



U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – **2017-31**

- OPEN TO:** US Citizen Eligible Family Members (USEFMs), Member of Household (MOH) – All Agencies, and All Qualified US Citizens.
- POSITION:** Residential Construction Project Manager, GS-08
- OPENING DATE:** **May 21, 2017**
- CLOSING DATE:** **June 4, 2017** (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week
- SALARY:** GS-08 (Salary Scale: \$39,159 - \$50,904 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), and Member of Household (MOH), Qualified US Citizen for the position of **Residential Construction Project Manager**.

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 USAID/Bangladesh Mission has begun a project to upgrade a residence to meet seismic safety standards based on Dhaka's seismic zone. Along with the structural upgrades to the residence, there will also be upgrades made to the fixtures and internal finishes as well as physical security enhancements. In addition to this project, similar upgrades may also be implemented to a lesser degree on a second residence. It is expected that both projects will be complete prior to February 1, 2018.

The Residential Construction Project Manager will be a short term, resident hire USPSC position which will be based in Dhaka, Bangladesh and working for the US Mission in Bangladesh. The Residential Construction Project Manager will be required to travel to project site(s) to ensure USAID's contractors are meeting USAID's contract requirements. All project sites are and will be located in Dhaka. The incumbent will primarily be responsible for the inspection of construction projects for compliance with plans, specifications, acceptability of materials, methods and workmanship, and required safety and labor law regulations. Projects will include, but are not limited to general residential construction.

MAJOR DUTIES AND RESPONSIBILITIES:

The Residential Construction Project Manager will have the following specific duties and responsibilities:

1. Schedules and conducts quality assurance inspection visits at the construction site(s) in coordination with the Mission Engineer to ensure adherence to safety and quality standards, building codes, and specifications. S/he will also measure dimensions and verify level, alignment, and elevation of structures and fixtures to ensure compliance to building plans and codes. Also, s/he will ensure that USAID's contractor is strictly adhering to their quality control/implementation plan.
2. Completes documentation of deficiencies noted (both written and photographic) during site visits by completing and submitting reports to the Mission Engineer and Procurement Agent regarding the status of contracted work and in accordance with the established designs, construction practices, workmanship, and safety and environmental protection requirements. If during inspections the Residential Construction Project Manager finds that USAID's contractor is in gross negligence of their quality plan then s/he can recommend that USAID issue notice to the contractor along with a recommended corrective action and if necessary stop-work orders.



3. Receives and reviews USAID contractor's project reports for adherence to their quality control plan. Tracking the contractor's quality control reporting and documentation requirements to include the receipt and filing of as-built drawings, test data, all design and contractor bills-of-materials, and all project-close out and residence acceptance documentation.
4. Develops specifications and scopes of work as needed for small project subcontracting work related to interior finishing and physical security work. Recommends modifications to plans or materials to improve performance, cost or timelines whenever possible.

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:** Completion of a high school degree or equivalent is required. *(You must attach a copy of your academic certificate along with your application form.)*
2. **Experience:** A minimum of 10 years of pertinent professional experience associated with structural and finishing construction work, whether residential or commercial, and project management oversight.
3. **Knowledge:** An ability to read blue prints, statements of work and bills of quantities is required. Must have some knowledge of US based building standards and practices.
4. **Skills and Abilities:** Demonstrated expertise in residential construction activities and quality assurance is required. S/he must have project management experience and the proven ability to identify problems and develop creative solutions, as well as demonstrated good interpersonal skills, and demonstrated ability to work effectively in a team environment and to solve problems in a technically-sound manner. Must have some experience working in a cross cultural, developing country context. Excellent English verbal communication skills, tact, and diplomacy, and the ability to establish and develop productive working relations with key stakeholders are required.

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.

Clearance:

Oscar Rivera
Acting Supervisory Executive Officer