



## U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – **2017-34**

**OPEN TO:** **All Bangladeshi Interested Candidates/All Sources**

**POSITION:** **Senior Program Specialist**

**OPENING DATE:** **June 05, 2017**

**CLOSING DATE:** **June 28, 2017** (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 **Senior Program Specialist** in the Program Office (PRO).

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 Senior Program Specialist (SPS) occupies a key position in the Program Office. As the most senior Foreign Service National (FSN) in the office, s/he is expected to serve a leadership role in the Program Office and the Mission at large. S/he may be called upon to serve as the Acting Program Office Budget Team Leader. S/he is responsible for day-to-day coordination, oversight, and direction for the full range of Program Office functions and as such, will serve as a primary source of authoritative advice, guidance and analysis to support planning, design, and implementation of the USAID assistance program in Bangladesh. S/he works closely with all of the Mission’s technical offices and support offices to ensure smooth program implementation. In addition, s/he must interact and work with counterparts in other US Government Agencies with representatives at post to coordinate program planning, implementation, and reporting. Primary areas of responsibility include: liaison with high level host-country government counter-parts; Mission-wide program budget management and coordination; Mission-wide project development, design, and monitoring as well as implementation and oversight of local currency resources. The incumbent is expected to have a broad understanding of all activities undertaken by USAID/Bangladesh and to be familiar with USG and Agency policies and procedures, particularly as they relate to US development assistance. In addition, the incumbent must have in-depth of knowledge as related to post policies and procedures and corresponding GOB policies and procedures.

**MAJOR DUTIES AND RESPONSIBILITIES:**

The primary duties and responsibilities of this position are as follows:

**1. Host-country Relations: 35%**

The incumbent is the Mission’s liaison with the Government of Bangladesh responsible for developing and maintaining positive and effective working relationships that will foster collaboration in implementing development assistance between the USG and the Ministry of Finance/ERD, which is the government unit responsible for coordinating and overseeing foreign assistance to Bangladesh and Program Office's primary GOB counterpart. S/he maintains a collaborative working relationship with senior officials at the Additional Secretary and Joint Secretary levels to coordinate policy and administrative matters pertaining to USAID development programming in Bangladesh. S/he assists in negotiations on the Mission’s bi-lateral and other agreements with the GOB, and is expected to provide insight into government processes and political relationships to inform decision making with regard to USAID’s foreign assistance strategy. Within the Mission, the incumbent is responsible for coordinating and facilitating communications related to on-going projects between technical offices and the Ministry of Finance/ERD. In addition, the incumbent is expected to serve as a senior advisor to the Mission Director and the Program Office Director on GOB relations, providing critical insight



into how the GOB functions and ensuring that proper protocol is maintained. The incumbent is expected to rely upon his/her independent judgment, past experience working with high level GOB officials, and personal initiative to complete tasks with minimal supervision.

**2. Program Budget Formulation and Implementation: 25%**

The incumbent serves as the Program Office's principal program budget expert, analyzing and advising on the funding for all Mission programs and on related Agency requirements and procedures, providing information and guidance to all technical teams and providing analysis and recommendations to Mission management. S/he serves as USAID/Bangladesh's chief expert and resource person on matters related to the Agency's budget cycle and pertinent USAID regulations and Mission reporting requirements. S/he manages the Mission's annual budget planning processes to ensure that US foreign assistance resources are appropriately allocated to development activities, taking into account priorities established by the GOB and US in an on-going dialogue. S/he provides technical guidance and advise on matters including, but not limited to: pre-obligation requirements, country and assistance checklists, fund directives and earmarks, account specific guidance, forward-funding regulations, emphasis area coding, limitations set forth in the annual appropriations bill, separate notification requirements and CN format and submissions, ADS, funds control requirements and related policies and procedures to the Senior Management Team and technical team members. The incumbent will supervise staff who are responsible for maintaining the Mission's Budget Information System, tracking Mission program budget requests and allowances, obligations, and providing budget analysis reports in conjunction with Finance Office personnel.

