

**Foreign Service Limited Position Opportunity: Supervisory Humanitarian Assistance Officer
(Division Chief), FSL-0301-01**

- **Agency:** U.S. Agency for International Development
- **Organization:** Bureau for Humanitarian Assistance, Office of Africa (BHA/AFR).
- **Location of Position:** Washington, DC.
- **Open Period:** 01/06/2023 – 01/18/2023
- **Appointment Type:** This is an excepted service, time-limited appointment, not-to-exceed five years
- **Salary:** FSL-1. [Foreign Service pay table](#), Washington locality.
- **Number of Vacancies:** 1

Description of Organization: The Bureau for Humanitarian Assistance (BHA) provides global leadership and a strategic approach in humanitarian response, promoting human welfare, alleviating suffering, and providing the foundations for transformative change and self-reliance serving both national foreign policy interests and people in need of humanitarian assistance. BHA fulfills USAID's role as the lead U.S. Government Agency for responding to emergencies and disasters overseas with both food and non-food emergency assistance, as well as providing a holistic approach to USAID's programming across the spectrum of preparing for, responding to, mitigating, and preventing disasters.

The Office of Africa (AFR) designs, provides, and assesses humanitarian assistance, including assistance related to responding to, recovering from, and reducing the risk of human-induced and natural disasters, while linking with other USAID investments that build resilience. AFR consists of five (5) geographic divisions: East Africa; Central Africa; Sudans; West Africa; and Southern Africa. These divisions are responsible for the provision of emergency humanitarian assistance through grants and cooperative agreements to non-governmental organizations (NGOs); international organizations (IO) including United Nations (UN) agencies; and to other partners. These divisions also oversee BHA AFR's nonresponse efforts in disaster risk reduction (DRR), resilience, and humanitarian transition.

Commitment to Diversity and Inclusion: All employees are measured on how they foster a climate of respect in interactions with others, value differing perspectives, and treat others in a fair, equitable, and culturally sensitive manner. All employees are expected to adhere to equal employment opportunity (EEO) policies and value diversity and inclusion in performing everyday duties and responsibilities.

Description of Position: The East Africa Division Chief is responsible for management of the East Africa Division in the Bureau for Humanitarian Assistance Office of Africa. In this capacity, the incumbent is responsible for management of a budget of over \$1 billion annually, across four teams covering Djibouti, Ethiopia, Eritrea, Kenya and Somalia. The Division Chief assists the Office and Bureau leadership team in coordinating and implementing a wide range of humanitarian assistance activities and programs for East Africa. This position is a key member of the Office and Bureau leadership team, coordinating and implementing a wide range of humanitarian assistance activities and programs for East Africa. S/he/they will support foreign policy objectives in the region while also advocating for the delivery of neutral and impartial humanitarian assistance. This person provides recommendations on agency programs and initiatives; performs administrative, supervisory and management functions necessary to ensure effective operation of the Division; and participates in the development of long- and short-term planning efforts in connection with disaster response, humanitarian assistance, development, or disaster risk reduction activities. The Division Chief also ensures humanitarian assistance programming balances complex objectives, including human, technical, and financial resources, in coordination with other divisions in OA. S/he/they will formulate and recommend plans to improve agency programs, policies, practices, and methods to maximize impact, enhance effectiveness, and mitigate risks. S/he/they should be able to become certified and serve as an Agreement

Officer's Representative/Contracting Officer's Representative (AOR/COR), as assigned. S/he/they is also expected to sign-up for and serve on Washington-based Response Management Teams (RMTs), which provide services and support to Disaster Assistance Response Teams (DARTs) deployed in response to disasters.

Future of Work Designation: This position has been designated as Telework Eligible.

Qualifications:

- Must be a U.S. citizen.
- Must have one year of specialized experience equivalent to the next lower grade level, FSL-02 or GS-14, of this position. Specialized experience must include:
 - Initiating and leading international, interdisciplinary, and interagency groups within and outside the US in programs, policies and strategies impacting key international humanitarian priorities;
 - Leading the coordination, operations, and programming roles of a civilian-based international humanitarian response of an organization;
 - Experience in the international civilian humanitarian assistance architecture, operations, programs, policies, regulations, and inter-relationships among the USG, donors, and other international organizations.
 - Directing a major programmatic component of an international civilian-based humanitarian assistance organization.
 - Overseas experience working on rapid response, political complex crises assistance programs, is preferred.
- Must be eligible to obtain and maintain a Top Secret security clearance.

Interested candidates should submit (in .pdf or Microsoft Word Format):

- Resume/CV;
- Cover letter (one page or less) expressing a statement of interest, including one paragraph (250 words or less) that describes where in the resume the applicant meets the specialized experience qualifications; state whether you have veterans' preference or if you have held or currently hold a political appointment (PA) within the last five years; (NOTE: current/former PA should submit their appropriate SF-50 which demonstrates their appointment);
- Three professional references with at least one current or former supervisor;
- Stated security clearance level, if applicable;
- Stated U.S. citizenship (if citizenship is not stated, application will not be considered).

Please submit your application package to bha.ams.staffing@usaid.gov. Please use the subject line "**FSL Application: AFR-Supervisory Humanitarian Assistance Officer, FSL-01-BHA.**" Application submissions are required by **11:59 p.m. EST on 01/18/2023**. Packages not submitted by the deadline with the specified subject line—or incomplete packages—will not receive consideration. This notice may be used to fill additional vacancies, as the workforce needs of the Bureau may change.

[EEO Policy Statement](#)

[Reasonable Accommodation Policy](#)

Any questions concerning this notice may be directed to:

-- bha.ams.staffing@usaid.gov