

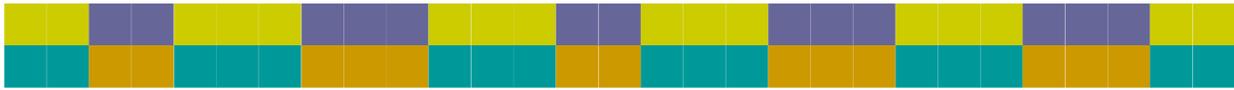
## U.S. EMBASSY DHAKA

**VACANCY ANNOUNCEMENT NUMBER – 2016-30**

- OPEN TO:** US Citizen Eligible Family Members (USEFMs), Member of Household (MOH) – All Agencies, and All Qualified U.S. Citizens and Third Country Nationals.
- POSITION:** Senior Gender Specialist
- OPENING DATE:** June 27, 2016
- CLOSING DATE:** July 21, 2016 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week
- SALARY:** GS-13 (Salary Scale: \$73,846 - \$96,004 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), qualified US citizens and Third Country Nationals for the position of **Senior Gender Specialist** 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 Program Office supports the entire Mission in a wide variety of responsibilities including budget and strategic planning, quality control on program design and implementation as well as monitoring project effectiveness, liaising with other Embassy staff and the host Government, and ensuring the Mission follows USAID policy and procedures. The Program Office acts as a clearinghouse for information for the entire Mission and as an informal secretariat for the Front Office. As such, the Senior Gender Specialist serves as the Mission’s chief expert and resource person on matters related to USAID's Gender Policy, requirements and best practices to ensure that all Mission activities comply with the relevant Automated Directives System and related policies. The incumbent guides and supports the Senior Management Team and Technical Office (TO) teams in the development of strong gender analyses for new activity designs. S/he provides support to other Program Office backstops and TOs to help ensure that gender is effectively integrated throughout implementation, monitoring, evaluation and learning of USAID activities. S/he advises Mission Management, Office Directors, Team Leaders and Activity Managers, including coordination with the HR Office, on matters where gender mainstreaming and awareness is critical. The incumbent also works strategically to enhance the awareness, knowledge, and overall capacity of Mission staff on gender issues.

The duration of the assignment is two years.

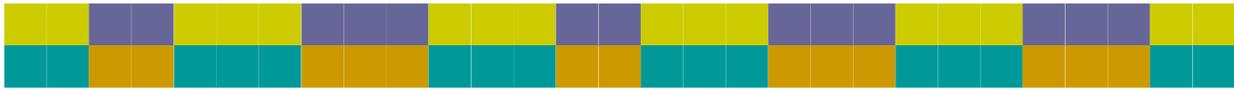
**MAJOR DUTIES AND RESPONSIBILITIES:**

The Senior Gender Specialist supports the Mission’s broad efforts to provide a full range of consultative, information-gathering, analytical, evaluative and written technical services on gender issues, and performing the following duties:

Technical Expertise and Reporting:

Provide the Mission with guidance and support in technical gender areas, including:

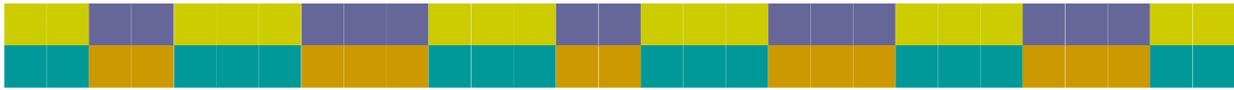
- Strategic gender planning;
- Gender budgeting;
- Identifying basic versus strategic gender needs and when each should be employed;



