



U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – 2016-041

- OPEN TO:** US Citizen Eligible Family Members (USEFMs), Member of Household (MOH) – All Agencies, and All Qualified U.S. Citizens.
- POSITION:** **Global Health Security Advisor, GS-13**
- OPENING DATE:** **August 25, 2016**
- CLOSING DATE:** **September 15, 2016** (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week
- SALARY:** GS-13 (Salary Scale: \$73,846 - \$96,004 annually)
- 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 Dhaka is seeking a US Citizen Eligible Family Member (USEFM), Member of Household (MOH) and qualified US citizens for the position of Global Health Security Advisor in the Program Office.

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 U.S. Agency for International Development (USAID)/ Bangladesh seeks to employ a local person, who will be primarily responsible for ensuring well-coordinated and effective delivery of technical and program support across the Global Health Security (GHS) portfolio in Bangladesh. The Advisor will be responsible for coordinating a multi-sectoral, complex portfolio, providing leadership and technical support to the full range of GHS investments as they relate to Bangladesh. The Advisor will serve as a technical advisor to the USAID Mission in Bangladesh and will be responsible for working closely with the Regional Development Mission for Asia (RDMA) in Bangkok and Washington-based Agreement Officers Representatives (AORs). The Advisor will liaise with AORs and CORs of applicable bilateral projects to ensure coordination of GHS activities and mandated reporting. In Bangladesh, USAID works together with other USG agencies with GOB officials, FAO, WHO, EcoHealth Alliance, NGOs and other partners to increase the health infrastructure by enhancing the ability to prevent, detect and respond to public health events and threats.

Bangladesh has experienced the emergence of avian influenza and the persistence of Nipah virus. Many of these infectious diseases are of serious concern to human and animal health, and they are emerging in places where humans, wildlife, and domestic animals are increasingly in contact. The speed with which newly emergent diseases can surface and spread, as illustrated by the H1N1 2009 pandemic resulted in Bangladesh becoming a tier one country for the Global Health Security Agenda in 2014. USAID/Bangladesh works together with other USG agencies and other development partners (FAO, WHO) in support of the GOB to increase enhance the ability to prevent, detect and respond to public health events and threats. Global Health Security activities focus on improving surveillance, outbreak response, laboratory capacity, applied epidemiology capacity, emergency management and communications among humans and animals and at the national and local levels.

The GHS Advisor will provide technical expertise in managing and coordinating activities associated with the USAID/Bangladesh’s GHS portfolio as it relates to human and animal health and the environment and within the broader US Government GHS response in Bangladesh.

The Advisor serves as a core member of a 28 person Office of Population, Health, Nutrition and Education (OPHNE) team. S/he operates within the Health System Strengthening (HSS) Pillar of the office. S/he reports directly to the head of the HSS Pillar, and will work closely with the Infectious Disease Advisor, who leads activities involving other infectious diseases such as tuberculosis. The GHS Advisor will liaise with the technical experts within the USAID/RDMA team and USAID/Washington’s Health, Infectious Disease &



Nutrition (HIDN) Division in the Bureau for Global Health. S/he will ensure that the Mission's planning and response to GHSA and EPT-2 is carried out in accordance with Agency and State Department directives. The Advisor will follow all USAID protocol, policies and directives and will liaise with US Government partners including the CDC, DOD and USAID's Feed the Future Initiative, and a wide area of government representatives from the relevant ministries in Bangladesh, international organizations, non-governmental organizations, private voluntary organizations, private sector and other implementing partners. Of special consideration is a focus on rapid, effective, and coordinated oversight of GHSA action packages.

MAJOR DUTIES AND RESPONSIBILITIES:

Technical Writer / Editor (50%)

As the Global Health Security Advisor, the incumbent will:

1. S/he will have the primary responsibility in serving as a Contracting/Agreement Officer's Representatives (CORs) or Activity Manager and in making sure that quarterly and annual reports are submitted on a timely manner as mandated by various implementing mechanisms. S/he will also ensure that activities are implemented, oversee workplans and ensure that reports are submitted in a timely manner and of good quality. The Advisor will also be responsible for submitting related sections of the Mission's annual reports. S/he will follow all USAID policies, protocols and monitor the development of new policies and their impact on programming in the country. S/he coordinates the analysis and synthesis of key technical lessons learned and best practice recommendations across the Mission based upon the research and documentation of experiences. This level of coordination will necessitate work with other technical staff in other offices to ensure complimentary, synergy and integration.
2. S/he will provide coordination across all activities of the EPT program.
 - The Advisor will support program planning, monitoring and reporting of all EPT activities.
 - Develop and maintain relationships with relevant ministries and departments in Bangladesh including the Ministry of Fisheries and Livestock, the Ministry of Health and Family Welfare, the Department of Livestock Services, and the Bangladesh Livestock Research Institution to ensure that programs maximally benefit the country.
3. Provide technical and programmatic leadership to design, manage, and monitor activities and programs in support of GHS, integrating those related to the USAID AI and EPT programs in Bangladesh.



4. Provide technical leadership to USAID/Bangladesh on developing plans for preparedness and response to outbreaks of zoonotic diseases that are relevant to the GHS portfolio.
5. Together with the Infectious Disease, AI/HSS and other staff participate in the development of annual AI and EPT work plans for Bangladesh and coordinate activities among AI and EPT partners and among USG and other donor-funded activities, and monitor progress.
6. Ensure integration of EPT activities within the broader USG portfolio.
 - Coordinate across the USG agencies in Bangladesh including CDC, Department of State and Department of Defense and identify areas of convergence (e.g., common partners, similar streams of work, and key opportunities for linkages) across the USAID development portfolio (e.g., economic growth and trade, environmental conservation, food security, education, governance, health).
 - Participate as a leading member of the interagency GHSA Technical Working Group representing the needs and interests of USAID/Bangladesh in collaboration with the Centers for Disease Control (CDC), Department of State, Department of Defense and USAID's Feed the Future Initiative.
7. Strategic Planning and Operations
 - Lead policy, strategic planning, technical and management efforts for areas of work to be carried out under the Global Health Security Act
 - Strengthen and expand partnerships for supporting GHS related work.
 - Work closely with partner government counterparts at a technical level.
 - Provide direct attention to policy, institutional and other barriers to effective preparedness and response capacities and identify and advocate innovations, best practices, reforms and training to remedy problems. The introduction of these new approaches is expected to help hone USAID's ability to strengthen national capacity to better prepare for and respond to future emerging disease threats.
8. Liaise between the USAID/Bangladesh Mission and RDMA/Thailand as well as USAID/Washington.
9. Report on EPT guidance from USAID Washington to the interagency GHSA team at the Mission. Provide technical assistance and support to country and regional-level activities and initiatives
10. Perform any other relevant duties as required.



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:** Degree in Veterinary Medicine or Medical public policy, epidemiology, or related discipline required. *(You must attach a copy of your academic certificate along with your application form.)*
- 2. Experience:** Minimum of 3-5 years progressively responsible experience in public health or related experience with at least three in a developing country setting.
- 3. Knowledge:** Demonstrated ability to understand the strategic purpose and goals of multiple organizations from different sectors (e.g. public health, animal health, environment), identify and solve problems, and coordinate and support activities that lead to mutual success across the different sectors.
Knowledge and experience with monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings.
- 4. Skills and Abilities:**
 - Demonstrated ability to work effectively in a team environment and communicate highly technical information related to human health, animal health, and environment to a variety of technical and non-technical audiences
 - Excellent leadership and interpersonal skill
 - High degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results
 - Excellent verbal and written communication skill in English is required. Proven ability to communicate complex and technical issues, orally and in writing in a clear and organized manner is also required. Ability to communicate technical health information to both health and non-health audiences is essential.
 - Demonstrated ability to make verbal and written presentations logically and persuasively to a wide variety of stakeholders.

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.
4. Candidate must be a U.S. citizen or U.S. resident alien and be able to obtain Facility Access security clearance.

HOW TO APPLY:

Interested candidates are requested to submit the following:

1. A cover letter of no more than 2 pages that demonstrates how the candidates' qualifications meet the work requirements;
2. A curriculum vitae which describes education and career experiences and achievements;
3. A completed and signed [Application Form AID-302-3](#);
4. Names, contact numbers, and addresses of three professional references;
5. A written statement certifying the date and length of time for which the candidate is available for the position.
6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
7. Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

To ensure consideration of applications for the intended position, please make reference to the solicitation number on your application, and as the subject line in any cover letter.

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

TYPE AND DURATION OF APPOINTMENT:

Employment shall be through a USAID Personal Services Contract for a period of two years.

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, the resident-hire USPSC is normally authorized the following benefits and allowances:

BENEFITS:

- Employee's FICA Contribution (USPSC only)
- Contribution toward Health & Life Insurance
- Eligibility for Worker's Compensation (USPSC only)
- Annual & Sick Leave
- Sunday Pay



AS THIS IS A RESIDENT HIRE USPSC POSITION, THE FOLLOWING WILL NOT BE PROVIDED BY THE MISSION:

Visa support
Air fare for Post arrival
Housing
Embassy Commissary access
Transport facilities
Embassy Medical Unit facilities

FEDERAL TAXES:

USPSCs are not exempt from payment of Federal Income taxes.

This contract will be awarded according to AIDAR Appendix D subject to availability of funds.

WHERE TO APPLY:

SUBMIT APPLICATION PACKET ELECTRONICALLY TO:

Dhaka-Jobs@USAID.gov

Attention: Supervisory Executive Officer
USAID HR Section/Executive Office
USAID/Bangladesh

POINT OF CONTACT:

Human Resources Section
Executive Office/USAID
Telephone: +88-02-5566-2000
FAX: +88-02-5566-2909

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.



Appendix (DEFINITIONS)

Resident Hire USPSC: A U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for employment with a U.S. government agency or under any U.S. government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at



the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the



Department's current definition of Eligible Family Member 14 FAM 511.3.
A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

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