

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

(2) Humanitarian Assistance Officer (Team Lead/Human Resources and Administrative Management Services Division), FSL-0301-02

(1) Diversity, Equity, and Inclusion Team Lead

(1) Performance Management, Employee Relations and Benefits 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:** 01/18/2023 – 02/07/2023
- **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, facilities operations, and infrastructure.

HBMO's Human Resources and Administrative Management Services Division (HRAMS) serves as a one-stop-shop for all offices within BHA for all human resource (HR) and administrative management support services (AMS). It is responsible for maintaining effective processes, tools, and corporate strategies in these areas to ensure the Bureau's staffing levels are sufficient to maintain 24/7 operational capacity. This division also provides general HR and AMS services; workforce planning and employee performance evaluations, tools and processes; career counseling; and resources to assist with worklife balance. It will also maintain Bureau-wide staffing data and provide, in coordination with other relevant divisions/offices, a corporate internal training strategy, learning standards, and tools. Applicants should specify which team they are applying for 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:

- Represent the Bureau in relevant Agency meetings and discussions on personnel or administrative matters to explain or justify policies or procedures.
- Provide expert advice and technical assistance to managers and supervisors on a wide variety of HR processes and functions.
- Lead the team in identifying, distributing, and balancing workload and tasks among employees.
- Serves as a BHA liaison and representative with relevant USAID groups, including relevant Employee Resource Groups, USAID's Office of Civil Rights and Diversity, Executive Diversity Council, Staff Care, Employee and Labor Relations and Action Alliance for Preventing Sexual Misconduct.

Future of Work Designation: These positions have 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:
 - Identifying and proposing solutions to management problems of current and future workforce to be able to respond to major manmade and natural disasters and complex emergencies.
 - Experience in successfully managing a team of HR professionals that provide comprehensive HR support in a fast-paced dynamic environment.
 - Experience in the planning, evaluation and/or analyses in areas such as staffing, recruitment, talent acquisition and management, workforce planning, performance management, administrative management and training.
- 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 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 being applied to. Subject lines must read: "**FSL Application: HRAMS Division-HAO-FSL-02-BHA.**" Application submissions are required by **11:59 p.m. EST on 02/07/2023**. 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