

POSITION DESCRIPTION

Office of Origin: LAC/RSD

Notice Category: Job Opportunity (Foreign Service Limited)

Date of Announcement: October 12, 2021

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Distribution: USAID/General Notice

Education Development Officer, BS-60, FSL-02 - Bureau for Latin America and Caribbean - Office of Regional Sustainable Development (LAC/RSD)

Location and Background of Position:

The Foreign Service Limited (FSL) Education Development Officer will serve as the Senior Education Advisor. This position is situated within the Bureau for Latin America and the Caribbean (LAC) at USAID, Office of Regional Sustainable Development (RSD), based in Washington, DC. The incumbent will play a vital role in supporting USAID LAC Bureau's mandate to increase the reach and impact of its regional education, youth and workforce training programs as well as supporting select LAC missions in doing the same.

LAC/RSD is the Bureau's hub of technical support to the region and comprises programs in democracy and governance, economic growth, education, environment, and health. The RSD Education Team procures and manages region-wide activities in support of the Agency's Education Strategy, regional bureau strategic directives, and mission Country Development Cooperation Strategies (CDCS). The education portfolio spans basic education, higher education, and workforce development programs.

The incumbent will provide expert technical guidance on the design, implementation and evaluation of sound education programs, evaluations, documents, and other knowledge products. This position reports to the Supervisory Educational Program Specialist (Education Team Lead) in LAC/RSD.

Duties and Responsibilities

The Education Development Officer will be a core member of the four-person LAC/RSD Education Team. The team is one of five technical teams under the LAC/RSD Director and currently consists of the team leader, Education Program Officer, and Youth/Workforce Development Specialist. The Education Team has a broad and complex range of responsibilities. The Education Team is the Bureau's principal source of senior analytical and technical expertise and leadership in the areas of basic education, higher education and non-formal education issues. The team carries out policy, sectoral, and cross-sectoral analyses in support of education-related programming in Latin America and the Caribbean. The team assists LAC Missions with the development of country specific strategies, programs, projects, studies and evaluations. The team

manages the Bureau's portfolio of regional projects and programs. It is also the principal point of contact on education related issues in LAC with other parts of the Agency, international agencies, and other multilateral and other donors, with the NGO and university communities and other interested parties.

Project Management 30%

The Education Development Officer will be responsible for actively managing a portfolio of regional projects and their related budgets, administration, and reporting. S/he will be responsible for providing technical guidance and supervision to implementing partner organizations, for coordinating with field Missions and country desk officers, and for managing all aspects of project budgeting, administration, reporting, and monitoring and evaluation of performance. USAID will provide the incumbent with training to become a certified Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR), with legal and fiduciary responsibility for the project(s) he/she manages. He/she may also serve as alternate AOR/COR or Activity Manager for other projects as needed and may manage additional projects in the future.

Technical Guidance and Field Support 30%

The Education Development Officer will serve as a senior technical advisor to Bureau management and USAID Missions on a range of education issues. As a generalist, his/her support and backstopping portfolio may include a mix of traditional education areas in line with the USAID agency education strategy such as education policy, literacy, numeracy, social emotional learning, and safe learning environments. S/he will provide support to USAID field Missions and to non-presence programs. This may include backstopping and providing support to Missions on the implementation of USAID's Education Strategy, Youth Policy and other directives. The incumbent will also assist Missions with developing country specific strategies, designing new projects; writing scopes of work, participating in the selection of implementing partners; and reviewing evaluations and other program documents, as needed. The incumbent will also represent Mission programming in Washington and advocate for Missions' interests for appropriate staffing and budget resources within the Agency and the interagency. He/she may be requested to provide field support virtually or by occasionally traveling to the region, as necessary.

Portfolio Management and Reporting 25%

The Education Development Officer will be tasked with managing several office operations related to the smooth conduct of the regional education portfolio. This may include periodic maintenance of online and system files, regular updating of contact, staffing or resource lists, and coordination of data calls. He/she will become familiar with Agency guidelines and resources, and will serve as a primary resource for his/her teammates and for Missions and non-presence programs, as needed. The incumbent may take the lead on reporting for the LAC/RSD Education team, including preparing the education section of LAC/RSD's yearly Operational Plan (OP) and Performance Plan and Reports (PPR).

