

## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

# **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER - 13-005**

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

**POSITION:** Nutrition Specialist, FSN-11  
(Salary approx. Tk. 137,850.00 per month)

**Depending on qualifications and experience,  
Incumbent may be hired at a trainee grade (lower  
than the position grade.)**

**OPENING DATE:** February 02, 2014

**CLOSING DATE:** February 23, 2014

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

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Nutrition Specialist** in the Office of Population, Health, Nutrition, and Education (OPHNE).

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.



## **BASIC FUNCTION:**

The Program Management Specialist (Nutrition Advisor) provides technical expertise and management leadership to strengthen the quality and effectiveness of USAID/Bangladesh's nutrition programs, including integration of nutrition with maternal and child health (MCH) activities. The Nutrition Advisor serves in the OPHNE and provides policy, technical, programming and budgetary guidance to the Office and the Mission as a whole on clinical and community-based nutrition activities. S/he serves as a liaison between the OPHNE, USAID's Economic Growth Office, Office of Food, Disaster, and Humanitarian Assistance, Government of Bangladesh (GOB), and other donors on jointly supported nutrition programs. The incumbent provides across-the-board expert advice on the design, implementation, monitoring and evaluation of nutrition activities. The Nutrition Advisor will engage in senior level communications with the GOB concerning policy, strategy, preparedness, and budgetary requirements and decentralized management for combating under nutrition. The incumbent works with counterparts in the key ministries involved in nutrition, including Ministry of Agriculture, Ministry of Livestock and Fisheries, Ministry of Food and Ministry of Health and Family Welfare, and with provincial government, district/local governments, major faith-based organizations, local and international NGOs, Bangladeshi Universities, and Bangladeshi research institutes.

USAID's complex nutrition program is comprised of an integrated package of multiple projects, including surveillance, private sector engagement, homestead food production, behavior change communication (interpersonal to mass media), social mobilization at the community/village level, and high level policy and advocacy. The activities are implemented through a variety of grants, cooperatives agreements, field support mechanisms, and alliances with the private sector. The incumbent will provide technical and management oversight for these activities and will liaise with other USG and other donor supported programs in Bangladesh. The incumbent may be delegated the maximum range of program, personnel, and administrative management responsibilities allowable under Agency policy.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **a. Program Management**

The Nutrition Advisor manages activities to combat under nutrition, primarily activities within the health and agriculture sectors, to achieve public health



impact. The Nutrition Advisor is responsible for designing, reviewing and implementing acquisition and assistance proposals related to nutrition. The incumbent plays a principal role in the formulation, adoption, and application of nutrition and food security policies and technical guidelines, based on state-of-the-art knowledge and program experience, within USAID-supported activities to achieve USG objectives in Bangladesh.

The Nutrition Advisor will serve as AOR/COR and/or activity manager for nutrition programs. The Nutrition Advisor will ensure the effective management of nutrition related activities in Bangladesh, maintaining close contact with personnel from the technical assistance contractor/grantees, and all implementing agents related to nutrition as necessary in Dhaka and field locations. S/he will require strong attention to detail to ensure good program management, including directing development of detailed annual work plans and budgets, overseeing implementation of activities, and monitoring results/outcomes of the programs.

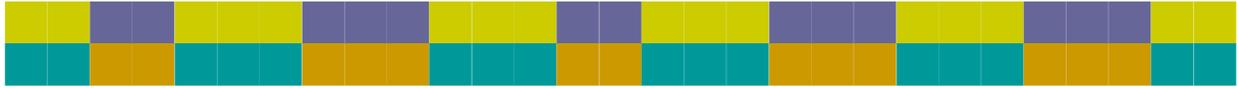
S/he is responsible for preparing documentation related to contract financing and amendments for nutrition related activities for both institutional contractors and grantees, in collaboration with the other program managers. S/he supports the design of new activities, with primary responsibility for nutrition activities, and ensures that new interventions are consistent with other programs under DO3 Health Status Improved, the results framework, and the mission performance monitoring plan.

