



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 10 - 069

OPEN TO: All Interested Candidates/All Sources

POSITION: Program Management Specialist, FSN-10; FP-5
(Salary approx. Tk. 81,000 per month)

OPENING DATE: August 24, 2010

CLOSING DATE: September 6, 2010

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

LENGTH OF APPOINTMENT: 3 years

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking an individual for the position of **Program Management Specialist** in the Department of Justice (DOJ).

BASIC FUNCTION: The incumbent acts as the subject specialist to the International Criminal Investigative Training Assistance Program (ICITAP) and provide advice to Senior Law Enforcement Advisor (SLEA) on all policy, planning and development matters regarding ICITAP's activities in Bangladesh. S/he provides assistance and advice to the SLEA in the



implementation of program goals and objectives strictly in compliance with USG policy, procedures and standards. S/he acts as a consultant between USG and GOB law enforcement interests, supervises and/or guides training facilitators, interpreters, translators, GOB counterpart staff, and the contracted US law enforcement subject matter experts. S/he utilizes continuous process improvement techniques through effective monitoring, evaluation and impact assessments for sustainable development of the ICITAP programs.

S/he performs highly responsible and complex administrative work in planning, developing, managing, overseeing, coordinating and implementing nationwide multi-jurisdictional multi-level law enforcement training programs and services; assists the US Senior Law Enforcement Advisor in managing major complex database projects and USDOJ/ICITAP Bangladeshi training operations to attain the goals and objectives of USDOJ/ICITAP; directly coordinates activities with USG professional law enforcement training personnel; verifies compliance with USG standards; provides technical advice to law enforcement agencies, agency heads and to training managers of federal and provincial law enforcement agencies; acts as an intermediary between USG and GOB law enforcement interests; consults with boards, commissions, agencies and agency heads.

S/he maintains knowledge of current trends in law enforcement, community involvement and economic issues in order to anticipate and plan for impact upon program goals and law enforcement training.

MAJOR DUTIES AND RESPONSIBILITIES:

(A) Advisory Functions:

- ✚ Advises American supervisors on key bilateral issues pertaining to law enforcement assistance programs for Bangladesh, focusing on the development of approaches and programs which are most likely to result in the achievement of USG law enforcement assistance policy goals and objectives. As a principal advisor, s/he provides research, reporting and advisory services to the US Mission on key law enforcement development and reform programs.
- ✚ Provides expert advice to ICITAP management regarding the policies, procedures and the steps needed to be taken by DOJ/ICITAP to obtain USG policy goals and objectives. Explores alternatives and recommends procedures/approaches that will prevent/resolve problems, improve



program effectiveness and/or improve administration. Being a specialist on law enforcement reforms programs, s/he serves as an advisor on law enforcement committees; consults with GOB law enforcement agency heads and other high level officials and serves as a technical consultant to Bangladesh training commanders and administrators. S/he will coordinate with senior police commanders at the national and regional level, as well as government and civil stakeholders participating in the 1207 community policing program. Routine contact will include the senior most ranking officers (Inspector General and Additional Inspector Generals) of the Bangladesh National Police as well high ranking members of government.

(B) Program Planning & Development:

- ✚ Plans and schedules ICITAP projects in a manner that allows the program to complete projects within the established deadlines. Develops contingency plans to handle potential problems, preventing missed deadlines under most circumstances or requests extensions sufficiently in advance of "due date" to mitigate repercussions or to allow supervisors to alter priorities. Uses sound judgment in determining which issues should be brought to the supervisor's attention. Effectively solicits cooperation and whenever possible, obtains agreement which satisfies important objectives of the Program. Recommends management action that are logical, well reasoned and typically identify crucial issues and possible ramifications. Identifies and offers a means to evaluate underlying causes of problems.
- ✚ Directly involves in preparing and monitoring budget portfolio valued over \$5M; monitoring and validating expenditures; analyzing data and statistics to ensure unit goals are being met and forecasting future needs and assists ICITAP in fulfilling its financial mission.
- ✚ Prepares budgets, audits and manages funds which are provided to the GOB for training assistance at the National Police Academy and other police training institutions.
- ✚ Conducts training institution financial audit functions to ensure that expenditures are legitimate and appropriately documented and that standards for utilization of law enforcement training funds and provided equipment as set forth in MOUs are strictly adhered to.
- ✚ Prepares 12 -18 month plans for logistics, housing, transportation, supplies and international support necessary to accommodate 30 - 40 training sessions annually conducted by up to eight contract instructors.



- ✦ Oversees progress of all ongoing ICITAP law enforcement projects. While keeping American supervisors informed, s/he is expected to resolve most procedural conflicts that threaten to impede the implementation of bilateral programs with nominal guidance (e.g., bureaucratic blockage of funds, lack of focus on training aspects of law enforcement agencies, non compliance with USG and/or GOB regulations by line agencies, etc.). In the rare instances that the incumbent requires guidance, s/he is expected to present a series of options and recommendations to his/her American supervisors.

