U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – 2017-022

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

POSITION: **Project Management Specialist (Digital Technology), FSN-10**

OPENING DATE: **April 11, 2017**

CLOSING DATE: **May 9, 2017**

WORK HOURS: Full-time; 40 hours/5 days per week

SALARY: **Project Management Specialist, FSN-10**
(Salary approx. Tk. 1,60,700 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 (Digital Technology) in the Economic Growth 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 Project Management Specialist (Digital Technology) will be a member of the Economic Growth Office in the USAID/Bangladesh Mission. The Specialist will be responsible for advocating the use of and providing technical support for the integration of digital technology and tools into USAID development programs managed by USAID/Bangladesh. As such, the Specialist will focus on ICT interventions that enhance the reach, impact or cost-effectiveness of USAID's food security, competitiveness, climate change, and energy activities in Bangladesh. ICT interventions might include (but not be limited to) applications such as access to finance including mobile payment systems, access to market price information, connecting sellers with buyers, high-frequency low-cost data collection, and ICT solutions that reduce the digital gender divide observed in Bangladesh.

The Mission's food security activities promote productivity gains, market linkages, and diversification into additional, higher-value, and more nutritious value chains such as horticulture, aquaculture, and livestock. Food security activities also promote behavior change related to nutrition and women's empowerment. Competitiveness activities include an existing trade facilitation activity as well as new private sector-focused activities (to be designed). Climate change activities include a climate change resilience fund; watershed, wetlands, and forest conservation and management; Bengal tiger conservation; national forest inventory and monitoring systems; a Bangladesh greenhouse gas inventory; ecotourism promotion; and capacity building within the Ministry of Environment and Forests. Energy activities include clean energy development and rural electrification.

The Specialist will also serve as a source of expertise for other mission staff and implementing partners (IPs) in-country on approaches for identifying and integrating digital tools that can advance USAID development goals in Bangladesh, particularly among the rural poor, women, youth, and other marginalized populations. This includes sharing best practices in the selection, design, and integration/implementation of technology applications for development. As a source of expertise the Specialist will be expected to demonstrate technical leadership by fostering a community of practice among USAID/Bangladesh staff to capture and share lessons in the application of digital technology. The Specialist will also be responsible for developing relationships with local and regional technology actors including, but not limited to, the Government of Bangladesh's Access to Information (a2i) programme, mobile network operators, innovation hubs, technology firms, and

development actors who demonstrate innovative approaches to applying technology to address development challenges.

MAJOR DUTIES AND RESPONSIBILITIES:

Technical Support and Project Management

- Support USAID/Bangladesh projects and activities to identify and integrate specific, relevant, appropriate, cost-effective technology tools and approaches by providing technical and organizational advice and assistance. This includes working with implementing partners to utilize these tools and technologies. This support will strengthen and improve efficiency and effectiveness of USAID programming, monitoring and evaluation, advocacy, and communication.

- Provide technical support for specific ICT for Development (ICT4D) interventions by identifying, understanding, and translating mission and/or implementing partner needs into business and technology requirements and solutions; identifying and facilitating the design and use of appropriate acquisition and assistance implementing mechanisms that best meet program ICT needs; and facilitating negotiations with relevant mobile network companies, financial service providers, and other service providers.

- Collaborate and engage with the USAID Global Development Lab, the USAID Regional Development Mission for Asia (RDMA), and USAID Washington on initiatives aimed at integrating digital tools into USAID activities, such as the Digital to Feed the Future (D2FTF) initiative.

- Direct and manage third-party consultant support and short-term technical assistance required to support the design and implementation of ICT-related activities, as needed.

Strategic Planning and Support

- In collaboration with other ICT and GIS professionals in the mission's Program Office, provide an ICT technical perspective to mission strategy development and ongoing programming. As appropriate, incorporate digital technology concepts and approaches into mission strategy (such as Country Development and Cooperation Strategy), project documents (such as Project Appraisal Documents), contracting and agreement solicitations (such as Requests for Proposal), and contracting language.

- In collaboration with other ICT and GIS professionals in the mission's Program Office, recommend and support the development of mission policies that encourage and facilitate incorporation of digital tools in the mission's portfolio and processes.

- Liaise with the mission Gender Advisor and other mission staff to identify opportunities to more effectively address gender considerations through utilization of ICT in mission programming.

- Proactively scout for new ideas and opportunities within the technology and ICT4D communities, among USAID implementing partners, and among external organizations by participating in relevant conferences, training, interest groups, etc.

Community Development and Capacity Building

- Offer need-based demonstrations of ICT tools to USAID Mission and implementing partner staff to stimulate thinking about opportunities to improve programmatic outcomes and efficiency.

- In conjunction with Mission (and/or Lab) Communications staff, prepare and disseminate communication resources targeted to both internal and external audiences around ICT4D and digital tools.

- Network with local innovators, youth organizations, nongovernment organizations (NGOs), the private sector, government, local media, and academia to nurture innovative ICT4D ideas, develop the next generation of thought leaders, and build local capacity.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

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:** Bachelor's degree in Business Administration, Computer Science, Information Systems, or other relevant discipline is required.
    (You must attach a copy of your certificate along with your application form)

2. **Prior Work Experience:** A minimum of five years of progressively responsible professional-level experience required in one or more of the following: (1) implementing technology applications in business operations, (2) digital financial services, (3) payments systems, (4) information communication technology for development, (5) technology consulting, or (6) technology entrepreneurship. Experience in business process redesign, requirements gathering, change management, and/or technology integration required.

3. **Knowledge**: The Specialist must have knowledge of hardware and software applications (information systems, mobile applications, GIS, etc.) and their use within business/organizational operations as well as in consumer-facing applications; good knowledge of development principles, concepts, and practices, especially as they relate to development programs in Bangladesh; and knowledge of the political, social, cultural, and economic structure of the country. The Specialist must have working knowledge of human-centered design principles and of the application of technology in unserved or underserved populations. The incumbent must also have knowledge of the policy enablers at national level for the spread and use of technology, technology-driven business models (such as digital finance), and broadband internet.

4. **Skills and Abilities**: Successful incumbent must have the following skills and abilities:

- Ability to identify operational inefficiencies and bottlenecks that can be addressed through prudent, cost-effective application of digital technology.
- Ability to communicate clearly (verbally and in writing) and articulate complicated technology concepts in clear and concise terms for lay audiences.
- Strong interpersonal and intercultural skills with an ability to work with a diverse set of individuals who have varying degrees of familiarity with the potential applications for digital tools. The candidate must be comfortable working with a range of individuals including senior private sector managers and leaders, government officials and regulators, development practitioners, and target beneficiary communities and groups.
- Ability to support the development and implementation of policy-level interventions to address key policy inhibitors and enablers of digital tools and services at the regional and country level.
- Ability to effectively communicate and advocate for USG and USAID policy positions to relevant government officials and regulators in support of USAID development goals.

5. **Language Proficiency:** Level IV (fluent) oral and written English language proficiency is required. Fluency in Bengali ("Bangla") is required. Excellent skills in oral and written English and Bangla communication 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 or 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) <u>or</u> 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.

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