



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 13 - 038A

- OPEN TO:** US Citizen Eligible Family Members (USEFMs),
US Citizen Member of Household (MOH) – All Agencies,
All Qualified U.S. Citizens or Permanent Residents with
valid work permits for employment in the country.
- POSITION:** **English Language Specialist/Technical Writer,
GS-11**
- Salary Scale: \$50,287 - \$65,371 annually).
(Depending on qualifications and experience, the
incumbent may be hired at a lower grade.
- LENGTH OF HIRE:** One year, with possible extension(s) subject to
satisfactory performance, continued need for the
services, and availability of funds.
- OPENING DATE:** **August 14, 2013**
- CLOSING DATE:** **August 22, 2013**
- WORK HOURS:** FULL-TIME; 40 HOURS/WEEK

**Candidates who responded to the earlier announcement #13-038 from
July 23 to August 13, 2013, need not re-submit their application.**



The United States Agency for International Development (USAID) in Dhaka is seeking a US Citizen Eligible Family Members (USEFMs), US Citizen Member of Household (MOH), and all qualified U.S. Citizens or Permanent Residents with a valid work permit for employment in country for the position of English Language Specialist/Technical Writer in the Program Office.

BASIC FUNCTION:

The English Language Specialist/Technical Writer serves as the resident English-expert for USAID/Bangladesh. S/he fulfills three main responsibilities:

- 1) ensures that documents prepared are written in American English, follow U.S. government (USG) standards for the use of clear and easily understood language, and are well organized, concise, and easily accessible to reviewers from a broad array of disciplines;
- 2) provides targeted English language training to USAID staff to improve the quality of oral and written communication skills; and
- 3) leads and/or assists with the preparation of major USAID reporting and planning documents.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Staff writer/editor (50%)

The incumbent will ensure that final documents for senior management review are well organized, follow appropriate formats, contain the required information, and are written in clear and easily understood language.

The types of documents to be processed span the range from simple correspondence, speeches, and public outreach materials, to complex and lengthy technical documents whose purpose is to document agency processes for management and audit purposes. The incumbent is responsible for drafting factual and interpretive memoranda that provide clear and well-supported recommendations and objective information and advice to senior staff on a variety of programming and administrative issues. S/he will be expected to employ a range of writing styles, including expository, documentary, and creative story telling to accommodate the full range of USAID's different audiences. S/he must use simple, clear language - particularly in communications materials intended for non-USAID audiences. In some instances, completing written documents will entail soliciting and editing written materials from a large number of non-native English source writers whose technical inputs are critical to the production of the final product. The incumbent must ensure the accuracy, appropriateness of style and tone, as well as adherence to format and content requirements of all documents managed by the Program Office (PRO). The incumbent is also expected to



review complex and detailed USAID guidance and conduct limited subject research as required in order to accomplish writing and/or editing assignments. S/he is also expected to interpret and communicate agency guidelines to other writers in the Mission in order to maximize the quality of first draft submissions.

S/he is expected to become familiar with a broad range of key sources of information for Agency policies and procedures. The incumbent works closely with the Program Office and other Mission staff and serves as an important resource person on matters related to Mission reporting requirements.

B. English Mentor and Trainer (30%)

Skills Development:

The objective of this role is to increase the overall quality of oral communication skills and first draft written submissions of Mission staff by providing targeted feedback and training to Mission staff. The incumbent will assess existing training resources available for staff and survey staff and Mission management regarding unmet needs and the best means by which to develop staff capacity in oral and written English. The incumbent will utilize this information to develop and implement a training plan for targeted Mission staff.

The incumbent also will work closely with document authors to revise documents as necessary and use this process to increase the overall quality of staff writing. These documents may include, but are not limited to, memoranda, reports, statements of work, design documents, bilateral agreements, presentations, and outreach materials. Depending on the skill level of the initial writer, the process of skills development may require multiple rounds of constructive feedback and early guidance at the conceptualization phase of document preparation.

