

Foreign Service Limited Position Opportunity: Supervisory Humanitarian Assistance Specialist (Division Chief), Bureau for Humanitarian Assistance, Office of Global Policy, Partnerships, Programs, and Communications - FSL-0301-01

(1) Supervisory Humanitarian Assistance Specialist (Division Chief, Humanitarian Policy and International Systems Division), FSL-0301-01

- **Agency:** U.S. Agency for International Development
- **Organization:** Bureau for Humanitarian Assistance, Office of Global Policy, Partnerships, Programs, and Communications (BHA/G3PC).
- **Location of Position:** Washington, D.C.
- **Open Period:** 08/22/2024 – 09/12/2024
- **Appointment Type:** This is an excepted service, time-limited appointment, not-to-exceed three years
- **Salary:** FSL-01. [Foreign Service pay table](#), Washington locality.
- **Number of Vacancies:** One (1) within the [BHA/G3PC office](#).

Description of Organization: The Bureau for Humanitarian Assistance (BHA) provides global leadership and a strategic approach in humanitarian response, promoting human welfare, alleviating suffering, and providing the foundations for transformative change and self-reliance, serving both national foreign policy interests and people in need of humanitarian assistance. BHA fulfills USAID's role as the lead U.S. Government Agency for responding to emergencies and disasters overseas with both food and non-food emergency assistance, as well as providing a holistic approach to USAID's programming across the spectrum of preparing for, responding to, mitigating, and preventing disasters.

The Office of Global Policy, Partnerships, Programs, and Communication (G3PC) directs the Bureau's leadership in global humanitarian policy, showcases BHA's life-saving work through strategic communication and information, and manages collaboration with external stakeholders, including public and private partners, international and multilateral organizations, non-governmental organizations (NGOs) and academic institutions, and the U.S. Interagency. The office is organized into seven divisions, namely, Humanitarian Policy and International Systems; Humanitarian Multilateral; Humanitarian Organizations and Partnerships; Private Sector Engagement, Diaspora, and, Innovation; Global Capacity and Leadership Development; U.S. Engagement, Strategy, and Programs; and Strategic Communications and Humanitarian Information.

Commitment to Diversity and Inclusion: All employees are measured on how they foster a climate of respect in interactions with others, value differing perspectives, and treat others in a fair, equitable, and culturally sensitive manner. All employees are expected to adhere to equal employment opportunity (EEO) policies and value diversity and inclusion in performing everyday duties and responsibilities.

Description of Position: The Supervisory Humanitarian Assistance Specialist will:

- Lead the Humanitarian Policy and International Systems Division in identifying, distributing, and balancing workload and tasks among three teams to ensure timely accomplishment of assigned team tasks; represent the team consensus and convey the team's findings and recommendations.
- Advise BHA, Agency leadership, and various internal U.S. Government and external stakeholders, and articulate new developments and effective approaches to humanitarian policy and assistance.
- Serve as a technical liaison, coordinating efforts and ensuring alignment with USAID programs, policies, and approaches to humanitarian assistance.
- Be responsible for the development of strategies, plans, program guidance, and dissemination of research results for Agency-wide application and incorporation into humanitarian assistance and policy programs.
- Maintain relationships inside and outside of BHA to assess and review new or unusual circumstances, variations in approach, and incomplete or conflicting information.
- Maintain a strong understanding of the USG interagency, humanitarian policy issues, and BHA's coordination responsibilities to help inform strategy toward the areas of expertise.
- Informs stakeholders of changes in organizational programs and operations, conducting briefings on major program changes in particular those impacting humanitarian assistance programs and operations overseas.

- Become certified and serve as an Agreement Officer’s Representative/Contracting Officer’s Representative (AOR/COR), performing a wide range of award management functions. Serve as an expert in award management functions, advising the team and providing oversight on related activities to ensure successful management of awards.
- Sign-up for and serve as needed multiple times throughout the year on Washington-based Response Management Teams (RMTs), which provide services and support to Disaster Assistance Response Teams (DARTs) deployed in response to disasters.

Future of Work Designation: This position is based in Washington DC and is eligible for up to two days of telework a week upon the supervisor’s approval and the needs of the position.

Qualifications:

- Must be a U.S. citizen. Please state U.S. citizenship in the application/resume (if citizenship is not stated, application will not be considered).
- Must have one year of specialized experience equivalent to the next lower grade level, GS-14 of this position. This could include experience as Team Lead or managing a team, or experience as Senior Humanitarian Policy Advisor, or experience leading humanitarian coordination, diplomacy or advocacy efforts, such as cluster coordination, humanitarian access, or other types of interagency coordination.
- Overseas experience working on civilian-led rapid response or humanitarian assistance programs is preferred.
- The Division Chief position requires a specific clearance level based on organizational location. Candidates must be able to obtain and maintain the security clearance level associated with the position for which they have been selected.

Interested candidates should submit (in PDF or Microsoft Word Format):

- Resume/CV;
- Cover letter (one page or less) must include a statement of interest, including one paragraph (250 words or less) that describes where in the resume the applicant meets the specialized experience qualifications; state whether you have veterans’ preference or if you have held or currently hold a political appointment (PA) within the last five years; (NOTE: current/former PA should submit their appropriate SF-50 which demonstrates their appointment);
- Three professional references with at least one current or former supervisor;
- Stated security clearance level, if applicable;
- Stated U.S. citizenship (if citizenship is not stated, application will not be considered).

Please submit your application package to bha.ams.staffing@usaid.gov. Subject line must be as follows specific to the position and office being applied to. Subject lines must read: **“FSL Application: Office of Global Policy, Partnerships, Programs, and Communications Supervisory HAS-FSL-01-BHA.”** Application submissions are required by **11:59 p.m. EST on 09/12/2024**. Packages not submitted by the deadline with the specified subject line—or incomplete packages—will not receive consideration.

[EEO Policy Statement](#)

[Reasonable Accommodation Policy](#)

Any questions concerning this notice may be directed to bha.ams.staffing@usaid.gov.