The Nutrition Advisor is responsible for establishing an effective liaison between the USAID nutrition program and other programs within the Health Status Improved DO, Food Security Improved DO, USAID/Washington Nutrition Division, other relevant offices in USAID/Washington, the Embassy officials responsible for agriculture and nutrition, and other USG agencies with nutrition programs in Bangladesh.

#### b. Program Analysis and Portfolio Guidance

The Nutrition advisor interprets GOB policies, institutional issues and program priorities affecting the direction and implementation of the nutrition program and formulates, negotiates, and implements required actions within the Bangladesh milieu, with primary responsibility for the nutrition sector.

The Nutrition Advisor is a senior advisor on critical policy issues with senior ministerial officials who formulate national policies and track progress toward achieving the national goals in health and nutrition, particularly with regard to the health and agriculture sectors. S/he will actively lead the formulation of nutrition-related agriculture, food security, and related development policies



and programs that support reduction of poverty, food insecurity, and malnutrition in women (reproductive age, pregnant, and lactating) and children. S/he also serves as a key contact to the USAID/Washington Nutrition Division for advice and technical input on policy, strategy, planning, and M&E issues as they relate to nutrition.

The Nutrition Advisor develops and maintains strong working relationships with senior and program level GOB counterparts supporting local and national policy formulation and action plans on nutrition (e.g. Ministry of Agriculture, Ministry of Livestock and Fisheries, Ministry of Health and Family Welfare, Ministry of Food, etc.). The Nutrition Advisor analyzes information from these and other sources and determines major implications of evolving GOB policies and program decisions for nutrition program development and performance.

The Nutrition Advisor regularly assesses opportunities and obstacles affecting the institutional sustainability of nutrition activities, identifies and monitors remedial actions, and conceptualizes and develops scopes of work for activity development, evaluations, and special studies which ensure that sustainability issues are clearly addressed.

The Nutrition Advisor directly undertakes negotiations with GOB decision-makers on issues affecting program performance, implementation of evaluation/audit recommendations, impact and sustainability issues, or other program matters.

The Nutrition Advisor develops and maintains contacts with other donor agencies working in nutrition (World Bank, UNICEF, WHO, FAO, CIDA, WFP, DFID, EU, etc.); private sector and NGO representatives, and will be expected to participate in and lead Government and Development Partner technical advisory groups and working groups.

### c. Program Performance Assessment and Reporting

The Nutrition Advisor manages the nutrition program, assesses performance and ensures compliance with USAID monitoring and reporting systems. The Nutrition Advisor will have primary responsibility for collecting M&E and financial data for nutrition sector activities, and then ensures that all data is reported on a timely basis both for regularly scheduled reporting systems and for special requests. The Nutrition Advisor ensures that current information is available on implementation status, issues, and objective achievements including internal USAID/Bangladesh reporting, USAID/Washington reporting, and other special reporting and documentation requirements.



The Nutrition Advisor employs a monitoring system for contracts, cooperative agreements and grants under his/her management authority and ensures timely action on critical documentation and follow-up requirements, e.g. waivers, accruals, memoranda of understanding, audit and evaluation recommendations, and all documents required by the Mission, USAID/Washington, and USG.

The Nutrition Advisor provides issue-oriented briefings and presentations on nutrition program objectives, accomplishments and development impacts to GOB representatives, NGOs, private groups, donors and other external audiences, as required.

In carrying out the various Development Objectives and program functions described above, the Nutrition Advisor will work closely with appropriate OPHNE, Office of Economic Growth, and Office of Food, Disaster and Humanitarian Assistance Team Members and staff responsible for individual activity direction, implementation and support, and with appropriate staff from other Mission and GOB offices. In exercising administrative management and oversight responsibilities, the Nutrition Advisor must frequently exercise independent judgment based on an understanding of USAID policies and management guidelines, arriving at adaptations and courses of action consistent with the most current policies and guidelines.

