of national nutrition policy to improve nutrition service delivery in Bangladesh, including efforts to mainstream nutrition into maternal and child health services, comprehensive monitoring and reporting, and management of acute malnutrition
- Provide guidance and recommendations on nutrition-related activities across the mission portfolio
- Assist with mapping of nutrition activities to be undertaken by the Office of Food, Disaster and Humanitarian Assistance
- Participate in global partnership meetings, nutrition working groups, and professional meetings with partners and stakeholders
- Collaborate with other teams and offices at the mission level and with nutrition technical advisors in Washington to coordinate activities and strategies



- Follow-up assessments and field verification of the integration of nutrition interventions into health service delivery programming and progress against NNS/Mainstreaming Nutrition roll-out and technical recommendations, including:
  - Developing guidance and providing technical assistance (for training planning and quality, nutrition BCC strategy, monitoring/indicators, targets, NNS and international alignment, logistics, and other issues) to roll out Growth Monitoring and Promotion and support the implementation of other enhanced integration of nutrition interventions within the NHSDP and MaMoni HSS projects
  - Facilitate coordination and knowledge sharing between health and nutrition projects to promote exchange of innovative ideas and best practices in the integration of nutrition into health delivery projects
  - Increasing capacity of projects that support government clinics to conduct monitoring and supportive supervision
- Review and/or editing of nutrition policy documents, project proposals and workplans, and other mission or agency documents related to nutrition, to ensure alignment with national nutrition guidelines and policies, agency and mission strategies, and/or current evidence
- Any narratives or analysis required for mission reporting and related to nutrition programming

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:** Master's or doctorate level degree in public health or related discipline. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Prior Work Experience:** Three to five experience working with public health or related field preferred. Experience working with host country governments, Donor health agencies and/or partner organizations desirable. **35 points**
- 3. Knowledge:** Technical knowledge in nutrition highly desirable. **25 points**
- 4. Skills and Abilities:** Demonstrated ability to design and implement health programs in resource-challenged settings. Ability to work effectively in diverse contexts and as part of interdisciplinary teams. Strong interpersonal communication, public speaking, and writing skills. **25 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 with the possibility of extension.

**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](mailto: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):**

**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.

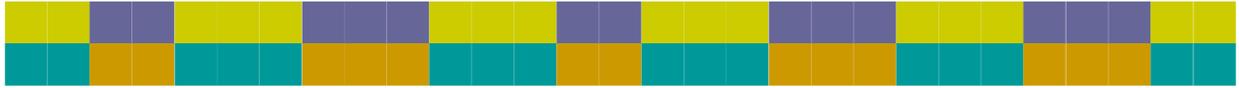
**Member of Household (MOH):** An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders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

**CLOSING DATE FOR THIS POSITION: September 7, 2013**