

U.S. EMBASSY DHAKA

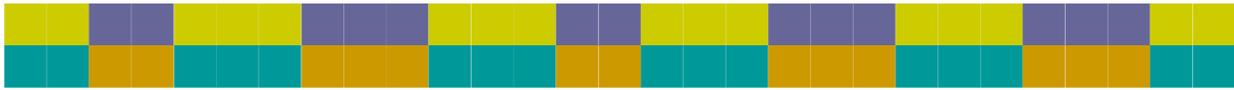
VACANCY ANNOUNCEMENT NUMBER – 2016-042

- OPEN TO:** US Citizen Eligible Family Members (USEFMs), Member of Household (MOH) – All Agencies, and All Qualified U.S. Citizens.
- POSITION:** **English Language Specialist/Technical Writer, GS-11**
- OPENING DATE:** **August 25, 2016**
- CLOSING DATE:** **September 15, 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 US Citizen Eligible Family Member (USEFM), Member of Household (MOH) and qualified US citizens for the position of English Language Specialist/Technical Writer in the Program Office.

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 Technical Writer/Editor will serve as the resident English-language expert for USAID/Bangladesh. S/he fulfills three main responsibilities:

- 1) Leads and/or assists with the drafting, reviewing, and editing of major USAID reporting and planning documents;
- 2) Ensures that documents prepared by the Mission are written in American English, follow U.S. government (USG) standards for the use of clear and easily understood language, and are well organized, concise, and easily accessible to reviewers from a broad array of disciplines; and
- 3) Provides targeted English language training to USAID staff to improve the quality of oral and written communication skills.

Employment shall be through a USAID Personal Services Contract for a period of one year with the possibility of extension.

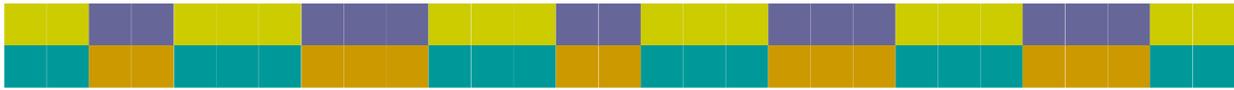
MAJOR DUTIES AND RESPONSIBILITIES:

Technical Writer / Editor (50%)

The incumbent will ensure that final documents for senior management review are well organized, follow appropriate formats, contain the required information, and are written in clear and easily understood language while maintaining accuracy in terms of technical content. The types of documents to be processed span the range from simple correspondence, speeches, and public outreach materials, to complex and lengthy technical documents that outline agency processes for management and audit purposes. The incumbent is responsible for drafting factual and interpretive memoranda that provide clear and well-supported recommendations, and objective information and advice to senior staff on a variety of programming and administrative issues.

S/he will be expected to employ a range of writing styles, including expository, documentary, and creative story-telling to accommodate the full range of USAID’s different audiences.

S/he must use simple, clear language—particularly in communications materials intended for non-USAID audiences. In some instances, completing written documents will entail soliciting and editing written materials from a large number of non-native English source writers whose technical inputs are critical to the production of the final product. The incumbent must ensure the accuracy, appropriateness of style and tone, as well as adherence to format and content requirements of all documents managed by the Program Office.



The incumbent is also expected to review complex and detailed USAID guidance and conduct limited subject research as required in order to accomplish writing and/or editing assignments. S/he is also expected to interpret and communicate agency guidelines to other writers in the Mission in order to maximize the quality of first draft submissions. S/he is expected to become familiar with a broad range of key sources of information for Agency policies and procedures, as well as style guidelines for producing various documents. The incumbent works closely with the Program Office and other Mission staff, and serves as an important resource person on matters related to Mission reporting requirements.

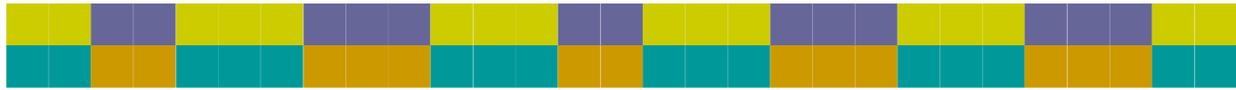
English Mentor and Trainer (25%)

The objective of this role is to increase the overall quality of oral communication skills and first draft written submissions of Mission staff by providing targeted feedback and training to Mission staff. The incumbent will assess existing training resources available for staff and survey staff and Mission management regarding unmet needs and the best means by which to develop staff capacity in oral and written English. The incumbent will utilize this information to develop and implement a training plan for targeted Mission staff.

The incumbent also will work closely with document authors to revise documents as necessary and use this process to increase the overall quality of staff writing. These documents may include, but are not limited to: memoranda, reports, statements of work, design documents, bilateral agreements, presentations, and outreach materials. Depending on the skill level of the initial writer, the process of skills development may require multiple rounds of constructive feedback and early guidance at the conceptualization phase of document preparation.

