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ANNOUNCEMENT NUMBER – 15-AID-004

- OPEN TO:** All Bangladeshi Interested Qualified Candidates
- POSITION:** FSN Intern for the Office of Democracy & Governance
- OPENING DATE:** February 13, 2015
- CLOSING DATE:** March 05, 2015

BASIC FUNCTION OF THE POSITION

The Office of Democracy and Governance at USAID/Bangladesh manages programs to promote effective and democratic governance, protects human rights, works with political parties and civil society to create space for peaceful political expression, ensure transparency and accountability in public institutions, legislative strengthening, improve elections, enhance the transparency and accountability of government, combat trafficking in persons, and strengthening the capacity of local governments to respond to citizen needs. The office works with Bangladeshi partners in government, other development agencies and civil society and making significant investment in Bangladesh Democracy and Governance sector. The office is staffed with American and Bangladeshi experts in various disciplines of democratic development. The incumbent is one of the Team Members who will support Democracy and Governance office 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 supervisors:

- a) Assists in preparing program documentation related to proposal review, planning, design, and reporting.
- b) Drafts memorandum, correspondence and power point presentations.
- c) Assists with interpretation and note-taking during internal meetings and outside events.
- d) Assists in compiling and updating field trip schedules and organizing field trips.
- e) Whenever possible, assists in drafting trip reports.
- f) Assists in the preparation of information packets for meetings and other events.
- g) Assists in translating brief documents.
- h) Assists the Administrative Assistant and DH Program Specialists with various filing tasks and logistics.
- i) Assists in verifying TraiNet data entries for accuracy and consistency.
- j) Other duties as assigned based on particular skills and abilities.



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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: University students studying undergraduate in Public Administration, Development Studies, Economics, Journalism, Women & Gender Studies, Business or other relevant subjects, in the final year (must have completed at least 3 academic years) of their studies and having CGPA above 3.0 are eligible to apply.

Experience: Demonstrated interest in governmental affairs, political development, human rights, or civic action and volunteering.

Language: Excellent English and Bangla writing and speaking ability is required.

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

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. 50 per hour. (No work-No pay policy).

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



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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 OF-612 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 March 5, 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 OF-612](#)

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)

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.