



## U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – **2016-055**

- OPEN TO:** **All Bangladeshi Interested Qualified Candidates/All Sources**
- POSITION:** **Environment and Climate Change Specialist**
- OPENING DATE:** **Wednesday, October 19, 2016**
- CLOSING DATE:** **Wednesday, November 16, 2016** (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week
- SALARY:** **FSN-12** (Salary approx. Tk. 271,000 per month)
- Depending on qualifications and experience, Incumbent may be hired at a trainee grade (lower than the position grade)**

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Environment and Climate Change Specialist** in the Office of Economic Growth.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

**NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.**



**BASIC FUNCTION:**

The Environment and Climate Change Specialist provides expert advice and services to support the USAID Economic Growth (EG) Office in planning, implementing, managing, and monitoring the Mission's environment and climate change portfolio. S/he has project development, management, and monitoring responsibilities as a Contracting/Agreement Officer's Representative (C/AOR) and/or Alternate COR. The incumbent designs and manages GCC, natural resources, and livelihood activities related to environmental conservation that are supportive of the Mission's development objectives in the area of pro-poor, equitable economic growth, sustainable natural resource management, and low emissions. This involves oversight of implementing agencies including the Government of Bangladesh (GOB) line ministries and technical agencies, contractor or grantee; coordination with other development partners, and the private sector institutions involved with global climate change and environmental conservation. S/he also works closely with other members and team leaders of the Mission's EG Office as well as USAID/Washington and USAID Asia Regional Mission offices. The Environment and Climate Change Specialist develops and maintains professional contacts with representatives in both the public and private sectors, including Government of Bangladesh (GoB) officials, trade and business leaders, consultants, NGOs, and donor agencies in Bangladesh.

The incumbent reports to the EG Office Deputy Director, Environment and Climate Change and supervises one FSN.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**A. PROGRAM MANAGEMENT 70%**

1. Serve as a Contractor/Agreement Officer's Representative (C/AOR) and/or Alternate COR as designated by the Mission Contracting Officer for the management of contracts and grants and reports to the Deputy Director for Environment and Energy, Office of Economic Growth.
2. Ensure that activities achieve their intended results. S/he provides technical and organizational leadership on the design, implementation, monitoring and evaluation of activities. S/he ensures that partners meet their benchmark requirements in accordance with USAID regulations.
3. Conduct assessments and site visits to monitor the program and implementing partner, stakeholder, and counterpart progress in the implementation of activities at the local and district level.
4. Provide technical advice to institutional contractors, grantees, Government officials, and other stakeholders as warranted.



5. Collaborate with other donors and organizations in natural resources management to ensure synergy of program activities s/he is responsible for with those of other organizations.

6. Manage financial matters related to program activities, such as providing administration approval of vouchers, planning and preparing for annual incremental funding amendments, and other financial administrative activities as needed to ensure that fiscal needs of the recipient, U.S. and local contractors are met in a timely matter.

7. Prepare all necessary internal USAID project obligation and implementation documentation for smooth program implementation.

8. Prepare and submit the annual evaluation of contractors' performance for inclusion in their central database on contractors.

## **B. ADVISORY SERVICES AND COORDINATION**

**20%**

1. Conduct various analysis in the areas of institutional capacity for environmental management and climate change of GOB, NGOs, and private sectors; GoB policy and legislation on environment, climate change, natural resources and biodiversity issues.

2. Review climate change and natural resources programs of GOB and development partners' and advise USAID management of needed coordination and possible conflict with USAID-supported activities.

3. Serve as a liaison with GOB and other donors regarding in-country environment project planning and implementation. In the absence of the Deputy Office Director attend the Local Consultative Group's (LCG) meetings on Environment.

4. Maintain knowledge of trends, current events and key actors in the NGOs, lobby groups, press, universities and private sector regarding climate change, natural resources and environmental issues.

## **C. PROGRAM DEVELOPMENT AND DESIGN**

**10%**

1. Serve as a member of activity design teams and assist in and/or lead the preparation of initial analysis and studies, concept papers, USAID program/project activity design documents and bilateral and multilateral agreements related to climate change and natural resources related programs.

2. Collect, analyze, and synthesize information to inform and strategically guide program planning.

## **QUALIFICATIONS REQUIRED**

**Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**



- 1. Education:** Minimum Master's degree, from a recognized university, in a relevant subject dealing with climate change, biodiversity conservation and/or natural resources management. Knowledge of environment related enterprise value chains and natural resources co-management is an added qualification. *(You must attach a copy of your master's degree & specialized training certificate along with your application form.)*
- 2. Experience:** Minimum 7-10 years of increasingly responsible relevant work experience, at least 5-7 years of which should be a project management position in the environment, natural resources and/or climate change sectors. Experience in designing and strategic planning of programs in the areas of climate change, biodiversity conservation or related field is required. Research experience is desirable.
- 3. Knowledge:** Advanced knowledge of climate change science and art, Bangladesh natural resources sector and institutions working in the field required. Incumbent must have a thorough knowledge of climate change and natural resources problems, policies and issues in Bangladesh and familiarity with regional climate change and conservation issues and environmental problems and activities. Knowledge of the work of other donor agencies in Bangladesh in environment and natural resources related activities is needed. Knowledge of gender in development principles and demonstrated experience in their application are needed.
- 4. Skills and Abilities:** Must have strong project or research management skills. Ability to analyze program needs in the global climate change and natural resources sector and how USAID assistance can be targeted. Must have the ability to communicate clearly and effectively at all levels within USAID and the US Mission in general, as well as with the GoB, Bangladesh institutions, local governments and institutions, and private sector. Must have the ability to develop and maintain mid-level to senior level contracts with the government and USG officials and private sector and NGO representatives in Bangladesh and in the region. Must have the ability to provide technical and policy guidance to project managers/contractors as and when needed, clearly and diplomatically. Must also be able to write analytical reports on environment, climate change and natural resource management issues. Intermediate computer skills (e.g., Word, Spreadsheet, LAN environment) required.
- 5. Language:** Level IV (Fluent) oral and written English is required. English language proficiency will be tested.



### **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. The candidate must be able to obtain and hold a local security certification.

*NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.*

3. Current employees serving a probation period are not eligible to apply.

**HOW TO APPLY:** Applicants must submit the following documents either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Filled up application form. The application forms are available on our website <http://www.usaid.gov/bangladesh/work-with-us/careers>; and in the below link:

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

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

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

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

### **WHERE TO APPLY:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212



**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. 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, age, 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. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief. Women and members of minority groups are encouraged to apply.

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