

SOLICITATION NUMBER: SOL-388-17-000014 (**Amended**)

ISSUANCE DATE: **June 21, 2017**

CLOSING DATE: **July 19, 2017, at 4:30pm, local time in Dhaka Bangladesh**

POSITION TITLE: Office Director, Economic Growth Office

MARKET VALUE: GS-15 Equivalent (\$103,672 - \$134,776 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated**

PLACE OF PERFORMANCE: Dhaka, Bangladesh

PERIOD OF PERFORMANCE: One year from the date of appointment with the possibility of extensions

AREA OF CONSIDERATION: U.S. Citizens/Third Country Nationals

SECURITY ACCESS LEVEL: Employment Authorization

DIRECT SUPERVISOR: Deputy Mission Director, Director Office

I. POSITION DESCRIPTION

OFFICE DIRECTOR, ECONOMIC GROWTH OFFICE

BACKGROUND:

The Director of the Office of Economic Growth (EG) is the Mission's principal officer responsible for developing U.S. strategy, ensuring coordination with a large donor community, and overseeing implementation of the Mission's economic growth, energy, and environment programs. He/she is supported by and provides guidance to two US Direct Hire Deputy Directors. He/she leads a team of 28 professional staff and oversees a complex portfolio encompassing the Feed the Future initiative with a combined annual budget of approximately \$70 million.

BASIC FUNCTION OF THE POSITION:

With considerable latitude for decision-making and exercising independent judgment, the EG Office Director will be responsible for overseeing all EG aspects of the USAID/Bangladesh program. This will require a highly experienced development professional with a broad combination of technical, analytical and managerial abilities, combined with extensive relevant experience and excellent interpersonal and communications skills. The EG Office Director must possess outstanding professional knowledge and technical expertise in one or more of the following areas: macroeconomic policy, private sector led growth, agricultural development, business enabling environment, trade, business competitiveness, public-private partnerships, energy, and environment. The successful candidate will have superior leadership and interpersonal skills, thorough knowledge of USAID regulations, a strong background in donor coordination, and extensive management experience.

MAJOR DUTIES AND RESPONSIBILITIES

Nature and Scope of Work: Provides leadership, guidance and overall direction on the development and execution of all USAID-financed activities related to agriculture, food security, business enabling environment and trade, business competitiveness, energy, and environment. Takes the lead in planning and developing Mission strategies and program direction for all activities related to these sectors.

With regard to the sectors listed above, the incumbent:

- a) Directs the EG Office; supervises and provides overall direction and leadership either directly or indirectly for all professional and administrative staff; mentors and develops staff; directs the EG Office according to established Mission policies, practices and programmatic guidance, and in accordance with all applicable USAID regulations and guidance.
- b) Working with and through EG staff, manages, monitors, evaluates, and reports on the performance of long-term and short-term development activities.
- c) Serves as the senior advisor to the Mission Director on economic growth policy and programs.
- d) Maintains a wide range of contacts with government, private sector, civil society, and other donors in order to ensure collaboration and close cooperation in developing sound and sustainable host-country development programs.
- e) Keeps abreast of developments and issues; determines the nature and extent of host-country needs for foreign assistance; and identifies ways to further achieve USAID's programmatic policy objectives in Bangladesh.
- f) Coordinates sectoral planning within the office and with other teams (offices) in the Mission in order to integrate activities into the overall Mission program.
- g) Directs and participates in all aspects of strategic and program planning.
- h) Represents the Mission in public events as well as in consultations and negotiations with host-government officials.
- i) Exercises the full range of authorities to assure adequate oversight and accountability as well as effective implementation of the results frameworks.

II. OTHER ITEMS

A. SUPERVISION

The incumbent will report to and be supervised directly by the Deputy Mission Director.

B. SUPERVISION RESPONSIBILITIES

Will oversee and manage USAID EG programs through the EG Professional staff.

C. PERIOD OF PERFORMANCE

The selected candidate will be appointed for one year from the date of appointment with the possibility of extensions.

D. SECURITY CLEARANCE

The selected applicant must be able to obtain and maintain an employment authorization security clearance and appropriate medical clearances.

III. QUALIFICATIONS AND SELECTION CRITERIA

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Applicants are required to write a brief cover letter to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Criteria listed below.