Other duties as assigned 15%

At the direction of the office and team leadership, the Education Development Officer will be expected to execute other duties related to the EDU portfolio, or to fulfill the needs of LAC/RSD, the LAC Bureau, or the Agency more broadly. Because the LAC/RSD/EDU team does not have dedicated administrative support, these duties may range from performing administrative tasks or office support duties to providing high-level policy guidance or running lead on special projects or taskers.

Term & Salary of Position:

This position is an FSL appointment, and will be appointed for an initial period of not to exceed five (5) years, with the potential for extensions subject to continued availability of funds, requirements for additional service, and successful job performance. The position will be subject to the Foreign Service [\(FS\) pay scale](#) and is graded at an FS-2; exact salary will be commensurate with experience, and ranges from \$115,630 - \$146,477 (FS-2, steps 1 through 9) in the Washington/DC Metro Area.

Note on Pandemic-related Telework: Depending on date of hire, the incumbent will be expected to work remotely until the Ronald Reagan Building reopens for all or select employees (including FSLs in the LAC Bureau). This position **will not** be hired with an expectation of permanent remote telework, though it is possible that an extended / indefinite period of remote telework will be required.

Selection criteria

The Senior Education Advisor must be a U.S. citizen capable of being granted and maintaining a U.S. Government security clearance at the “secret” level. The incumbent must be willing and able to travel to Latin America and the Caribbean as needed for his/her position (potentially up to 25% of the year). The successful candidate will be selected based on a review of his/her qualifications, one or more interviews and related activities, and reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

The selected incumbent for this position will demonstrate clear evidence of:

1. Knowledge of relevant technical and regional area (30 points)
 - a. A minimum of 8 years’ experience working on relevant education and/or youth development issues. Demonstrates technical competence and theoretical and practical knowledge of international education development or related fields.
 - b. Professional experience working on Latin American and/or Caribbean development issues, or demonstrated ability to quickly grasp and learn a new region.
 - c. A Bachelor’s and/or Master’s degree in a field related to education and/or international development
 - d. A relevant advanced degree (Master’s or doctorate) in a social sciences field related to the position description.
 - e. English language fluency, and ability to speak, read and write Spanish at a professional level or better.

2. Significant experience as a technical project or program manager (30 points)
 - a. At least 5 years' experience overseeing international education projects or other education programs on behalf of a donor or implementing organization.
 - b. At least 5 years' experience managing some or all aspects of strategy, coordination, reporting, and monitoring of a development project or program.
 - c. Demonstrated experience serving as a senior technical lead or advisor on related development projects or programs, including experience designing social science inquiry and designing or assessing evaluation methodology (both qualitative and quantitative).
 - d. Demonstrates authoritative knowledge on relevant topics to the position and an ability to convey complex information effectively to different audiences.

3. Excellent interpersonal, and communication, and organization skills (20 points)
 - a. Demonstrates outstanding written, verbal, and presentation skills.
 - b. Demonstrates evidence of productive and positive working relationships with colleagues and peers. Demonstrates tact, diplomatic and facilitative skills among peers.
 - c. Demonstrated experience meeting deadlines and balancing competing equities, audiences, and priorities in a busy professional environment.

4. Knowledge of USAID operations, procedures, and policies (20 points)
 - a. Demonstrated knowledge of, familiarity with, or an ability to efficiently learn USAID's operations, procedures, and policies in areas such as project management, procurement, reporting, monitoring and evaluation, and education or democratic governance.

Application Instructions:

Please send one combined document (MS Word or PDF) that includes all of the below items by e-mail to Michael Lisman (mlisman@usaid.gov) before midnight on **November 26, 2021**. Please be sure to label the subject line of the e-mail "**LAC/RSD Senior Education Advisor, <Your Name Here>**"

1. Curriculum Vitae (maximum 3 pages)
2. Names and contact information for three (3) professional references
3. A DD214 and other veteran status documentation, if applicable.
4. A short supplementary statement (two pages maximum, single-spaced) addressing the two prompts below. Applicants are welcome to address each item separately, or to write one statement that integrates responses to both prompts.
 - a. Please describe your fit for this position, focused around the content area, skills and anticipated challenges outlined in the position description.

b. Please describe relevant past experience as well as accomplishments that illustrate your technical knowledge, communication skills, and work habits that will enable you to be successful in this position.