

Foreign Service Limited Opportunity: Humanitarian Assistance Officer (Team Lead), Bureau for Humanitarian Assistance, Office of Field and Response Operations - FSL-0301-02

- (2) Humanitarian Assistance Officer (Team Lead/Civil Military Disaster Operations Division), FSL-0301-02**
- (2) Humanitarian Assistance Officer (Team Lead/Response Resources Division), FSL-0301-02**
- (3) Humanitarian Assistance Officer (Team Lead/Field Operations Division), FSL-0301-02**
- (1) Humanitarian Assistance Officer (Team Lead/Supply Chain Management Division), FSL-0301-02**

- **Agency:** U.S. Agency for International Development
- **Organization:** Bureau for Humanitarian Assistance, Office of Field and Response Operations (BHA/FARO).
- **Location of Position:** Washington, DC.
- **Open Period:** 01/18/2023 – 01/31/2023
- **Appointment Type:** 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/FARO 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 Field and Response Operations (FARO) leads and manages direct operational readiness and assistance and ensures that BHA has the capacity and resources for timely and effective response. FARO enables BHA to be expeditionary and to get people and resources into the field to meet international humanitarian requirements. Specific FARO functions include preparedness, planning, rapid mobilization, technical operations capacity, the purchase and delivery of goods and services, field-based response platforms, response systems, surge staffing, human and institutional capacity-development, staff safety and well-being, and coordination with operational components of the U. S. Government interagency, including the U.S. military. FARO has five Divisions: Civil-Military Disaster Operations (CMD), Field Operations (Field Ops), Supply Chain Management (SCM), Response Management Systems and Performance (RSP), and Response Resources Division (R2D).

Applicants may be assigned to CMD's Civ Mil Systems and Coordination Team or Geographic Team; Supply Chain Management Geographic Team; R2D's Readiness Systems (PETER) or Surge Staffing Team; or Field Ops Operational Planning, Humanitarian Access, Safety, and Security Team, or Field Platform Operations Team. Applicants should identify their team assignment preferences, if any, in the cover letter of their application.

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:

- Lead 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 host-country governments on new developments and effective approaches to humanitarian assistance; articulates the benefits of interventions to effectively reach specific target audiences.
- Provides technical liaison with other USG Agencies, Congress, donors, and other stakeholders to coordinate their efforts with USAID operations and approaches to humanitarian assistance.
- Develops strategies, plans, program guidance, and dissemination of research results for Agency-wide application and incorporation into humanitarian assistance programs.
- 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 and operations, conducting briefings on major program changes in particular those impacting humanitarian assistance programs and operations overseas.
- 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-03 or GS-13, of this position. Specialized experience must include:
 - Initiating and leading response operations, resources, and teams for civilian-based international humanitarian assistance on behalf of the U.S. Government or its partners,
 - Designing and monitoring highly complex operational interventions to civilian-based international humanitarian assistance challenges; and
 - Providing intellectual leadership in one or more operational sectors critical to the delivery of civilian-based international humanitarian assistance.
- Overseas experience on rapid onset and/or long term humanitarian assistance is preferred.
- 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) including which team(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. Subject line must be as follows specific to the position and office being applied to. Subject lines must read: **"FSL Application: Office of Field and Response Operations-HAO-FSL-02-BHA."** Application submissions are required by **11:59 p.m. EST on 01/31/2023**. 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