



U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – **2016-054**

- OPEN TO:** **All Bangladeshi Interested Qualified Candidates/All Sources**
- POSITION:** **Project Management Specialist (Climate Change)**
- OPENING DATE:** **Thursday, October 19, 2016**
- CLOSING DATE:** **Thursday, November 16, 2016** (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week
- SALARY:** **FSN-11** (Salary approx. Tk. 196,500 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 **Project Management Specialist (Climate Change)** 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 Project Management Specialist (Global Climate Change) for the USAID/Bangladesh Environment & Climate Change Team serves as a manager for the Mission’s climate change adaptation/climate resilience sector activities. This position is located in the USAID/Bangladesh Office of Economic Growth (EG) and reports to the EG Adaptation Group Leader.

The incumbent leads and/or participates in the design and management of activities related to climate adaptation and climate resilience, including policy dialogues and negotiations with GOB officials and development partners that are supportive of the Mission's overall strategic goals in the area of improving the wellness of poor and vulnerable groups to the effects of climate change.

MAJOR DUTIES AND RESPONSIBILITIES:

1. PROJECT MANAGEMENT AND MONITORING 70%

The incumbent plays a key role in the design, implementation and evaluation of USAID's Global Climate Change (GCC) programming in Bangladesh.

S/he serves as a member and/or leads the preparation of studies, concepts, project appraisals, and activity design documents related to GCC programming in Bangladesh. S/he maintains regular contact with GoB agencies, donor partners, NGOs, and the private sector on affairs related to the GCC adaptation and climate resilience. S/he supports close collaboration and coordination with senior officials and representatives to ensure that USAID assistance GoB policies, strategies or action plans, including those supported by other development partners.

S/he serves as an Award Officer Representative/Contracting Officer Representative (AOR/COR) for Mission-led development assistance activities that strengthen climate adaptation/climate resilience in Bangladesh. S/he is responsible for technically managing and administratively coordinating projects/activities that range in size of \$250,000 to \$25 million. The incumbent will also be responsible for coordinating, and at times leading, administrative and budgetary processes that support the overall effectiveness of these projects/activities, such planning field visits by high-level Bangladesh and United States government officials. The incumbent prepares project implementation materials in conformance with current USAID policy, regulations and guidance. The incumbent may be selected as a member of a technical review team for awards, contracts and human resources.



The incumbent supports project monitoring by supporting the GCC Team's Development Objective Performance Monitoring Plan (PMP) as well as annual reporting via the Program Performance Report (PPR). As AOR/COR (or Alternate AOR/COR), s/he ensures timely review of quarterly and annual reports as well as the delivery of key milestones (e.g., conference, policy) as well as social media/outreach of the activities s/he manages. The incumbent also supports, and at times may lead, the preparation of scopes of work for various technical assistance tasks that supports GCC program design, management and/or evaluations evaluations.

2. TECHNICAL ADVICE, ANALYSIS AND REVIEW 30%

The incumbent plays a key role in providing technical advise, analysis and review of various products that support USG to implement global climate change policy in Bangladesh. The incumbent advises Mission staff on development assistance issues related to climate change adaptation, climate finance, disaster risk reduction, environmental governance, private sector engagement, and urban resilience. The advisory support may also include the following: GoB policies and strategies in the climate change sector; government, non-government and private sector institutional capacity to support climate resilience; challenges and enabling factors of leveraging international climate finance in Bangladesh; and coordination of development partners (e.g., DFID, SIDA, UNDP) within the climate change sector.

The incumbent serves as a USAID GCC Team representative at various governmental and non-governmental meetings and workshops in the climate change sector. As needed, s/he may be called upon to support the Ambassador or USAID Mission Director to attend high-level meetings, field visits, etc.

The incumbent also serves as the Mission technical expert and coordinator for the Presidential Executive Order 13677: Climate-Resilient International Development. This Executive Order requires all U.S. agencies to factor climate-resilience considerations systematically into the U.S. Government's international development work and to promote a similar approach with multilateral entities. The incumbent will provide expert guidance to all USAID/Bangladesh technical teams related to potential climate impacts and risks related to stategy, project, and activity design and monitoring.



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 Bachelor's degree from a recognized university in a field relevant to global climate change discipline, in natural science, social sciences and/or policy. Academic background in environmental governance, environmental policy, coastal management, natural resources/watershed management, or urban management preferred. Knowledge of carbon finance and/or social enterprise is beneficial.
(You must attach a copy of your bachelor's degree & specialized training certificate along with your application form.)
- 2. Experience:** : Minimum 5 years of increasingly responsible relevant work experience, at least 3 years of which should be a responsible project or activity management position in the climate change sector with international development organizations and/or international development organizations. Must have a proven track record of professional involvement and achievements in climate change/climate resilience or closely related area. Experience in strategic planning, designing projects, as well as institutional capacity development and research is desirable.
- 3. Knowledge:** Advanced/expert knowledge of the Bangladeshi institutions working in the sector is required. Incumbent must have a thorough knowledge of climate change science, differences in policies and approaches in Bangladesh and familiarity with financial, human resource and technical challenges to achieve climate change policy objectives in Bangladesh and globally. The incumbent must be fully acquainted with the latest developments in climate change models and successful examples of how to scale climate adaptation/climate resilience outcomes. Knowledge of the work of donor agencies in Bangladesh in the sector is needed. Knowledge of key policy areas and constraints is needed. Knowledge of relevant Ministry partners and various roles and responsibilities of each is very important.
- 4. Skills and Abilities:** Must have strong demonstrated project management skills and budget management ability. Must have the ability to analyze program needs in the sector and formulate how USAID can strategically target assistance in this sector. Must have the ability to communicate clearly and effectively at all levels within USAID and the U.S. Mission in general, as well as with GoB ministries/agencies, local governments, development partners, international organizations, non-governmental organizations, and the private sector. Must have the ability to develop and



maintain mid-level to senior level contacts 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 analyze technical reports, produce summary documents, and write analytical reports on environment and natural resource management issues for strategic planning purposes. Intermediate computer skills (e.g., Word, Spreadsheet, LAN environment) required.

- 5. Language:** Level IV (fluent) oral and written English is required. Level IV Bangla 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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