- Designing gender equitable approaches in various sectors considering gender equity and gender equality;
- Developing and interpreting monitoring results of gender-sensitive indicators;
- Interpreting and applying project performance to measure outcome and impacts;
- Women's empowerment issues;
- Advantages and disadvantages of gender mainstreaming;
- Substantial understanding of relevant international and national gender tools, instruments, conventions and legislation and ability to apply them effectively;
- Gender dynamics and complexities in Bangladesh and region, indicators of women's status and cultural issues/constraints in facilitating women's equitable participation in, contribution to and benefit from development;
- Identifying relevant national and international best practices and lessons learned in gender approaches in specific sector work;
- Recognizing the effects of gender-based violence on programming;
- Understanding of gender issues in Bangladesh and relevance to programming; and
- Conducting national and international research on gender in specific technical sectors.
- Prepare frequent updates, including those from various committees and working groups, and will be required to respond quickly and effectively to ad hoc requests for information as well as frequent and regular reporting. This requires working closely with all relevant sectors and technical teams to ensure timely progress reports, vignettes and photographs - including success stories to capture USAID progress on gender issues.
- Assist with the monitoring and reporting in a timely manner on Congressional Earmarks on gender and assists TOs on other cross-cutting issues as needed, working closely with technical offices to ensure that the earmarks are being met, allocated and spent appropriately;
- Assist with the collection and dissemination of information on gender issues and themes and stay up-to-date on information regarding these themes, i.e. State Department reports, international organization reports, surveys and programs, working closely with USAID's Information Unit, etc. to ensure accuracy and credibility;
- As Senior Gender Specialist, ensure adequate knowledge and familiarity with other cross-cutting issues to provide adequate coverage to the office in time of staff shortages.

#### Program Design, Management and Implementation:

- Coordinate with TOs and provide input to ensure that gender is emphasized appropriately in the relevant technical portfolios as per ADS 205: Integrating Gender Equality and Female Empowerment in USAID's



- Program Cycle;
- Provide programmatic guidance and support for all USAID activities, including reviewing Action Memos, Activity Approval Documents, Statement of Work, Implementing Letters, Performance Management Plans, Annual Work Plans, Quarterly Reports and Evaluations;
  - Support Technical Offices draft and conduct gender analyses of programs, projects and activities;
  - Lead Gender Team and Technical Office focal points for the design of Promote Task Orders;
  - Be a member of Technical Evaluation Committees (TECs) for review of project designs and proposals most relevant to the Gender Unit;
  - Provide guidance on indicators, performance monitoring plans and work plans related to gender as required by agency policies and requirements; and
  - Assist as needed on other cross-cutting responsibilities to ensure smooth operation of the office as a whole.

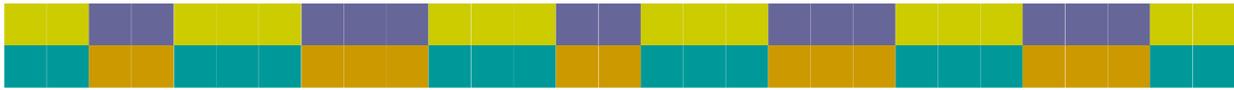
Outreach and Communication:

- Conduct gender trainings for USAID staff, and implementing partners as needed or requested;
- Serve as a gender point of contact with USAID Human Resources to ensure USAID proactive recruitment of qualified women for positions, particularly professional level positions; and
- Provide relevant information to USAID and interagency staff on USAID programs, and respond to requests for information and data.

**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:** Equivalent of Master's degree or Post-graduate training in development, policy, public administration, social sciences or related field is required. Additional courses beyond formal degree and/or training related to gender and development also required. *(You must attach a copy of your bachelor's degree & specialized training certificate along with your application form.)*
- 2. Experience:** Seven or more years of professional experience in international development organizations with 5-7 years work experience directly related to gender is required. Demonstrated experience designing and/or implementing development projects and/or training programs on gender-related issues. Experience in program implementation, design,



monitoring and evaluation, and other related development activities. Two to three years of managerial experience in development assistance program is required