(C) Program Implementation:

- ✦ Identifies, supervises, directs the activities of, and monitors GOB law enforcement subject matter experts. Analyzes and interprets local, regional and national trends in law enforcement, criminal justice practices and economic issues; analyzes the impact of legislation and judicial decisions and provides insights on proposed legislation; Interprets complex laws and administrative rules; clarifies requirements to SLEA to ensure consistent and correct information is available and included in training programs and projects. Develops and directs key concept papers, multiple complex schedules, project/training budgets, and manage logistics of complex projects. S/he analyzes operational and administrative problems in order to implement effective courses of action.
- ✦ Assists in the management of complex projects as part of ICITAP's community policing initiative in Rajshahi.
- ✦ Actively manages the Bangladeshi side of the USDOJ project related to community policing in collaboration with the Bangladeshi police involving 30 - 40 police personnel and between 25 - 30 civilians. S/he manages the Bangladeshi portion of the training integration project for the colleges and schools throughout Bangladesh. The project involves police college administrators, instructors and support staff that train over 20,000 students annually.
- ✦ Maintains daily contact with TDY instructors; providing direction and assistance, managing logistics, coordinating requests for additional service commitments, and delegating specific assignments and support tasks to members of the DOJ team. Provides assistance in the selection of qualified language assistants by participating on the testing and interview boards.
- ✦ Establishes and implements internal policies and procedures related to law enforcement programs, training logistics; develops and implements reporting standards, coordinates and directs reporting activities from Bangladeshi



agencies and training institutions; Reviews, conducts research and recommends changes to ICITAP operations and practices. Coordinates institutional activities and work product by delegation, performance evaluation, and conflict resolution; provides leadership, guidance, and counseling for institutional staff, and student participants. Maintains a knowledge base of current trends in law enforcement, community involvement and economic issues in order to anticipate and plan for impact on law enforcement training. Coordinates ICITAP training group meetings to solicit nationwide input from user agencies concerning ICITAP programs, rules, procedures and standards.

(D) Monitoring, Evaluation & Impact Assessment:

- + Motivates GOB support staff and evaluates institutional performance. Develops, distributes, monitors and modifies ICITAP reporting systems for various GOB law enforcement agency reports. Produces key concept papers and distributes various publications (e.g., training reports, manuals, training calendar schedule, workbooks, instructional guides, informative research papers, and annual reports, etc.).
- + Prepares complex written reports for the USDOJ/ICITAP Senior Law Enforcement Advisor and prepares, reviews and distributes unit reports related to USG instruction to ensure quality control.
- + Designs and applies evaluation techniques and proficiency testing methods that measure the effectiveness of ICITAP programs. Directs the design and distribution of surveys, interviews and questionnaires relevant to ICITAP responsibilities. Develops and implements information systems for the prioritization and tracking of all ICITAP training and ensures data entered is accurate and completed in a timely manner. Coordinates ICITAP audit functions to ensure that standards for law enforcement training providers and provided equipment and funds are adhered to.

QUALIFICATIONS REQUIRED:

1. Education: A Bachelor's degree in public administration/education/criminal justice or related management fields is required *(You must attach a copy of your bachelor degree certificate with your application form.)*

2. Language Proficiency: Level IV (Fluent) Speaking/ Reading/Writing English and Bangla required. English language proficiency will be tested.



3. Prior Work Experience: At least two years of experience in the field of criminal, civil, or administrative function is required.

4. Knowledge: Must have a working knowledge of and be able to interpret a myriad of GOB policies that guide police functions in Bangladesh. Interpretation of legislation, policies and standard operating procedures (SOP's) and analysis of the impact on police training needs is a necessity. Laws, directives, policies, GOP planning documents, police reporting systems and other GOB guidelines must be reviewed for impact on the development and/or presentation of training materials and the future development of ICITAP goals, objectives, and strategies. Must be able to understand complex training manuals, materials, methodologies, and concepts. Incumbent must have knowledge of audit methodologies, fiscal management required to monitor, control and administer budget, procurement rules and processes. Must have knowledge of law enforcement methods and techniques to ensure effective utilization of USG provided training required.

5. Skills and Abilities: Ability to communicate clearly and concisely, both orally and in writing, in English and Bangla, with all levels of internal and external contacts. Advanced computer skills required. Must be able to produce complex computer tasks in MS Word, MS Excel, MS PowerPoint and, preferably, MS Access. Will be expected to operate multimedia equipment and to troubleshoot minor computer and multimedia malfunctions on ICITAP equipment that is furnished to its instructors. Must be able to conduct extensive research necessary for the development of training materials. Must be able to prepare comprehensive reports, formulate concepts and statistical analysis and data collection. Able to make oral presentations to groups. Must be able to produce analytical reports or written materials in appropriate formats, which have high organizational impact. Ability to cross translate verbal and written communications; English to Bangla and Bangla to English. Able to plan and organize resources involving multiple priorities and deadlines. Able to manage an office environment, create and maintain a comprehensive file management system. Must be able to multi-task.

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in their application.



ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. 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.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This 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.

[Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.



All Bangladeshi applicants must complete application forms, attach a passport size photograph, copy of National/Voter ID and a copy of educational or trade school certificate. 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.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

All candidates must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy **or**, FAX at 9887825.

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at http://dhaka.usembassy.gov/job_opportunities.html

POINT OF CONTACT:

Human Resources Assistant
Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)
Fax # 9887825

DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21



years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and



- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **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).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **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.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).



CLOSING DATE FOR THIS POSITION: September 6, 2010

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.

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.

Cleared by:

HRO: x
DOJ: x
FMO: x
MGT: x