

HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – 16-015

OPEN TO: US Citizen Eligible Family Members (USEFMs), Member of Household (MOH) – All Agencies, and All Qualified U.S. Citizens.

POSITION: Democracy and Governance Assistant, GS-06

OPENING DATE: February 24, 2016

CLOSING DATE: March 07, 2016 (before 4:30 p.m.)

WORK HOURS: Full or part-time; 20-40 hours/5 days per week

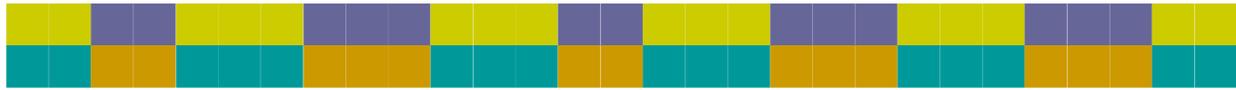
SALARY: USPSC - Resident Hire: GS-06

Salary Scale: \$31,504 - \$40,954 annually
(Depending on qualifications and experience,
incumbent may be hired at a lower grade)

NOTE: ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United States Agency for International Development (USAID) in Dhaka is seeking a US Citizen Eligible Family Member (USEFM), Member of Household (MOH) and qualified US citizens for the position of **Democracy and Governance Assistant** in the Office of Democracy and Governance.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



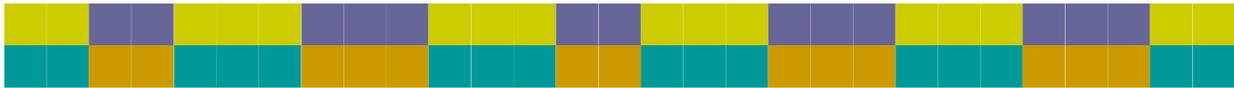
BASIC FUNCTION: The USAID/Bangladesh Democracy and Governance Assistant will support the implementation of high priority U.S. Government initiatives under the Mission’s Democracy and Governance (DG) portfolio.

The DG Office manages an \$80 million dollar portfolio that includes, but is not necessarily limited to: combatting human trafficking, decreasing domestic violence and child marriage, increasing access to legal aid, improving worker rights, promoting good governance through accountability and transparency and supporting the electoral process. The selected applicant will provide technical and administrative support for the DG Office. USAID/Bangladesh’s DG programs all fall under the Country Development Strategy Document’s Development Objective 1: Increase citizen confidence in governance institutions. The selected applicant will assist with strategic planning, project design, evaluation and monitoring of relevant democracy and governance activities. S/he will also provide support for monitoring, implementation and evaluation of DG programs.

The performance period will be up to six months to one year, with a possibility extension subject to availability of funds, satisfactory performance and continuing need for the services.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provide support for the monitoring, implementation and evaluation of USAID Democracy and Governance Office’s development programs.
2. Provide support on financial and programmatic report preparation. Maintain program records and prepare budgets or other planning documents as requested.
3. Prepare briefing materials, issue papers, and status and progress reports. Conducts evaluations of programs and participates in the preparation of reports to USAID/Washington and other agencies.
4. Support discussions with representatives of other USG agencies, the donor community, the host country government and other relevant institutions to ensure coordination of programs, policies, objectives and priorities, as required.
5. Provide technical assistance to key processes, individuals and teams including: monthly procurement tracking meetings and annual portfolio reviews to ensure adequate oversight and management of performance, pipeline, project design and procurement.



6. Participate in the assembly, coordination and preparation of information for the Mission Resource Request, Integrated Country Strategy, Operational Plan and other periodic reporting requirements and reporting taskers from Washington.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

1. **Education:** : The applicant must have a Bachelor's Degree in political science, sociology, development studies, public administration, international affairs, or other related academic discipline. *(You must attach a copy of your certificate along with your application form.)*
20 points
2. **Prior Work Experience:** Previous work in the democracy and governance or other relevant development sectors is preferred.
10 points
3. **Knowledge:** Knowledge of strategies, programs, and working methodologies of other donor agencies in the DG sector is required. Knowledge of the structure and workings of the US government would be an additional strength.
35 points
4. **Skills and Abilities:** Strong communication skill, good organizational skills and the ability to work in a fast-paced environment are required. The applicant must be computer literate.
35 points

ADDITIONAL SELECTION CRITERIA:

Candidate must be a U.S. citizen or U.S. resident alien and be able to obtain Facility Access security clearance (required).

HOW TO APPLY:

Interested candidates are requested to submit the following:

- 1) A cover letter of no more than 2 pages that demonstrates how the candidates' qualifications meet the work requirements;
- 2) A curriculum vitae which describes education and career experiences and achievements;
- 3) A completed and signed [Application Form AID-302-3](#);



- 4) Names, contact numbers, and addresses of three professional references;
- 5) A written statement certifying the date and length of time for which the candidate is available for the position.
- 6) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- 7) Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

To ensure consideration of applications for the intended position, please make reference to the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

[Application Form](#)

TYPE AND DURATION OF APPOINTMENT:

Employment shall be through a USAID Personal Services Contract for a period of 6 months to 1 year.

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, the resident-hire USPSC is normally authorized the following benefits and allowances:

BENEFITS:

Employee's FICA Contribution
Contribution toward Health & Life Insurance
Eligibility for Worker's Compensation
Annual & Sick Leave

AS THIS IS A RESIDENT HIRE USPSC, THE FOLLOWING WILL NOT BE PROVIDED BY THE MISSION:

Visa support
Air fare for Post arrival
Housing
Embassy Commissary access
Transport facilities
Embassy Medical Unit facilities

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes.



This contract will be awarded according to AIDAR Appendix D subject to availability of funds.

WHERE TO APPLY:

SUBMIT APPLICATION PACKET ELECTRONICALLY TO:

Dhaka-Jobs@USAID.gov

Attention: Supervisory Executive Officer
USAID HR Section/Executive Office
USAID/Bangladesh

POINT OF CONTACT:

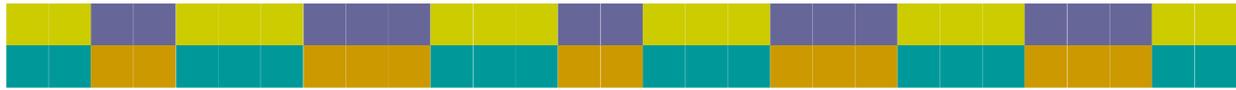
Human Resources Section
Executive Office/USAID
Telephone: +88-02-5566-2000
FAX: +88-02-5566-2909

DEFINITION(S):

Resident Hire: Resident hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for employment with a U.S. government agency or under any U.S. government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; or



Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

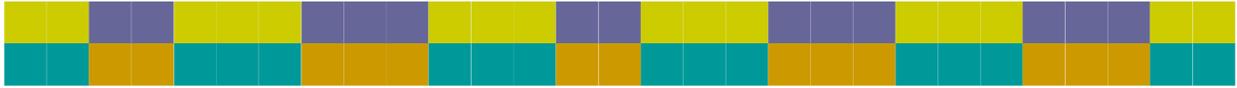
Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

NOTE FOR HR: MOHs do not receive a hiring preference for positions advertised in the mission. However, if a position is advertised as “Open to: Current Employees of the Mission”, MOHs who are not currently employed in the mission are eligible to apply.

Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,



- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

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."

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. 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, age, 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. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLOSING DATE FOR THIS POSITION: March 07, 2016

Clearance:

Eric Adams, Supervisory EXO:
