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FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NUMBER – 15-AID-007

- OPEN TO:** All Bangladeshi Interested Qualified Candidates
- POSITION:** FSN Intern for the Office of Food, Disaster and Humanitarian Assistance
- OPENING DATE:** November 9, 2015
- CLOSING DATE:** December 1, 2015

BASIC FUNCTION OF THE POSITION

The intern being an integral part of OFDHA team will work closely with other members of the team and assist OFDHA in implementing disaster risk reduction programs.

MAJOR DUTIES AND RESPONSIBILITIES

The tasks associated with this effort will include the following and are subject to change based on discussions with the intern supervisors:

- a) Assists in preparing program documentation such as memorandum, briefing materials, correspondence for managing projects
- b) Compiles, updates and participates in the field trips with other team member(s) to monitor project activities, collect project specific information, prepare draft trip reports
- c) Review disaster management related project documents and prepare draft briefing materials including PowerPoint presentations
- d) Assists in organizing project meetings and taking meeting notes during internal and external events
- e) Assists in preparing outreach events
- f) Assists OFDHA team members and the Administrative Assistant with various filing tasks and logistics.
- g) 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.



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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 Disaster Management, Development Studies, Economics, Civil Engineering, Water Resources Engineering, Rural and Urban Planning or other relevant subjects, in the final year (must have completed at least 3 academic years) of their studies.

Experience: The applicant must demonstrate an interest in the development field to work for vulnerable groups of people and volunteering as well. The candidate should have the ability to articulate how this internship would contribute to his/her personal and professional development.

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: The applicant must be computer literate Bangladeshi citizen with good interpersonal skills. Flexibility, initiative, enthusiasm, and lots of energy are desired.

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.

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.



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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.