



## U.S. EMBASSY DHAKA

### VACANCY ANNOUNCEMENT NUMBER – 2016-058

- OPEN TO:** Eligible Family Members (EFMs), U.S. Citizen Eligible Family Members (USEFMs), Appointment Eligible Family Members (AEFMs) and Member of Households (MOHs) – All Agencies.
- POSITION:** **Economic Growth Advisor, GS-11**
- OPENING DATE:** **November 2, 2016**
- CLOSING DATE:** **November 21, 2016** (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week
- SALARY:** GS-11 (Salary Scale: \$51,811 - \$67,354 annually)
- Depending on qualifications and experience, Incumbent may be hired at a trainee grade (lower than the position grade)**

The United States Agency for International Development (USAID) in Dhaka is seeking a Eligible Family Member (EFM), U.S. Citizen Eligible Family Member (USEFM), Appointment Eligible Family Member (AEFM) and Member of Household (MOH) for the position of **Economic Growth Advisor** in the Office of Economic Growth.

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.



**NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.**

**BASIC FUNCTION:**

The incumbent shall provide support to the Economic Growth Office management and teams across the main functional areas of Feed the Future and Global Climate Change as requested. The incumbent will focus on budget development and tracking; communication and messaging and Economic Growth office support for Geographical Information System. Additional responsibilities could include; Policy, Strategy Development and Implementation; assisting with Project Design; Budget Cycle Management; Coordination with Donors, Host Country Government and the Embassy.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**Specific Tasks**

1. Provide support for budget development and tracking of the USAID Economic Growth Office's development programs.
2. Provide support for the Economic Growth Offices Mission Resource Request and Operational Plan processes, early budget requests and other budget tasks.
3. Provide backstop services to technical offices; including program office document review, checking that pre-obligation requirements are met and disseminating program office guidance to the teams.
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 pre-obligation and procurement tracking meetings and annual portfolio review to ensure adequate oversight and management of performance, pipeline, project design and procurement.
6. Support the Outreach and Communications team with the implementation of the new Communications Strategy, including preparation and editing of outreach materials including scene setters, building blocks for speeches, project briefs, press releases, web updates,



reports to Washington, success stories, agendas and other documents as needed. Assist with event planning and VIP visits as needed.

7. Work with Gender specialist to provide Gender review for all new projects.
8. Support the Economic Growth Office on all program office on USAID Forward implementation and reporting.
9. Support collection and updating of location data for USAID projects, to be used in GIS analysis.

### **QUALIFICATIONS REQUIRED**

**Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

- 1. Education:** Bachelor's degree in Finance or Accounting or relevant field is required. Minors in one of the biological or environmental science related fields helpful. *(You must attach a copy of your academic certificate along with your application form.)*
- 2. Experience:** Minimum two to five years of work experience related to office management, budgets and finance, project design/implementation, public relations or other related fields is required.
- 3. Knowledge:** Knowledge or experience in the design, monitoring, evaluation or implementation of development programs. Experience with budget preparation and budgetary processes and data analysis is required. Experience and knowledge in different programs/projects related to development is required.
- 4. Skills and Abilities:**
  - Excellent interpersonal and communication skills, both written and oral
  - Excellent research and analytical skills.
  - Fluent in spoken and written English.
  - Well versed in major computer products including use of QuickBooks, Microsoft Excel, and GIS mapping tools.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. The candidate must be able to obtain and hold a local security certification.



*NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.*

3. Current employees serving a probation period are not eligible to apply.
4. Candidate must be able to obtain Facility Access security clearance.

**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.

[Application Form AID-302-3](#)

**TYPE AND DURATION OF APPOINTMENT:**

Employment shall be through a USAID Personal Services Contract for a period of two years.

**BENEFITS/ALLOWANCES:**

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

**BENEFITS:**

Employee's FICA Contribution (USPSC only)  
Contribution toward Health & Life Insurance  
Eligibility for Worker's Compensation (USPSC only)  
Annual & Sick Leave  
Sunday Pay



**AS THIS IS A RESIDENT HIRE PSC POSITION, 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.

**WHERE TO APPLY:**

SUBMIT APPLICATION PACKET ELECTRONICALLY TO:

[Dhaka-Jobs@USAID.gov](mailto:Dhaka-Jobs@USAID.gov)

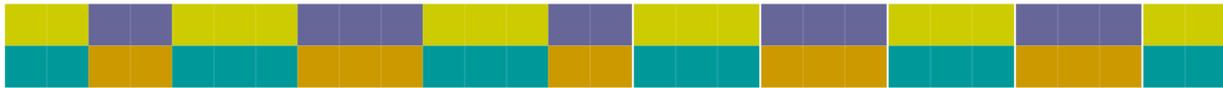
Attention: Supervisory Executive Officer  
USAID HR Section/Executive Office  
USAID/Bangladesh

**POINT OF CONTACT:**

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

**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.

**Appendix (DEFINITIONS)**



**Eligible Family Member (EFM):** An EFM for employment purposes is 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; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **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; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes 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; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes 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):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

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