IV. EVALUATION CRITERIA:

The following factors will be the basis for the evaluation of all applications. All applications will be evaluated based on the documentation submitted with the application. Applicants are required to provide a cover letter addressing how they meet the requirements of each criterion below and submit three to five professional references with complete contact information. Candidates will be evaluated and ranked based on the following selection criteria (listed in descending order of importance):

1. **Experience:** : At least 10 years of development experience designing and implementing development programs working for a major donor agency, of which at least seven years in a supervisory role (required). Significant experience in economic growth, energy and/or environment programming (required). Significant experience in program design, management, and monitoring and evaluation (required). Familiarity with USG/USAID regulations is highly desirable. South Asian experience is highly desirable.
2. **Skills and Abilities:** Proven ability to communicate and work cross-culturally at a high level, in a challenging and ever-changing environment (required); excellent written and oral communications skills in English (required); strong interpersonal skills, team player, and the proven ability to multi-task and lead diverse technical teams (required); knowledge of Microsoft Office suite of applications (required).
3. **Knowledge:** Mastery of the economic development sector including business enabling environment, trade, private sector led competitiveness and growth, agriculture, value chain development (required). Knowledge of energy and environment programming is desirable.
3. **Education:** A minimum of a Master's Degree in International Business, International Finance, Economics, International Development or other relevant degree (required).
4. **Language:** Excellent proven written and oral English communication skills are required.

Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the most highly ranked applicants.

V. OTHER POSITION REQUIREMENTS

The selected applicant must be able to obtain an employment authorization security clearance and appropriate medical clearances.

(The below points determine basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a US/Third Country National;
- Completed and signed Federal Form AID-302-3 is submitted;
- Supplemental documents, especially a resume and/or additional information addressing the Evaluation criteria, is submitted;
- Medical Clearance; and
- Ability to obtain a security clearance or employment authorization clearance, as provided by USAID.

VI. INSTRUCTIONS TO APPLICANTS:

Interested individuals are requested to submit fully completed and hand-signed copy of an Optional Application for Federal Employment Form (Form AID-302-3), cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates their education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria:

1. **Personal Information:** full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);

2. **Education:** High school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
3. **Work Experience:** Provide the following information for your paid and non- paid work experience related to the job for which you are applying (do not send job descriptions); job title (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
4. **Other Qualifications:** Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, tools, machinery typing speed, job related certificates and licenses (current only), job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).
5. **Reference:** Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
6. Date of availability to begin assignment in Dhaka, Bangladesh.

Forms are available at the USAID website, <http://www.usaid.gov/forms/>. Applicants should note that the salary history for the purposes of the Form AID-302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

NOTE: Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

This office must receive your application prior to the closing date and time specified in this solicitation in order for you to be considered for this position. Please note all applications must be signed – **unsigned applications shall NOT be considered**. Please reference the solicitation number on your application, and as the subject line in any cover letter.

Interested candidates should send above electronically to dhakajobs@usaid.gov, to the attention of the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. E-mail applications must be received by the closing date and time specified in the solicitation.

Address: Supervisory Executive Officer
 Executive Office
 USAID/Bangladesh
 C/O American Embassy
 Madani Avenue, Baridhara,
 Dhaka,, Bangladesh

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

VII. ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:

As a matter of policy, and as appropriate, a PSC recruited off-shore is normally authorized the following benefits and allowances:

BENEFITS

- Employer's FICA and Medicare Contribution*
- Contribution toward Health & Life Insurance
- Pay Comparability and Adjustment
- Annual Salary Increase
- Eligibility for Worker's Compensation (USPSC only)
- Annual & Sick Leave
- Shipment and storage of household effects
- Shipment of POV (Private Own Vehicle)
- Access to Embassy medical facilities, and pouch mail service
- Defense-based Accreditation and Medevac insurance

**Note: If a US citizen, the contractor's salary will be subject to employee's FICA and Medicare contribution.*

ALLOWANCES: TCNs will be paid allowances in accordance with the Bangladesh Mission Order. Details are available on request. USPSCS will be eligible for allowances listed in the Standardized Regulations Government Civilian Foreign Areas Sections cited below – if applicable.

1. Temporary Lodging Allowance (Section 120)
2. Living quarters allowance (Section 130)
3. Post Allowance (Section 220)
4. Supplemental Post Allowance (Section 230)
5. Separate Maintenance Allowance (Section 260)
6. Education allowance (Section 270)
7. Educational Travel (Section 280)
8. Post differential (Chapter 500)
9. Payments during Evacuation/authorized Departure (Section 600)
10. Danger Pay (Section 650)
11. Consumables Allowance
12. Cost of Living adjustment (10%)

VIII. LIST OF REQUIRED FORMS FOR PSC:

Forms outlined below can found at: <http://www.usaid.gov/forms>

1. Federal employment form (Form AID-302-3).*
2. Contractor Physical Examination (AID Form 1420-62).*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or *
4. Questionnaire for Non-Sensitive Positions (SF-85). *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed **only** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

1. ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR. MANAGEMENT MAY CONSIDER THE FOLLOWING WHEN DETERMINING SUCCESSFUL CANDIDACY: NEPOTISM, CONFLICTS OF INTEREST, BUDGET, AND RESIDENCY STATUS.