USAID | BANGLADESH
FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NUMBER – 15-AID-012

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

POSITION: **FSN Intern for the Economic Growth Office**

OPENING DATE: **November 9, 2015**

CLOSING DATE: **December 1, 2015**

BASIC FUNCTION OF THE POSITION

The Economic Growth/Agriculture and Food Security intern will work under the direction of a senior Agriculture Program Manager to advance the Office of Economic Growth's agriculture and food security efforts.

MAJOR DUTIES AND RESPONSIBILITIES

The tasks associated with this effort may include the following, but are subject to change based on discussions with the intern supervisors:

a) Assist in preparing program documentation related to proposal review, planning, design, and reporting.
b) Draft memos, correspondence and power point presentations.
c) Assist with interpretation and note-taking during internal/external meetings and outside events.
d) Assist in compiling and updating field trip schedules and organizing field trips.
e) Whenever possible, assist in drafting trip reports.
f) Research and compile information on specified topics as needed.
g) Assist in the preparation of information packets for meetings and other events.
h) Assist in translating brief documents.
i) Assist with various filing tasks and logistics.
j) Other duties as assigned based on particular skills and abilities.

PERIOD OF PERFORMANCE

The selected intern will be hired for **six months** from the date of joining subject to signing of an agreement between the FSN Intern and the Contracting Officer. Under no circumstances, can the period of service be extended.

QUALIFICATION REQUIRED

Education: Recent graduates having completed their degree program within the previous six months from any public and private universities of Bangladesh or university students studying undergraduate program in Agriculture, Agricultural Economics, Public Administration, Development Studies, Nutrition or other relevant subjects, in the final year (must have completed at least 3 academic years) of their studies.

Experience: Computer skills are a necessity.

Language: Level IV (Fluent) in English and Bangla (written and oral) is required. English language proficiency will be tested at the time of selection.

Knowledge, Skills and Abilities: Ability to articulate how this internship contributes to candidate's personal and professional development. Flexibility, initiative, enthusiasm, good interpersonal skills and lots of energy are also desired.

To support the USAID Bangladesh communication needs, all interns are being asked to include an outreach component in their internship. During the course of their internship all interns are encouraged to take digital photos and to write articles about USAID's programs for their university newsletters. Alternatively, when students return to their universities, they are encouraged to seek out opportunities to present information to their university communities about their experiences and work with USAID. In addition, any photos taken will be considered for inclusion in the photo library on the USAID Bangladesh public website and any articles written will be considered for inclusion in USAID newsletters, as well as for the Bureau website.

OTHER ELEMENTS

- The selected intern will complete the Pre-employment Security Clearance Form and be able to obtain an interim security clearance.
- The candidate will also undergo for the physical examination to be conducted by the U.S. Embassy designated physician.
- On receipt of the security and medical clearances, the incumbent will be issued a Foreign Service National Personal Services Contract (Internship Contract) for the period not to exceed one hundred eighty (180) consecutive days.

COMPENSATION

Intern will be paid at hourly basis at Tk. 80 per hour. (No work-No pay policy).

LIFE AND ACCIDENTAL HEALTH COVERAGE

The incumbent is allowed to attend events. For such travels, the incumbent will be covered by life and accidental health coverage the premium which will be borne by the agency. Such cost will be added into the contract.

USAID | BANGLADESH
FROM THE AMERICAN PEOPLE

SELECTION PROCESS

It is essential that the candidates meet the required qualifications above may apply for this position. After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test and oral interviews.

TO APPLY

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form AID-302-3 or DS-174 along with their resumes of maximum two pages, a passport size photograph and a cover letter addressed to the Contracting Officer, Executive Office, USAID, C/o American Embassy, Baridhara, Dhaka, Bangladesh by close-of-business December 1, 2015.

The 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 AID-302-3

Application Form DS174

Please mention Announcement number and position title on your cover letter on the subject line. One of the following options may be used to drop applications:

- Email to dhaka-jobs@usaid.gov
- By Hand with No Sealed Envelope at the South barrier (near Vatican and Nepal Embassy)

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 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.

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. Women and members of minority groups are encouraged to apply.