

## Foreign Service Limited Position Opportunity

### PRIVATE ENTERPRISE OFFICER - FSL-1101-03

- Agency: U.S. Agency for International Development
- Organization: Bureau for Democracy, Development and Innovation
- Location of Position: Washington, DC
- Open Period: 3/3/2021 – 3/17/2021
- Appointment Type: This is an excepted service, time-limited appointment that is not-to-exceed five (5) years
- Salary: USD \$94,632 to \$138,970 (annually)
- Number of Vacancies: 1

**Description of Organization:** The Private Sector Engagement (PSE) Hub, within USAID's Bureau for Development, Democracy, and Innovation (DDI), supports the Agency to expand and deepen collaboration with the private sector to achieve greater development outcomes. The Private Sector Engagement Hub's mission is to create the institutional conditions, operating infrastructure, and capacity necessary to expand engagement with the private sector in the United States and partner countries. The Hub delivers capacity- and systems-building support for engagement with the private sector in all Operating Units and all countries where we work.

#### **Description of Position:**

The FSL-03 Private Enterprise Officer will support the Operations and Program Support Division in the Private Sector Engagement Hub. In this capacity, s/he will:

- Support the PSE Hub in the design, development, implementation, and evaluation of technical assistance to support the Agency's PSE Policy, the implementation of the PSE Hub Strategy 2021-2025, as well as program objectives on scaling development finance.
- Provide oversight and administration of current and emerging Agency programs or operations; and lead the direction and management of large-scale Agency programs and operations to efficiently achieve specified goals and objectives.
- Contribute to providing thought leadership, generate policy recommendations, and develop interventions and Agency mechanisms to advance PSE across the Agency. S/he also works with the PSE Hub and other USAID Bureaus to develop strategies to scale

PSE programs and coordinate outreach, technical assistance, policy, resource allocation, and identify and evaluate resources to engage the private sector.

- Support the full program lifecycle. This includes ensuring that budget programs and obligations are fully aligned with USAID policies and procedures, assisting in the preparation of regular budget and programmatic reports, and replying to ad-hoc information requests. The candidate may assist with budgeting processes related to program coordination and implementation and budget tracking with the office's programming.
- Work in direct support of the appropriation, allotment, allocation and allowance of funds. The incumbent helps develop and track Congressional Budget Notification (CBN), Annual Budget Review (ABR), Change Notice (CN), requests for early release of funds, reprogramming funds between various classifications of funds, keeping track of federal earmarks, and ensuring funds are spent consistent with those earmarks.

### **Qualifications:**

- Must be a U.S. citizen.
- Must have one year of specialized experience equivalent to the next lower grade level [FS-04] of this position.
- Must have excellent level communication skills both verbally and in writing to both internal and external stakeholders.
- Background/knowledge related to economics, private sector engagement, financial markets, and/or mobilizing private finance for development is preferred.
- Must be eligible to obtain and maintain a secret security clearance

### **Interested candidates should submit:**

1. **Cover Letter** expressing interest and clearly addressing the stated requirements for the position
2. **Resume/CV & Transcripts** (as necessary for positions with a positive education requirement)
3. Three (3) **References**
4. Stated **Security clearance level**, if applicable
5. Stated **US Citizenship** (If citizenship is not stated - application will not be considered)
6. **DD214** and other veteran status, if applicable.

Please submit your application package to [DDIFSLJobs@usaid.gov](mailto:DDIFSLJobs@usaid.gov), with a copy to [PSE.Operations@usaid.gov](mailto:PSE.Operations@usaid.gov). Please use the subject line "FSL APPLICATION PACKAGE: PRIVATE ENTERPRISE OFFICER, FSL-03, POSITION NUMBER 32991, PRIVATE SECTOR ENGAGEMENT HUB," **Application submissions are required by 11:59 pm (EST), March 17, 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\*\*](#)