

**Foreign Service Limited Position Opportunity - Program Officer - FL-0343-04, Program Office, PD# 32798**

- **Agency:** U.S. Agency for International Development
- **Organization:** Bureau for Resilience and Food Security (RFS)
- **Location of Position:** Washington, DC
- **Open Period:** February 8, 2021 - March 1, 2021
- **Appointment Type:** This is an excepted service, time-limited appointment that is not-to-exceed five (5) years
- **Salary:** (USD) \$75,921 - (USD) \$111, 493 (annually)
- **Number of Vacancies:** 1

**Description of Organization:** This position is located in the Program Office (PO) of USAID's Bureau for Resilience and Food Security (RFS), Strategic Planning Division (PO/SPD). RFS's mission is to partner to advance inclusive agriculture-led growth, resilience, nutrition, and access to water and sanitation to accelerate and protect progress on the Journey to Self-Reliance. RFS oversees four high-level, integrated efforts in support of this mission: (1) Feed the Future, guided by the Global Food Security Strategy (GFSS), (2) the USAID Multi-Sector Nutrition Strategy, (3) the U.S. Global Water Strategy, and (4) efforts to increase resilience in areas of recurrent humanitarian crisis. To deliver on this work, RFS partners with other Federal Departments and Agencies, USAID Bureaus and Missions, universities, civil society, and other public- and private-sector actors.

The PO oversees programmatic operations for the RFS centrally managed portfolio. The Office works across the Bureau to manage systems for efficient strategic planning, program implementation, project and activity design, and monitoring, evaluation and learning (MEL). The Office also ensures that gender, youth, digital, and local capacity development are incorporated into the design and implementation of Agency and Bureau food security, resilience, agriculture, nutrition, and water investments. The Office oversees the formulation, allocation, and execution of RFS's program budget, including compliance with Congressional directives and required reporting and notification.

**Description of Position:**

The incumbent:

- Serves as a program manager in the Bureau for Resilience and Food Security (RFS), with particular responsibilities for budgetary management and planning, procurement and resource allocation planning, project management, reporting, and monitoring.
- Works alongside senior leadership and technical experts to ensure that program objectives and process milestones are met.
- Supports the design, development, procurement, and management of contracts and grants.
- Regularly prepares reports for internal and external audiences and develops both written and oral presentations, reports, and tracking systems.
- Assesses and evaluates program compliance with USAID goals, policies, and regulations, and then identifies issues and proposes changes.
- Supports data and knowledge management in core food security and resilience technical areas.

- Manages processes associated with developing and disseminating information, which may include conducting analyses to provide input to knowledge management, strategic planning, policy development, performance reporting, program design, speeches, Congressional inquiries, and other program documents related to the Agency’s agriculture, resilience, and nutrition work.
- Plays a key role in coordinating activities, processes, and relationships among various RFS, Agency, and interagency operating units, ensuring sound program management of RFS activities and lines of effort.
- Supports formal and informal reporting functions through development and dissemination of data, analyses, and presentations and by serving as a liaison between RFS technical teams, the RFS Program and Country Support Offices, other Agency Bureaus, and overseas Missions.
- Engages with external partners by supporting outreach events, conferences, and meetings and contributing to the development of communication and outreach materials and events led by the RFS Communications Team.
- Performs other duties as assigned.

**Qualifications:**

- Must be a U.S. citizen.
- You must have one year of specialized experience equivalent to the next lower grade level, FL-5/GS-11, of this position. Examples of specialized experience include: (a) coordinating and supporting the management of international development or similar programs; (b) financial management, tracking, and reporting, such as for government contracts or grants; and (c) managing professional relationships including information sharing, reporting, and process coordination.
- Must be eligible to obtain and maintain a Secret security clearance.

**Interested candidates should submit a:**

- Resume/CV; and
- A short written statement of interest specific to this position.

Please submit your application package to <rfsjobs@usaid.gov>. Please use the subject line “FSL APPLICATION PACKAGE: Program Officer, FL-0343-04, RFS/Program Office, PD#32798”

**Application submissions are required by 11:59 pm (EST) March 1, 2021. Packages not submitted by the deadline with the specified subject line—or incomplete packages—will not receive consideration.**

This notice may be used to fill additional vacancies, as the workforce needs of the Bureau may change.

[EEO Policy Statement](#)

[Reasonable Accommodation Policy](#)

Any questions concerning this notice may be directed to:

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