



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER - 14-064

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

POSITION: **Economic Growth Advisor, GS-11**

Salary Scale: \$50,790 - \$66,027 annually

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

LENGTH OF HIRE: 2 years, with possibility of extension

OPENING DATE: **October 26, 2014**

CLOSING DATE: **November 16, 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 Economic Growth Advisor in the office of Economic Growth.

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 incumbent shall provide support to the Economic Growth Office management and teams across the main functional areas of Feed the Future and Global Climate Change as requested. The incumbent will focus on monitoring and evaluation; office support for gender; communication and messaging, Economic Growth office support for Geographical Information System and reporting. Additional responsibilities could include; Policy, Strategy Development and Implementation; assisting with Project Design; Budget Cycle Management; Coordination with Donors, Host Country Government and the Embassy. Additional support in the area of Geographical Information Systems would be a valuable plus.

MAJOR DUTIES AND RESPONSIBILITIES:

Specific Tasks

1. Provide support for the monitoring, implementation and evaluation of USAID Economic Growth Office's development programs.
2. Provide support for the Economic Growth Offices Mission Resource Request and Operational Plan processes, early budget requests and other budget tasks.
3. Provide backstop services to technical offices; including program office document review, checking that pre-obligation requirements are met and disseminating program office guidance to the teams.
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 pre-obligation and procurement tracking meetings and annual portfolio review to ensure adequate oversight and management of performance, pipeline, project design and procurement.
6. Support the Outreach and Communications team with the implementation of the new Communications Strategy, including



preparation and editing of outreach materials including scene setters, building blocks for speeches, project briefs, press releases, web updates, reports to Washington, success stories, agendas and other documents as needed. Assist with event planning and VIP visits as needed.

7. Work with Gender specialist to provide Gender review for all new projects.
8. Support the Economic Growth Office on all program office required reporting such as PPR, OP, MRR, etc.
9. Support collection and updating of location data for USAID projects, to be used in GIS analysis.

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:** Bachelor's degree in Social Sciences, Anthropology, Business or Business Management, International Development, English language or relevant field is required. Minors in one of the biological or environmental science related fields would be helpful. *(You must attach a copy of your certificate along with your application form.)*

10 points

- 2. Prior Work Experience** Minimum two years of work experience related to office management, budgets and finance, project design/implementation, public relations or other related fields is required. Five years of work experience in office management and budget/finance, project design would be desired.

45 points

- 3. Knowledge:** Knowledge or experience in the design, monitoring, evaluation or implementation of development programs. Experience with budgetary processes and GIS preferred. Experience and knowledge in different programs/projects related to development is strongly preferred.

20 points

- 4. Skills and Abilities:**

- Excellent interpersonal and communication skills, both written and oral
- Excellent research and analytical skills.
- Fluent in spoken and written English.
- Well versed in major computer products including use of GIS mapping tools.

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 2 years 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
Sunday Pay
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):

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: [November 16, 2013](#)