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ANNOUNCEMENT NUMBER – 17-AID-001

OPEN TO: All Bangladeshi Interested Qualified Candidates

POSITION: FSN Intern for the Program Office

OPENING DATE: April 11, 2017

CLOSING DATE: April 30, 2017

BASIC FUNCTION OF THE POSITION

The incumbent will be a Mission Program Office Geographic Information System (GIS) Intern. S/he will be a member of the Program Office Monitoring and Evaluation Team and will work with the GIS Specialist and M&E team lead to help integrate GIS and spatial analysis into Mission project planning, monitoring and evaluating, and reporting. The Intern will be responsible for helping to manage the Mission database which includes GIS related information. In addition, s/he will generate cartographic products and analysis.

This is a full time position.

MAJOR DUTIES AND RESPONSIBILITIES

- The intern will spend most of his/her time (75%) working on data collection, analysis and information production related tasks.
- Provide vital support to the Program Office and Technical Teams. S/he will work with the mission GIS specialist to facilitate discussion among key Mission offices to identify new and innovative ways to support the technical teams and help them delineate a vision and strategy for integrating geospatial data and analysis into Mission strategic planning and learning. High quality, functional geographic products and analysis are required.
- Work closely with the GIS specialist to plan and conduct related training and outreach activities.
- Carry out other tasks as needed which may include helping the Mission in intra-agency crisis response planning and activities, maintaining GIS community network connections.

PERIOD OF PERFORMANCE

The selected intern will be hired for **six months** from the date of joining subject to signing of an agreement between the FSN Intern and the Contracting Officer. Under no circumstances, can the period of service be extended.



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QUALIFICATION REQUIRED

Education: Recent graduates having completed their degree program within the previous six months from any public and private universities of Bangladesh or university students studying undergraduate program in Geography, Geology, Disaster Risk Management or other physical science or community planning background such as urban planning or other field that regularly uses Geographic Information Systems related to development studies, research and international programs, in the final year (must have completed at least 3 academic years) of their studies.

Experience: Two or more years of academic experience using GIS tools and systems. Additional professional experience would be useful. The candidate must demonstrate through prior experience a facility with GIS and database management.

Language: Level IV (Fluent) in English and Bangla (written and oral) is required. English language proficiency will be tested at the time of selection.

Knowledge: A thorough knowledge of the principles and best practices of industry-standard GIS software-ArcGIS 10.2 for use in project development and design, and or performance monitoring for development projects and programs. Standard operational knowledge of ESRI Arc-GIS 10.2 or similar GIS software systems is required. In addition, the candidate must have an intermediate level or have the potential to rapidly acquire such knowledge on how to use MS Office Platform

Skills and Abilities: Strong inter-personal and intercultural skills, to ensure effective team relations. Strong communication skills to interpret organization policies and best practices in GIS and related web platforms to understand the policy environment in which the organization operates, and to articulate broader program goals and objectives ensuring that organization-funded activities are effectively addressing strategic goals. Strong, professional computer and IT skills, including a full range of web-based platforms, MS Office software, such as spreadsheet, database, PowerPoint and graphics are needed.

OTHER ELEMENTS

- The selected intern will complete the Pre-employment Security Clearance Form and be able to obtain an interim security clearance.
- The candidate will also undergo for the physical examination to be conducted by the U.S. Embassy designated physician.
- On receipt of the security and medical clearances, the incumbent will be issued a Foreign Service National Personal Services Contract (Internship Contract) for the period not to exceed one hundred eighty (180) consecutive days.

COMPENSATION

Intern will be paid at hourly basis at Tk. 80 per hour. (No work-No pay policy).



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LIFE AND ACCIDENTAL HEALTH COVERAGE

The incumbent is allowed to attend events. For such travels, the incumbent will be covered by life and accidental health coverage the premium which will be borne by the agency. Such cost will be added into the contract.

SELECTION PROCESS

It is essential that the candidates meet the required qualifications above may apply for this position. After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test and oral interviews.

TO APPLY

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form AID-302-3 along with their resumes of maximum two pages, a passport size photograph and a cover letter addressed to the Contracting Officer, Executive Office, USAID, C/o American Embassy, Baridhara, Dhaka, Bangladesh by close-of-business December 1, 2015.

The Form must be completed in English. You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience:

[Application Form AID-302-3](#)

Please mention Announcement number and position title on your cover letter on the subject line. One of the following options may be used to drop applications:

- Email to dhaka-jobs@usaid.gov
- By Hand with No Sealed Envelope at the South barrier (near Vatican and Nepal Embassy)

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.



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DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. Women and members of minority groups are encouraged to apply.