Special Projects Coordinator (25%)

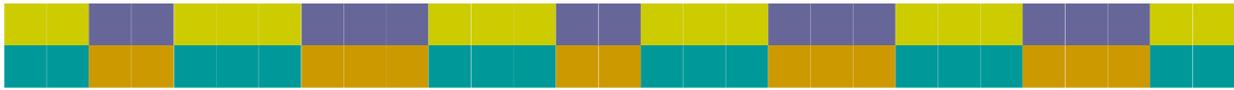
The incumbent will lead or assist on the preparation of a number of special reporting, planning, or policy documents for the Mission. In these assignments, s/he will sometimes be expected to take a lead responsibility in the coordination and standardization of inputs from different writers, compliance with agency guidance, and general quality control of the final product. S/he is also expected to facilitate the development and standardization of document formats and other writing guides to assist Mission writers. In this capacity the incumbent works closely with Mission management to identify guidance documents and tools utilized by the Mission and design and implement standard documents that staff can readily access.



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:** A Bachelor's degree in English, International Relations, Public Policy or field relevant for English-writing and/or international development is required. *(You must attach a copy of your certificate along with your application form.)*
- 2. Experience:** At least 3-5 cumulative years of progressively responsible work experience for which English-writing and staff-development or team work constitute a significant element of the level of effort. Specific experience in editing, reviewing, researching and working closely with technical specialists in preparing briefing papers, manuals, handbooks, and/or other policy directives is required. Work experience in writing and editing for a government agency, international non-government organization (NGO), foreign donor agency, or other similar institutions in the private sector or academia is required.
- 3. Knowledge:**
Knowledge acquisition, research, and analytical skills: The applicant must demonstrate a facility with acquiring knowledge about technical subject matters not in his or her direct field of experience, education, or training. S/he should demonstrate analytical ability that is not subject matter dependent.
- 4. Skills and Abilities:**
 1. Written and oral communication skills: The applicant must possess excellent written and oral communication skills in American English. S/he must demonstrate the ability to clearly organize and prepare concise and well-written documents that are geared toward a variety of audiences and at different level of technical complexity. S/he must also demonstrate a facility with analytical writing which must present both quantitative data and qualitative information. The individual must be able to obtain, analyze, and evaluate a variety of data and guidance; organize, interpret and present it in meaningful oral or written form for varied audiences, including senior level staff of the Mission; and provide solid analysis.
 2. Teamwork and interpersonal skills: Since the vast majority of the position's responsibilities will require the cooperation of others, the applicant must demonstrate an exceptional ability to communicate and give written and oral feedback to colleagues and superiors regarding their collaboration and quality of work. S/he must also demonstrate an ability to



conceptualize and implement effective organizational processes to yield results.

3. Professional judgment, organization skills and ability to work independently: The applicant will be called upon to deliver outputs that require long term planning, excellent organization, and depend on the cooperation of others. Demonstrated good judgment and organizational skills are essential, as well as a good instinct for knowing when to consult.

4. Skills development: The applicant should demonstrate an ability to teach in both one-on-one and group contexts.

5. Computer skills: The applicant must be highly proficient in the use of Microsoft Word, PowerPoint, and Excel. S/he must also have skills and ability to format various types of documents in Microsoft Word for a professionally produced look and feel.

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 a U.S. citizen or U.S. resident alien and 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, the resident-hire USPSC 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 USPSC 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:

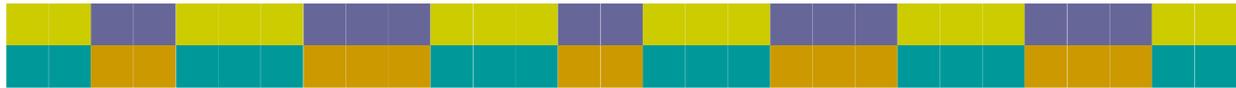
USPSCs are not exempt from payment of Federal Income taxes.

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

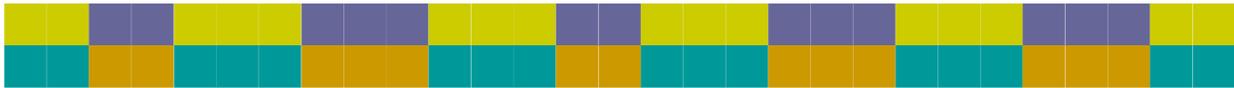
EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department 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)

Resident Hire USPSC: 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 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**



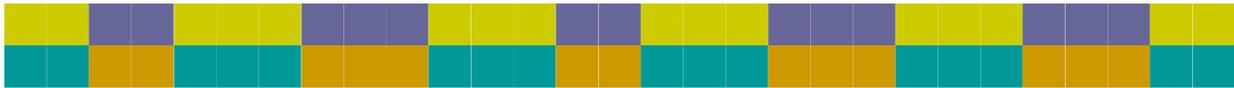
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of 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.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

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Clearance: Eric Adams, Supervisory EXO: _____