**3. Mission Strategy and Project Development and Implementation: 25%**

As the Mission's chief budget advisor, the incumbent is highly involved and plays a key role in the management of the Mission's Strategic Planning process. S/he helps to ensure that resources are allocated appropriately to achieve the Mission's stated goals and objectives, advise on the eligible uses of funds for various purposes and ensure that programs are designed and implemented in accordance with USAID's foreign assistance objectives as outlined in the relevant Mission strategy documents. The incumbent will also serve as a Program Office Backstop, supporting the project implementation actions of one of the Mission's four technical offices. Like the Program Office's other backstops, s/he is expected to be highly involved in supporting the Mission's Strategic Planning process and will play a key role in ensuring adherence to the Agency's programming policies and procedures, building Mission capacity to produce high quality documentation, and ensuring that implementation documents meet minimum standards for clarity and accuracy. The Program Office Backstop function includes assisting in the drafting of and/or reviewing activity design and approval documents; developing the technical teams' design work plan; ensuring the involvement of extended team members from the



Mission's support offices; reviewing, providing comments on and/or editing various implementation related documents such as project performance monitoring plans, MAARDs, Statements of Work for project implementation and evaluations, and contractor/grantee work plans and annual reports, and serving on technical evaluation panels as needed. In addition, the incumbent supervises the Program Office's key point of contact on all Program Office specific audit concerns, liaising with OFM as required.

**4. Local Currency Portfolio Management: 15%**

The incumbent has overall responsibility for the management of the Mission's Local Currency Portfolio. S/he serves as co-chair of the Mission Local Currency Committee and coordinates discussion regarding how the funds are used to support GOB development initiatives. In this capacity, s/he is responsible for coordinating the programming of the entire local currency portfolio, valued at more than US \$35,000,000 at current exchange rates. S/he is also substantially involved in the program formulation stages of project design, consulting simultaneously with and facilitating discussions between technical staff and GOB counterparts to ensure maximum coordination in the use of these funds. S/he coordinates with USDA, OFM and the ERD on local currency matters and serves as co-chair of the mission's Local Currency Committee, convening quarterly meetings and keeping records on decisions taken. S/he is also responsible for updating and ensuring compliance to the Mission Order on Local Currency Management.

**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:** The incumbent should have at least a Master's degree in finance, economics, accounting, business management or a related field, or its equivalent. *(You must attach a copy of your Master's degree & specialized training certificates along with your application form.)*
- 2. Experience:** From 7-10 years of progressively responsible professional experience in financial management in the public or private sector, at least 3 years of which should have been working with or for a foreign government, international NGO, foreign donor agency or foreign company. Previous experience should include responsibility for exercising judgement and providing solid analysis leading to sound financial decision-making on development assistance projects. At least three years of experience creating and maintaining budget spreadsheets and working with relevant computer software is also required.



- 3. Knowledge:** A thorough and comprehensive knowledge of the principles and accepted practices of governmental and business financial accounting, budgeting and reporting and familiarity with professional accounting principles, practices and terminology and GOB policies which bear upon assistance programs. A comprehensive knowledge or potential to rapidly acquire such knowledge of U.S. Government legislation relating to development assistance. Must have a thorough understanding of the goals of USAID's program in Bangladesh as well as Agency priorities for the region. Familiarity with best practices in project design, development, implementation and/or evaluation is also required.
- 4. Skills and Abilities:** Requires excellent judgment, sophisticated analytical and interpersonal skills and strong organizational ability. Must be able to obtain, analyze, and evaluate a variety of data; organize, interpret and present it in meaningful oral or written form for varied audiences, including higher level USAID and Embassy staff; and provide solid analysis leading to sound financial decisions. Requires the ability to draft factual and interpretive memos, providing clear and well-supported recommendations and provide objective information and advice. The ability to develop and maintain cordial, professional relationships and perform in a team environment is a must. A high degree of computer literacy is required including, the ability to create and manipulate budget spreadsheets utilizing and introducing new computer programs; manipulate and present a variety of data to different audiences; utilize office technology for increased productivity and develop and manage complex accounting and control systems.
- 5. Language:** Level 4 (Fluent) Speaking/Reading/Writing of Bangla and 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/reassigned 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 disadvantaged groups are encouraged to apply.

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