

Foreign Service Limited Position Opportunity within BHA/Office of Humanitarian Business and Management Operations:

(1) Humanitarian Assistance Officer (Team Lead/Budget and Finance Division/Financial Reporting and Analysis Team), FSL-0301-02

- **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:** one 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, facilities operations, and infrastructure.

HBMO's Budget and Finance Division (BFD) provides professional, flexible, and responsive budgetary and financial services and systems, to enable BHA to achieve its humanitarian goals of saving lives and alleviating human suffering. The Financial Reporting and Analysis Team ensures fiscal accountability and drives improvement by providing accurate current and historical funding data, and providing insightful analysis and reporting to improve decision making and performance.

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 in identifying, distributing, and balancing workload and tasks among employees to ensure timely accomplishment of assigned team tasks; represent the team consensus and convey the team's findings and recommendations.
- Advises BHA, Agency leadership, and interagency stakeholders on new developments and effective approaches to managing humanitarian assistance resources.
- Provides technical liaison with other USG Agencies, Congress, donors, multilateral banks, and PVOs to coordinate their efforts with USAID programs, policies, and approaches to humanitarian assistance.
- Maintains liaison with sources of information inside and outside BHA to assess and review new or unusual circumstances, variations in approach and incomplete or conflicting information.
- Informs stakeholders of changes in organizational programs, operations, and funding priorities; conducting briefings on humanitarian assistance programs and operations overseas.
- Serve as an expert in humanitarian funding, including eligible uses of humanitarian accounts, humanitarian programming priorities, the management of a reserve for unforeseen emergencies, and funding for early recovery, risk reduction, and resilience programming.

- Oversees the preparation and review of financial reports, correspondence, and fact sheets to update senior leadership and budget stakeholders on status of humanitarian funds, making adjustments as needed to ensure the accurate portrayal of humanitarian resources.
- 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:
 - Designing and monitoring highly complex program, policy, or funding options to civilian-based international humanitarian assistance programs;
 - Contributing to budget formulation, budget planning, budget execution, financial management, and financial reporting of humanitarian contingency resources;
 - Assessing, investigating, and analyzing a variety of unusual financial problems and conditions; and
 - Serving on an organization’s response teams to international disasters and directing the operations, coordination and technical programs critical to the delivery of civilian-based international humanitarian assistance.
- The Team Lead position requires a specific clearance level based on organizational location. Candidates must be able to obtain and maintain the security clearance level associated with the position for which they have been selected.

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. Subject line must be as follows specific to the position and division. Subject lines must read: **“FSL Application: Budget and Finance 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