- 3. Knowledge:** Knowledge of international development organizations and programs. Knowledge of international organizations or other bi-lateral and multi-lateral donor and development agencies is highly desirable. Overall knowledge of South Asia region and culture, preferably Bangladesh, is highly desirable. Extensive knowledge of gender, gender mainstreaming, gender in development, gender inclusion, gender and Islam, and gender in Bangladesh context. Knowledge of gender organizations, experts, and research and information sources is also required. Must have or demonstrate the potential to rapidly acquire knowledge of U.S. Government policies regarding gender and development assistance. Must have a thorough understanding of development goals in Bangladesh and the region, as well as best practices in project design, implementation, and evaluation.
- 4. Skills and Abilities:** Must demonstrate sophisticated ability to analyze issues based on reading, discussion and observation in order to provide prompt and succinct written and oral recommendations, options and strategies. Must be able to organize, interpret and present information and analyses in meaningful oral or written form for varied audiences, including higher level USAID, Embassy, GOB, and donor representatives. The incumbent consistently demonstrates sound leadership, decision-making, interpersonal, and judgment skills in order to represent USAID and conduct meetings with staff and partners. S/he is required to demonstrate strong organizational skills and ability to plan annual events and programs, set goals, targets, and benchmarks. The incumbent is required to have the ability to take initiative, identify priorities and manage time and multiple responsibilities effectively, meet deadlines and achieve results in a team-oriented environment. Excellent computer skills required (word, excel, database and spreadsheet, PowerPoint) required.
- 5. Language:** Excellent English writing and speaking ability is required. The candidate should have a demonstrated capacity to communicate complex policy, strategy, and program issues orally and in writing in a clear, concise, and well-organized manner.

Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the most highly ranked applicants.



### **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 or a Third country National (TCN) and be able to obtain Facility Access security clearance (required).

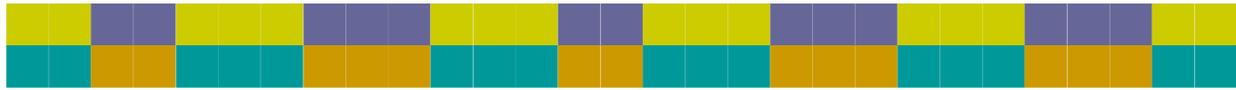
### **HOW TO APPLY:**

#### **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.

[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/TCN 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/TCN 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:**

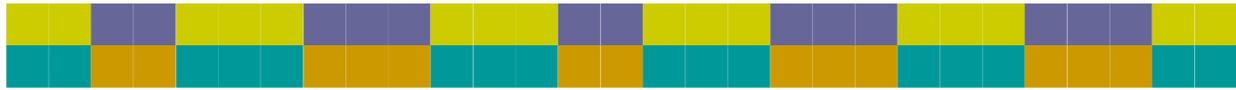
SUBMIT APPLICATION PACKET ELECTRONICALLY TO:

[Dhaka-Jobs@USAID.gov](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.

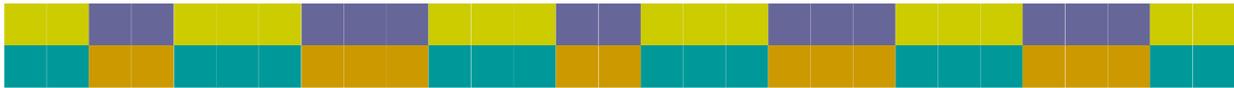
### **Appendix (DEFINITIONS)**

**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**



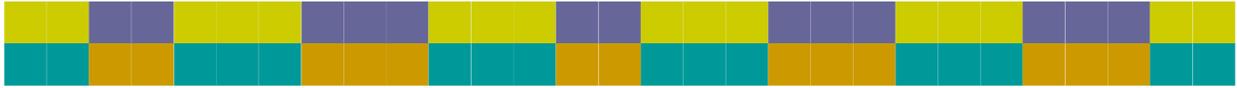
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, 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.

**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.

**Third Country National:** Third country national (TCN) means an individual who is neither a cooperating country (Bangladesh) national nor a U.S. national, but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources.

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