

HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

RE-ADVERTISEMENT

ANNOUNCEMENT NUMBER – 13 - 035A

- OPEN TO:** US Citizen Eligible Family Members (USEFMs), Member of Household (MOH) – All Agencies, and All Qualified U.S. Citizens.
- POSITION:** **Senior Family Planning Advisor, GS-15**
(Salary Scale: \$99,628 - \$129,517 annually. Depending on qualifications and experience, incumbent may be hired at a lower grade.)
- LENGTH OF HIRE:** The Personal Services Contract (PSC) will be for one (01) year.
- OPENING DATE:** **July 01, 2013**
- CLOSING DATE:** **July 26, 2013, 4:30 PM local time**
- WORK HOURS:** Full-Time; 40 Hours

The United States Agency for International Development (USAID) in Dhaka is seeking a US Citizen for the position of Senior Family Planning Advisor in the Office of Population, Health, Nutrition and Education.

BASIC FUNCTION:

The Senior Family Planning Advisor (FP Advisor) will provide senior technical



expertise and management leadership to strengthen the quality and effectiveness of USAID/Bangladesh's family planning/reproductive health (FPRH) programs, including integration of FPRH with maternal and neonatal health (MNH) activities and will provide behavior change communication/information, education and communications (BCC) expertise in the design, implementation, coordination and monitoring of FPRH programs. The FP Advisor will provide policy, strategic, technical, programming and budgetary guidance to USAID/Bangladesh, GOB counterparts, and USAID's implementing partners. The FP Advisor will work within the OPHNE team and with its implementing and donor partners to ensure that maximum program synergies and targeted results are achieved.

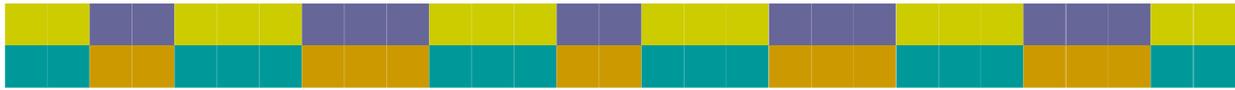
MAJOR DUTIES AND RESPONSIBILITIES:

A. As Senior Family Planning Advisor, the incumbent will:

- (1) Serve as a high-level FP advisor to USAID/Bangladesh's mission management and the Office of Population, Health, Nutrition and Education;
- (2) Provide technical, programmatic and results-oriented leadership in all aspects of USAID/Bangladesh's FPRH programs;
- (3) Play a lead role in developing PHNE's five-year strategic vision in FPRH, a vision which should reflect opportunities for integration with MNH, scale-up of evidence-based interventions, sustainability and impact on maternal and neonatal mortality and family planning use;
- (4) Liaise and coordinate with the Government of Bangladesh, donors, USG agencies, and international and local partners, playing a highly proactive role in repositioning family planning as a preventive health and a socioeconomic development intervention;
- (5) Undertake technical reviews of implementing partners' annual work plans to identify opportunities for application of evidence-based best practices and partner synergies and to avoid duplication of effort.

B. Technical Leadership: As the Mission's technical expert on FPRH and on BCC, the FP Advisor will:

- (1) Plan and lead an innovative, sustainable FPRH/MNH behavior change communication strategy, focused in selected low-performing regions, which includes coordination of inputs and resources of key USAID, GOB and non-USAID partners and identifies synergies and opportunities to achieve impact;



(2) Plan and lead the scaling-up of a FPRH service delivery strategy to increase access and use in selected low-performing regions focused on applying evidence-based best practices which includes coordination of inputs and resources of key USAID, GOB and non-USAID partners and identifies synergies and opportunities to achieve impact;

(3) Collaborate with key USAID partners to develop and scale-up in selected low-performing regions a sustainable, integrated, community-based postpartum service delivery model that includes evidence-based messages for improved health of the mother, newborn and infant;

(4) Identify and implement strategies to advance understanding of the value and use of long-acting and permanent methods, especially for women who wish to use family planning to delay their first pregnancy, and/or space their next pregnancy at least two years after a live birth or limit future pregnancies;

(5) Stay current with and review literature and ongoing research activities related to FP and BCC trends.

(6) Liaise regularly with USAID/Washington, Bureau for Global Health colleagues to share lessons and technical information and to apply lessons learned from research and evidence-based best practices in USAID/Bangladesh programs.

