



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 13-057

OPEN TO: **All Bangladeshi Interested Qualified Candidates**

POSITION: **Environment and Climate Change Specialist,
FSN-4005-12**

(Salary approx. Tk. 168,000 per month).

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade
(Lower than the position grade.)**

OPENING DATE: **December 4, 2013**

CLOSING DATE: **December 20, 2013**

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

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Environment and Climate Change Specialist in the Office of Economic Growth (EG).

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 Environment and Climate Change Specialist provides expert advice and services to support the USAID Economic Growth (EG) Office in planning, implementing, managing, and monitoring the Mission's environment and climate change portfolio. S/he has project development, management, and monitoring responsibilities as a Contracting/Agreement Officer's Representative (C/AOR) and/or Alternate COR. The incumbent designs and manages Global Climate Change (GCC), natural resources, and livelihood activities related to environmental conservation that are supportive of the Mission's development objectives in the area of pro-poor, equitable economic growth, sustainable natural resource management, and low emissions. This involves oversight of implementing agencies including the Government of Bangladesh (GOB) line ministries and technical agencies, contractor or grantee; coordination with other development partners, and the private sector institutions involved with global climate change and environmental conservation. S/he also works closely with other members and team leaders of the Mission's EG Office as well as USAID/Washington and USAID Asia Regional Mission offices. The Environment and Climate Change Specialist develops and maintains professional contacts with representatives in both the public and private sectors, including Government of Bangladesh (GoB) officials, trade and business leaders, consultants, NGOs, and donor agencies in Bangladesh.

The incumbent reports to the EG Office Deputy Director, Environment and Climate Change and supervises one FSN.

MAJOR DUTIES AND RESPONSIBILITIES:

A. PROGRAM MANAGEMENT

Serve as a Contractor/Agreement Officer's Representative (C/AOR) and/or Alternate COR as designated by the Mission Contracting Officer for the management of contracts and grants and reports to the Deputy Director for Environment and Energy, Office of Economic Growth.

Ensure that activities achieve their intended results. S/he provides technical and organizational leadership on the design, implementation, monitoring and evaluation of activities. S/he ensures that partners meet their benchmark requirements in accordance with USAID regulations.



Conduct assessments and site visits to monitor the program and implementing partner, stakeholder, and counterpart progress in the implementation of activities at the local and district level. Provide technical advice to institutional contractors, grantees, Government officials, and other stakeholders as warranted. Collaborate with other donors and organizations in natural resources management to ensure synergy of program activities s/he is responsible for with those of other organizations. Manage financial matters related to program activities, such as providing administration approval of vouchers, planning and preparing for annual incremental funding amendments, and other financial administrative activities as needed to ensure that fiscal needs of the recipient, U.S. and local contractors are met in a timely matter.

Prepare all necessary internal USAID project obligation and implementation documentation for smooth program implementation. Prepare and submit the annual evaluation of contractors' performance for inclusion in their central database on contractors.

B. ADVISORY SERVICES and COORDINATION

Conduct various analysis in the areas of institutional capacity for environmental management and climate change of GOB, NGOs, and private sectors; GoB policy and legislation on environment, climate change, natural resources and biodiversity issues. Review climate change and natural resources programs of GOB and development partners' and advise USAID management of needed coordination and possible conflict with USAID-supported activities. Serve as a liaison with GOB and other donors regarding in-country environment project planning and implementation. In the absence of the Deputy Office Director attend the Local Consultative Group's (LCG) meetings on Environment. Maintain knowledge of trends, current events and key actors in the NGOs, lobby groups, press, universities and private sector regarding climate change, natural resources and environmental issues.

C. PROGRAM DEVELOPMENT and DESIGN

Serve as a member of activity design teams and assist in and/or lead the preparation of initial analysis and studies, concept papers, USAID program/project activity design documents and bilateral and multilateral agreements related to climate change and natural resources related programs. Collect, analyze, and synthesize information to inform and strategically guide program planning.

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: Minimum Masters degree, from a recognized university, in a relevant subject dealing with climate change, biodiversity conservation and/or natural resources management. Knowledge of environment related enterprise value chains and natural resources co-management is an added qualification. *(You must attach a copy of your certificate along with your application form.)* **10 points**

2. Prior Work Experience: Minimum 7-10 years of increasingly responsible relevant work experience, at least 5-7 years of which should be a project management position in the environment, natural resources and/or climate change sectors. Experience in designing and strategic planning of programs in the areas of climate change, biodiversity conservation or related field is required. Research experience is desirable. **35 points**

3. Knowledge: Advanced knowledge of climate change science and art, Bangladesh natural resources sector and institutions working in the field required. Incumbent must have a thorough knowledge of climate change and natural resources problems, policies and issues in Bangladesh and familiarity with regional climate change and conservation issues and environmental



problems and activities. Knowledge of the work of other donor agencies in Bangladesh in environment and natural resources related activities is needed. Knowledge of gender in development principles and demonstrated experience in their application are needed. **25 points**

4. Skills and Abilities: Must have strong project or research management skills. Ability to analyze program needs in the global climate change and natural resources sector and how USAID assistance can be targeted. Must have the ability to communicate clearly and effectively at all levels within USAID and the US Mission in general, as well as with the GoB, Bangladesh institutions, local governments and institutions, and private sector. Must have the ability to develop and maintain mid-level to senior level contracts with the government and USG officials and private sector and NGO representatives in Bangladesh and in the region. Must have the ability to provide technical and policy guidance to project managers/contractors as and when needed, clearly and diplomatically. Must also be able to write analytical reports on environment, climate change and natural resource management issues. Intermediate computer skills (e.g., Word, Spreadsheet, LAN environment) required. Also should have the ability to supervise and monitor junior staff members. **30 points**

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV (fluent) oral and written English is required. English language proficiency will be tested.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

APPLICABLE FOR THE INTERNAL CANDIDATES:

- a. Current employees serving a probationary period are not eligible to apply.
- b. Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.
- c. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.



The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS-174](#)

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.



One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America

Madani Avenue, Baridhara

Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

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 Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.