



# **USAID | BANGLADESH**

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## **ANNOUNCEMENT NUMBER – 16-AID-004**

- OPEN TO:** All Bangladeshi Interested Qualified Candidates
- POSITION:** FSN Intern for the Office of Information Technology, Executive Office.
- OPENING DATE:** September 29, 2016
- CLOSING DATE:** October 16, 2016

### **BASIC FUNCTION OF THE POSITION**

The Information Technology (IT) section of USAID provides the Mission uninterrupted 'Unclassified' and 'Sensitive but Unclassified' computer and communication system services through Agency for International Development Network (AIDNET). These services span the range of hardware, software, applications and the internet. The IT section also provides helpdesk support in an effort to meet the customers' information and communication system related requirements. The IT section also maintains AIDNET's security, integrity, reliability, availability and restorability. The incumbent is one of the IT Team Members who will support IT and the Mission as well as per the Scope of Work as detailed below:

### **MAJOR DUTIES AND RESPONSIBILITIES**

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

#### **Development & Administration**

- a) Works with the IT team and Mission to update and redesign the USAID/Bangladesh IT inventory management system.
- b) Works with the IT team and Mission to design the USAID/Bangladesh online document routing system.
- c) Helps the Computer Management Assistants in updating the IT inventory.
- d) Assists IT team in documenting and/or updating Mission wide standard IT operating procedures.
- e) In addition to the above duties and responsibilities the Intern may be given additional responsibilities as needed.



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## **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 Computer Science or Computer Engineering, in the final year (must have completed at least 3 academic years) of their studies.

**Experience:** Candidates should have experience using different types of tools/applications such as – IIS 6, APACHE, ASP, MySQL, PHP and should have sound knowledge of database management software, etc.

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

## **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 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 October 16, 2016.

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](#)

**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](mailto: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,*



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*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.*