C. Special Projects Coordinator (20%)

The incumbent will lead or assist on the preparation of a number of special reporting, planning, or policy documents for the Mission. In these assignments, s/he will sometimes be expected to take a lead responsibility in the coordination and standardization of inputs from different writers, compliance with agency guidance, and general quality control of the final product. S/he is also expected to facilitate the development and standardization of document formats and other writing guides to assist Mission writers. In this capacity the incumbent works closely with Mission management to identify guidance documents and tools utilized by the Mission and design and implement standard documents that staff can readily access.

REQUIRED QUALIFICATIONS:



(a) Education:

A Bachelor's degree in English, International Relations, Public Policy or field relevant for English-writing and/or development is required. A Master's degree in English, International Relations, Public Policy or field relevant for English-writing and/or development is desired.

(b) Prior Work Experience:

At least 3-5 cumulative years of progressively responsible work experience for which English-writing and staff-development or team work constitute a significant element of the level of effort. Specific experience in editing, reviewing, researching and working closely with technical specialists in preparing briefing papers, manuals, handbooks, and/or other policy directives is highly desired. Work experience writing and supporting/managing decision making processes for a government agency, international non-government organization (NGO) or foreign donor agency, and conducting staff development, is desired. Demonstrated ability to develop and conduct training courses (including one-on-one, as well as in a classroom environment) preferred.

(c) Language Proficiency: Level IV (fluency) in English both spoken and written required.

(d) Knowledge, Skills and Abilities:

1. Written and oral communication skills:

The applicant must possess excellent written and oral communication skills in American English. S/he must demonstrate the ability to clearly organize and prepare concise and well-written documents that are geared toward a variety of audiences and at different level of technical complexity. S/he must also demonstrate a facility with analytical writing which must present both quantitative data and qualitative information. The individual must be able to obtain, analyze, and evaluate a variety of data and guidance; organize, interpret and present it in meaningful oral or written form for varied audiences, including senior level staff of the Mission; and provide solid analysis.

2. Teamwork and interpersonal skills:

Since the vast majority of the position's responsibilities will require the cooperation of others, the applicant must demonstrate an exceptional ability to communicate and give written and oral feedback to colleagues and superiors regarding their collaboration and quality of work. S/he must also demonstrate an ability to conceptualize and implement effective organizational processes to yield results.

3. Professional judgment, organization skills and ability to work independently:

The applicant will be called upon to deliver outputs that require long term planning, excellent organization, and depend on the cooperation of others.



Demonstrated good judgment and organizational skills are essential, as well as a good instinct for knowing when to consult.

4. Knowledge acquisition, research, and analytical skills:

The applicant must demonstrate a facility with acquiring knowledge about technical subject matters not in his or her direct field of experience, education, or training. S/he should demonstrate analytical ability that is not subject matter dependent.

5. Skill development:

The applicant should demonstrate an ability to teach in both one-on-one and group contexts.

6. Computer skills:

Must be highly proficient in the use of Microsoft Excel, PowerPoint, and Word.

OTHER REQUIREMENTS:

The candidate must possess U. S. Citizenship or be a Green Card Holder over the age of 18 and must obtain and maintain appropriate level of security clearance while employed.

SELECTION CRITERIA:

Applications will be evaluated and scored utilizing the criteria below. The total possible is 100 points.

Education: 15%

The extent to which the applicant meets or exceeds the required level of education, as described above.

Experience: 40%

The extent to which the applicant's relevant experience and technical expertise meets or exceeds the requisite levels of professional experience as described above.

Knowledge, Skills and Abilities: 45%

The extent to which the applicant's skills and abilities meets or exceeds the requirements as described above.

TO APPLY:

Interested candidates are requested to submit the following:



1. Application stating their interest along with updated OF-612 (Application for Federal Employment) [OF-612](#).
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. 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. The highest ranking applicants will be selected for an interview.

TYPE AND DURATION OF APPOINTMENT:

Employment shall be through a USAID Personal Services Contract for a period of one year with the possibility of extension.

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
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.

PLEASE 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
Telephone: 885-5500
FAX: 880-2-8823648

DEFINITION(S):

US Citizen Eligible Family Member (USEFM): A USEFM must be age 18 years 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 an 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: August 22, 2013