

Foreign Service Limited Position Opportunity - Program Officer (Operations Manager) - FL-0343-03, PD# 32945

- **Agency: U.S. Agency for International Development**
- **Organization: Bureau for Resilience and Food Security, Office of the Assistant to the Administrator (RFS/AtA)**
- **Location of Position: Washington, DC**
- **Open Period: October 2nd to October 16, 2020**
- **Appointment Type: This is an excepted service, time-limited appointment that is not-to-exceed five (5) years**
- **Salary: (USD) \$93,695 - (USD) \$137,594 (annually)**
- **Number of Vacancies: 1**

Description of Organization: This position is in the Office of the Assistant to the Administrator (AA/RFS) of USAID's Bureau for Resilience and Food Security (RFS). 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 Office of the Assistant to the Administrator (AA/RFS) oversees RFS staff and provides senior-level strategic guidance on resilience and food security issues to the Associate Administrator for Relief, Response, and Resilience and the Administrator of USAID, other Federal Departments and Agencies, and other stakeholders. The Office leads Interagency coordination and houses the Bureau's Administrative and Management Team, Communications and Outreach Team, and the Executive Secretariat of the USAID Presidentially appointed Board for International Food and Agricultural Development (BIFAD).

Description of Position:

- Provides high-level day-to-day administrative and operational support to the RFS Assistant to the Administrator (AtA).
- Leads a variety of special projects to improve Bureau operations, as directed by the RFS AtA.
- Serves as a key point of contact with persons and groups both inside and outside of USAID seeking to connect with Bureau leadership.
- Assists in convening meetings and other fora for RFS senior leadership and key stakeholders.
- Provides quality assurance to ensure messaging, materials, activities and other tasks related to RFS operations are of a high-quality and meet relevant requirements and policies.
- Supports internal communications, including drafting slides, facilitating meetings, and writing talking points for the RFS AtA and other Bureau leaders as necessary.
- Supports workforce planning and tracking for the Bureau including central oversight of recruitment efforts and the RFS staffing pattern.

- Engages in activities to support effective bureau collaboration and employee morale including supporting onboarding processes, organizing strategic staff retreats, and facilitating intentional cross-fertilization and teamwork between Bureau Offices and Centers.
- Serves as the go-to expert on Bureau operations, policies and procedures.
- Contacts, advises, collaborates, and coordinates with officials within USAID, as well as other stakeholders in partner organizations in the private sector, academia, and NGOs.
- Performs other duties as assigned.

Qualifications:

- Must be a U.S. citizen.
- Must have one year of specialized experience equivalent to the next lower grade level (FSL 04/GS 12) of this position. Examples of specialized experience include but are not limited to:
 - Experience supporting high level executives or principals, including drafting briefers and talking points, scheduling, and other high level administrative support
 - Organizational, project, and/or change management experience
 - Workforce planning, tracking, and oversight
 - Process design and improvement, including creating efficiencies and conducting routine quality control
- Must be eligible to obtain and maintain a secret security clearance.

Interested candidates should submit a:

- Resume/CV;
- A short written statement of interest; and

Please submit your application package to <rfsjobs@usaid.gov>. Please use the subject line “FSL APPLICATION PACKAGE: 32945 Program Officer (Operations Manager), FSL 03.” **Application submissions are required by 11:59 pm (EST), October 16, 2020.. 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:

-- Marcus Dinkins, RFS/AMS, mdinkins@usaid.gov