



USAID | **BANGLADESH**

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NUMBER – 15-AID-002

OPEN TO: All Bangladeshi Interested Qualified Candidates

POSITION: FSN Intern for the Program Office

OPENING DATE: February 13, 2015

CLOSING DATE: March 05, 2015

BASIC FUNCTION OF THE POSITION

Assists the Development Outreach and Communications (DOC) team of the Program Office with a variety of duties in connection with archiving the Mission's media and staging outreach events.

MAJOR DUTIES AND RESPONSIBILITIES

Archiving & Outreach Logistics

- a) Locates all Mission activity photos, videos, sound clips, etc. by searching the Mission's network drive, and consulting with Mission staff.
- b) Responsible for vetting duplicates, poorly composed photos, personal photos, etc. for deletion. Creates a useful, well-organized database using Microsoft Access or some other appropriate software.
- c) Responsible for moving the materials into a well-organized folder structure within the future network 'L' drive.
- d) Archives the Mission's submissions to the Embassy's Official Informal and weekly Country Team Notes using Microsoft Access or some other appropriate software. The text and metadata from OI Submissions and Country Team Notes will be entered into the database so that information can be later recalled via the database search feature.
- e) Supports the DOC team in staging outreach events by assisting in the management of logistics such as scheduling the event, arranging motor pool, calling media, contacting participants, and drafting scene setters. This work may include travel during outreach events in the field to ground-truth schedules, prepare events or manage the logistics of the events as they occur.



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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 Bachelor of Business Administration (BBA), major in Public Relations, Media and/or Advertising or any relevant discipline, in the final year of their studies and having CGPA above 3.0 are eligible to apply.

Experience: Hands on working experience in MS Access.

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

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 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,



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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.