

**Foreign Service Limited Position Multiple Opportunities within BHA/Office of Humanitarian Business and Management Operations:**

**(2) Humanitarian Assistance Officer (Team Lead/Audit Risk and Performance Management Division), FSL-0301-02**

**(1) Audit Management Team Lead**

**(1) Risk Management Advisory Team Lead**

- **Agency:** U.S. Agency for International Development
- **Organization:** Bureau for Humanitarian Assistance, Office of Humanitarian Business and Management Operations (BHA/HBMO)
- **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-02. [Foreign Service pay table](#), Washington locality.
- **Number of Vacancies:** Multiple within the [BHA/HBMO office](#)

**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 Humanitarian Business and Management Operations (HBMO) is responsible for maintaining 24/7 operability by providing leadership, planning, quality assurance, technical expertise, and process management. HBMO ensures effective stewardship of the Bureau's support services, including workforce planning, staffing, financial management, internal controls and risk management, facilities operations, and infrastructure.

The ARPM Division leads BHA's strategic approach to risk management, ensures compliance with internal controls and external reporting requirements, coordinates internal and external audits, and serves as the primary liaison with the USAID Office of Inspector General (OIG). ARPM comprises three teams: Audit Management Team, Internal Control and Risk Management Team, and Risk Management Advisory Team. The Division is responsible for the oversight, coordination, development of management decisions, and response actions related to OIG audits. ARPM is also responsible for monitoring compliance with USAID policy and USG regulations; finalizing pre-award risk assessments; performing pre-award surveys; managing BHA's response to annual USAID internal control exercises, such as the Enterprise Risk Management (ERM) risk profile and Federal Managers Financial Integrity Act (FMFIA) assessment; and managing partner vetting of BHA recipients.

**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 Humanitarian Assistance Officer will:

- Leads the team with strategic direction to include budgetary and human resource requirements, portfolio management and workload distribution, and professional development.
- Advises BHA, Agency leadership, and U.S. government interagency on new audit and risk management developments, including the implications of audits, criminal investigations, and USAID and USG policy or regulatory changes, and provides subject matter expertise to develop effective approaches to humanitarian assistance.

- Responsible for providing expert advice to BHA management and program staff on verifying and responding to issues of concern concerning the misuse of funds, alleged diversions, fraudulent activities, and/or external investigations and audit findings of humanitarian awards.
- Leads on responding to any data calls related to risk, compliance, audits, and/or investigations from the Office of Inspector General (OIG), U.S. Congress, or senior USAID or U.S. Government interagency staff, and ensure a timely and appropriate response.
- Signs-up for and serves 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-03 or GS-13, of this position. Specialized experience must include:
  - Leading strategic approaches to ensure compliance with internal controls and external reporting requirements in humanitarian programs.
  - Previous management expertise in mentoring team members and providing professional growth opportunities.
  - Previous experience in responding to OIG audits and recommendations, developing Enterprise Risk Management profiles and developing business processes to strengthen internal controls.
  - Strong familiarity with U.S. Government regulations and USAID policies in ADS chapters, specifically, ADS 251, 303, 308, 319 and/or 591.
- Candidates must be able to obtain and maintain top Security clearance level associated with the position for which they have been selected. Certain Team Leads may be required to obtain TS/SCI clearance to access derogatory and classified information.

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

- Resume/CV;
- Cover letter (one page or less) including which team lead position(s) you are applying for and 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](mailto:bha.ams.staffing@usaid.gov). Subject line must be as follows specific to the position and division being applied to. Subject lines must read: "**FSL Application: Audit Risk and Performance Management Division-HAO-FSL-02-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 similar 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](mailto:bha.ams.staffing@usaid.gov)