#### Other Responsibilities:

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:**

### **SELECTION CRITERIA:**

**1. Education:** The Nutrition Advisor must have a Master's degree from an accredited university in a field related to nutrition, epidemiology, public health, or other relevant discipline. *(You must attach a copy of your certificate along with your application form.)* **15 points**

**2. Prior Work Experience:** The Nutrition Advisor must have more than seven years of progressively responsible, professional experience in project design, management and implementation in the fields of nutrition, public health, or other relevant discipline. The Nutrition Advisor should also have at least five years of experience working in the development context. Work history reflecting hands-on experience in local institutions, community development, and/or behavior change communication would be helpful. **35 points**

**3. Knowledge:** The Nutrition Advisor must have sound knowledge of the concepts, principles, techniques, and practices of maternal and child health (including nutrition), community based programming, and development assistance. The incumbent should possess knowledge of GOB policies and policy reform in one or more of the following areas: nutrition, agriculture, rural development, public health, local institutional development involving public-private partnerships, and of related laws, regulations and procedures. It will be beneficial if the incumbent also understands donor procedures and regulations, and/or community and individual level behavior change. **25 points**

**4. Skills and Abilities:** The incumbent is required to be able to: 1) obtain, analyze, and evaluate a variety of data; 2) demonstrate critical thinking skills about programmatic needs, quality of programs and activities, and make well-reasoned recommendations; 3) demonstrate attention to detail to plan, manage and evaluate complex programs independently and as part of a team; 4) organize and present technical information in concise written and oral form in both English and Bangla; 5) furnish information and advice in assigned areas objectively; 6) follow oral instructions and organize, prioritize and follow through on all assignments with minimal oversight; 7) type accurately; 8) edit documents, 9) focus on details; and 10) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.). The incumbent must also have the ability to establish and maintain contacts at all levels of the GOB (i.e. from the community level to the Ministerial level) and with stakeholders in the non-governmental arena in order to explain USAID policies, objectives and



procedures. In the same vein, the incumbent must be able to transmit and interpret GOB and non-governmental sector program-related concerns to USAID/Washington and the OPHNE Team. The incumbent must also have demonstrated potential to acquire knowledge of U.S. Government legislation relating to humanitarian and development assistance; USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of the Mission's overall Development Objectives and Goals. The incumbent must also have excellent interpersonal skills in order to:

- 1) facilitate productive professional relationships with other members of the USAID team, with USAID/Bangladesh's implementing partners, and with national counterparts;
- 2) work tactfully and effectively under pressure;
- 3) demonstrate extreme flexibility;
- 4) effectively manage more than one activity at a time; and
- 5) work effectively as a team member in an established culturally diverse Mission team environment.

The incumbent must be willing and able to travel extensively throughout Bangladesh as/when necessary or requested in direct support of USAID/Bangladesh and program objectives and goals. The incumbent must be able and willing to work additional hours beyond the established 40-hour work week and outside the established Sunday-Thursday work week as may be required or necessary. The incumbent must be a self-starter and work well in a team.

**25 points**

#### **ADDITIONAL SELECTION CRITERIA:**

**Language Proficiency:** FSI Level IV English proficiency is required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately with 1) all categories of Mission employees; 2) local government officials at the Minister level and lower (as applicable); 3) numerous international and local health organizations, donors and other embassies; 4) the USAID/Washington based Global Health Bureau and Asia Bureau; 5) full spectrum of local and international NGOs; and 6) the general public. The incumbent is required to be able to prepare briefing documents (as/when required) including participation in the drafting of annual technical, programmatic and fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a professional and competent manner requiring little or no editorial changes (in English).

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.



Current employees serving a probationary period are not eligible to apply.

**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.**

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

### **TO APPLY:**

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS174](#)

**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) A passport size photograph (taken within six months),**
- 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.**

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

**SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**DEFINITION:**

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

**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 Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs*