



## U.S. EMBASSY DHAKA

### VACANCY ANNOUNCEMENT NUMBER – **2016-051**

- OPEN TO:** US Citizen Eligible Family Members (USEFMs), Member of Household (MOH) – All Agencies, and All Qualified U.S. Citizens.
- POSITION:** **Health Communication & Policy Analyst (EPCMD), GS-11**
- OPENING DATE:** **September 29, 2016**
- CLOSING DATE:** **October 20, 2016** (before 4:30 p.m.)
- WORK HOURS:** Full-time; **40 Hours/5** days per week
- SALARY:** GS-11 (Salary Scale: \$51,811 - \$67,354 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 **Health Communication & Policy Analyst (Ending Preventable Child And Maternal Deaths - EPCMD)** in the Office of Population, Health, Nutrition & Education.

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:**

USAID/Bangladesh is one of the Agency’s leading Missions in achieving results toward Ending Preventable Child and Maternal Deaths (EPCMD). As a result, the Office of Population, Health, Nutrition and Education (PHNE) seeks a Health Communication Analyst (HCA) to support efforts in which the research USAID generates is translated into action to bridge the gap between evidence and policy. The HCA will conduct analysis and writing support to advance USAID assistance for EPCMD in Bangladesh. The position will require a strong background in understanding the communication and political sectors in Bangladesh including government, NGO and private sectors, as well as, print, television, radio and other forms of social media.

The primary purpose of this position is work on EPCMD by serving as a Health Communications and Policy Analyst within the USAID/Bangladesh PHNE. PHNE is USAID/Bangladesh’s largest technical office and generates a large volume of data on behalf of the Government of Bangladesh, including but not limited to: the Demographic Health Survey, the Health Facility Survey, the Urban Health Survey and the Maternal Morbidity Study. As a member of the PHNE, the Health Policy Analyst will ensure the provision of high quality reporting, communication, and writing support services to the Health Office to advance the goals of EPCMD. The HCA will support policy and advocacy efforts to ensure PHNE supported evidence gets taken up and integrated into policy.

This position is for a local hire Personal Services Contractor (PSC) to provide technical support to the Health portfolio, with specific responsibilities in the areas of policy analysis, communication and, to a lesser extent, reporting. The Health Communications and Policy Analyst will be supervised by the Office Director and will provide support to the entire health and education office.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Under the overall direction and supervision of the PHNE Director, the incumbent serves as the EPCMD Health Communications and Policy Analyst to support the entire Health Office.

The incumbent’s specific responsibilities are:

- Provide day-to-day support to USAID PHNE technical advisors in translating research, data and other relevant information into public policy toward ending preventable child and maternal deaths. The HCA may also



be asked to work on specific policy related activities in education on an as needed basis. Responsibility will included cataloging credible research including standardizing data used for report writing, developing issue briefs, case studies, weekly health updates, and fact sheets, creating PowerPoint presentations and slide decks, responding to taskers and briefers from Washington and the Front Office, and supporting all other communication materials that advance USAID health development objectives.

- Work with technical advisors in developing long-term strategies to advance goal in Universal Health Coverage, including working with other development partners to develop joint policy briefs, common narratives, strategies, memoranda, and position papers.
- Carry out analyses to inform project design, implementation, and evaluation.
- Provide written reports/minutes on meetings with project leadership, government and development partners, technical experts, bilateral and multilateral health donors, and other stakeholders in support of and in close collaboration with USAID Health technical advisors.
- Work in conjunction with the communications specialists (DOCs) in the USAID/Bangladesh mission.
- Other duties as assigned.

## **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:** Master's degree in communication, public policy, public health, public administration, or relevant field is required (*You must attach a copy of your academic certificate along with your application form.*)
- 2. Experience:** Two to five years of experience working in areas related to communication, maternal and child health, education or public policy is required.
- 3. Knowledge:** A good working knowledge of the nature and goals of the program. Must have expertise in knowledge management and ability to gather and synthesize information from multiple sources and languages under tight deadlines. S/he must have the ability to document EPCMD research, write policy briefs, common narratives, memos, case studies,



abstracts, weekly health updates, and fact sheets, create slide decks and develop all other communications materials that advance USAID health development objectives. Familiarity with U.S. Government documents, analysis of government policies, specifically relating to health care and development assistance is desired.

- 4. Skills and Abilities:** Must have exceptional writing, reporting and synthesis skills and be able to work in a fast-paced environment. S/he must be able to communicate effectively both orally and in writing. S/he is expected to prepare correspondence documents in English and developing materials in Bangla highly desired. Proficiency in word processing and spreadsheet applications (Word, Excel, Access) including typing skills in English and French are required. The incumbent must have professional self-confidence to work under minimal supervision and support the health team to provide input on taskers, briefers and all other needed documentation and/or reports from Washington and the Front Office. The incumbent must have knowledge of public health and/or development assistance in order to produce pertinent needed documentation.

**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](mailto: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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