

Foreign Service Limited Position Opportunity - General Development Officer (Knowledge Management and Organizational Learning Advisor) - FL-0301-02

- **Agency: U.S. Agency for International Development**
- **Organization: Bureau for Resilience and Food Security (RFS)**
- **Location of Position: Washington, DC**
- **September 2 – September 23, 2021**
- **Appointment Type: This is an excepted service, time-limited appointment that is not-to-exceed five (5) years**
- **Salary: (USD) \$116,785- 171,504 (annually)**
- **Number of Vacancies: 1**

Description of Organization: This position is located in the Analysis and Learning Division of the Policy and Analysis Office (PA) in 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 development progress. RFS oversees four high-level, integrated efforts in support of this mission: (1) Feed the Future, guided by the *Global Food Security Strategy*, (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 Policy and Analysis Office (PA) coordinates across RFS, the U.S. Government Interagency and external partners to set and adjust strategic and policy priorities, generate evidence, and disseminate learning. The Analysis and Learning Division leads bureau efforts to measure impact, develop innovative methods and metrics, assess how a changing world will impact RFS programming, and promote a culture of evidence-based decision making.

Description of Position:

Major Duties and Responsibilities:

The incumbent will undertake the following duties and responsibilities:

Strengthening Knowledge Management/Organizational Learning (KM/OL) Processes and Practices

- Play a lead role in designing, adapting, and implementing KM/OL support strategies for RFS Offices and Centers;
- Establish guidelines, recommend practices, and identify quality control standards for KM/OL; Provide technical leadership and expert advice in the areas of in-person, virtual and hybrid facilitation, building the internal capacity of RFS staff to excel in this function;
- Gather lessons learned and best practices on institutionalizing USAID's Collaborating, Learning and Adapting (CLA) framework into bureau work to include proposing and leading specific CLA activities;
- Provide direct CLA support to RFS Offices and Centers through design and facilitation of knowledge sharing activities and strengthen internal CLA practices through development of guidance and tools or leveraging of existing ones;

- Develop strategies and oversee the roll-out of emerging program learning through knowledge sharing, consensus building, and adaption of internal processes/procedures;
- Analyze qualitative and quantitative data to assess programmatic performance and make recommendations based on learning for improved outcomes; and
- Guide and coordinate management efforts of learning platforms and websites.

Program Planning and Management

- Play a substantive role in work planning for RFS Learning Team by leading participatory processes to identify support areas of RFS staff and integrate contributions from KM/OL mechanisms;
- Support the Learning Team Lead to implement the RFS budget for KM/OL through activity planning, design, and implementation;
- Serve as Contracting/Agreement Officer's Representative or Activity Manager for contracts or grants that provide KM/OL support to RFS or implementing partners;
- Support and oversee efforts to integrate CLA and KM/OL in RFS procurement processes, activity design, management, and internal processes;
- Identify appropriate procurement models, design mechanisms, and procurement processes to enable a broad range of support to KM/OL efforts in strengthening internal and partner capacity to practice in program learning, research, adaptive management, and collaborative processes; and
- Promote an enabling environment through positive change management practices around KM best practices.

Knowledge Management and Learning Liaison

- Foster collaborative relationships, and help build a learning organization for RFS;
- Chair and plan the RFS Extended Learning Team, initiate dialogue around learning, and create, coordinate and implement the Bureau learning plan;
- Serve as liaison for KM/OL and CLA between RFS and stakeholders inside and outside of USAID to ensure coordination and leveraging of opportunities;
- Serve as subject matter expert for RFS CLA training efforts and ongoing design iterations; Participate in KM/OL communities of practice and events to stay abreast of good practices, identify opportunities for collaboration and sharing of RFS KM/OL experience; and
- Facilitate retreats and meetings as necessary;

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 FSL-03 of this position.
- Must be eligible to obtain and maintain a Secret-level security clearance.

Strongly preferred qualifications

- Demonstrated experience in designing, facilitating, and evaluating tailored learning activities, across a variety of themes, forums and stakeholders.
- Demonstrated experience in developing and leading stakeholder engagement activities, knowledge management programs, and/or communities of practice.
- Demonstrated experience overseeing management of websites and leveraging of online tools to achieve KM/OL objectives.
- Strong writing and editing skills.

- Ability to navigate and lead on complex, multi-stakeholder efforts across an organization.

Interested candidates should submit a:

- Resume/CV that speaks to the preferred qualifications;
- A short written statement describing your reason for applying;

Please submit your application package to RFSjobs@usaid.gov . Please use the subject line “FSL APPLICATION PACKAGE: **General Development Officer, FL-0301-02 (KM Advisor, PD#)**.” **Application submissions are required by 11:59 pm (EST), September 23, 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:

-- Zachary Baquet, RFS/PA, 202-712-0831, zbaquet@usaid.gov