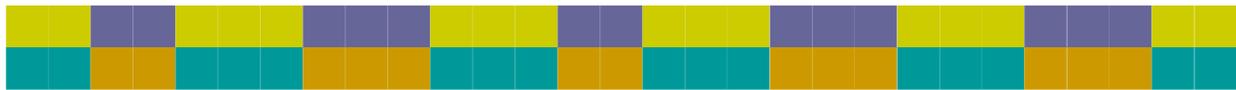
C. Programming Role: The incumbent will have responsibility for USAID-funded FPRH and BCC actions and activities as follows:

(1) Strategic planning and program design: Develop strategies and detailed implementation plans for FPRH and BCC elements under USAID/Bangladesh's Operational Plan;

(2) Technical: Maintain a working knowledge of FP/RH epidemiology and trends and needs;

(3) Policy development: Work with government officials at all levels to reposition family planning as a preventive health intervention; bring Bangladesh and other data to decision makers on pregnancy delay, spacing and limiting and improved health outcomes, to increase commitment to FPRH;

(4) Monitoring and evaluation: Ensure the development of evaluation plans and use of evaluation findings; prepare the FPRH sections of the Mission's annual reports;



(5) Research: Work with USAID staff to monitor USAID-funded and non-USAID funded Bangladesh research related to family planning use and behavior change communication;

(6) Family Planning Compliance: Through training, mentoring and rigorous monitoring, lead the Mission's efforts on Family Planning Legislative and Policy Requirements to ensure that FPRH programs are compliant with relevant and applicable US government FPRH statutes and regulations;

(7) Reporting: Fulfill FPRH-related reporting requirements, including periodic updates of the health and population situation in Bangladesh (with the U.S. Embassy); prepare other briefing documents as required.

D. Position Elements

(1) Supervisory Controls: Work will be performed under the general direction of the Deputy Director, OPHNE, USAID/Bangladesh, who will function as the FP Advisor's direct supervisor. Performance is evaluated annually based on accomplishments.

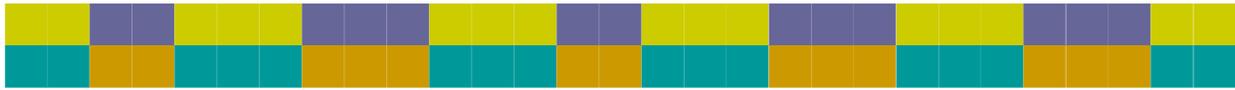
(2) Judgment: A high degree of judgment will be required to provide guidance and assistance to a wide variety of high-level professionals in the Bangladesh Mission. As a recognized expert and highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, prioritize, and carry out the specific activities entailed in fulfilling major roles and responsibilities. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used, making independent judgments that can be defended as necessary.

(3) Authority to Make Commitments: The incumbent cannot make financial or other commitments on behalf of the U.S. Government. However, because of the incumbent's expertise and standing as a highly qualified expert in his/her field, weight will be given to his/her recommendations when commitments are made by those with the authority to do so.

QUALIFICATIONS REQUIRED:

1) Education : The applicant must have a Masters Degree or higher in a relevant discipline such as public health, reproductive health, social science or other field related to international development.

2) Prior Work Experience: Minimum of ten years of progressively responsible experience working for an international development or public health organization, at least seven of which were spent in a developing country context supporting development programs.



3) Knowledge: Demonstrated broad technical knowledge and experience in results-oriented family planning and reproductive health program planning and implementation required.

Demonstrated broad technical knowledge and experience in planning, designing, implementing and evaluating behavior change communication programs required.

Experience having worked in or with USAID missions desirable, as well as experience working at the national level with high-level officials in a developing country.

Language : Level IV English ability (fluent) is required. The incumbent must possess a high degree of proficiency in both written and spoken English. The candidate should have a demonstrated capacity to communicate complex policy, strategy, and program issues orally and in writing in a clear, concise, and well-organized manner

4) Abilities and Skills:

Ability to travel regularly in Bangladesh to program field sites and overseas. Excellent interpersonal skills and ability to work within a team and in a multi-cultural setting required

ADDITIONAL SELECTION CRITERIA:

Be a U.S. citizen or U.S. resident alien and be able to obtain Facility Access security clearance (required).

TO APPLY:

Interested candidates are requested to submit the following:

Qualified individuals are requested to submit:

- (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 [OF-612](#);
- (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 reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

TYPE AND DURATION OF APPOINTMENT:

Employment shall be through a USAID Personal Services Contract for a period of no more than **twelve (12) months**.

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
- Contribution toward Health & Life Insurance
- Eligibility for Worker's Compensation
- Annual & Sick Leave
- Access to Embassy medical facilities, commissary and pouch mail service
- APO mail service as per post policy

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.

SUBMIT APPLICATION PACKET ELECTRONICALLY TO:

Dhaka-Jobs@usaid.gov

DEFINITION(S):

US Citizen Eligible Family Member (USEFM):

A USEFM must be age 18 or older and listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member under COM authority. A USEFM is eligible for a preference in hiring. (Receiving a FS or CS annuity does not affect an American citizen EFM's eligibility for the hiring preference.) The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part



of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

NOTE: "Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."

The US 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, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development (USAID) also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

CLOSING DATE FOR THIS POSITION: July 26, 2013