

Foreign Service Limited Position Opportunity within BHA/Office of Technical and Program Quality:

(1) Climate Change Program Advisor, FSL-0301-02

- **Agency:** U.S. Agency for International Development
- **Organization:** Bureau for Humanitarian Assistance, **Office of Technical and Program Quality** (BHA/TPQ).
- **Location of Position:** Remote.
- **Open Period:** 01/18/2023 – 01/31/2023
- **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/TPQ 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 Technical and Program Quality (TPQ) leads the Bureau's efforts to provide high quality programmatic and technical leadership, oversight, and guidance. In addition, TPQ leads the Bureau's external engagement with academia and coordinates research to advance the effectiveness, efficiency, and impact of humanitarian and multi-year programming.

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:

- Advise Senior Managers and Technical staff on the full range of project design principles and procedures, ensuring adherence to the Agency's Design Guidance as described in ADS 201 and related to ADS 251.
- When necessary, serve as a core member of Design Teams in the role of a climate change/adaptation subject-matter expert, ensuring that new activities strategically focus, integrate, and measure climate change.
- Guide and advise Technical Offices through Co-Creation approaches during climate-specific activity design.
- Exercise leadership and operational support to link, integrate and coordinate TPQ activities using a climate change lens to align with the Agency's and BHA's climate objectives, achieve synergies across Divisions, and ensure effective implementation.
- Help to identify and compile climate data or analyses needed for design efforts.
- Provide climate-specific responses to requests for portfolio information.
- Participate in reviews of emergency applications, ensuring that applicants adhere to the climate keyword guidance.
- Based on implementation results, new learning, and stakeholder feedback, guide TPQ Divisions and Teams to collaborate, learn, and adapt climate-specific programming, ensuring the ongoing and evolving alignment of TPQ's climate portfolio.
- Guide TPQ Divisions and Teams on climate research design and methodologies, applied research studies, impact assessments, knowledge capture and sharing, and the application of learning to support climate activity design and management.
- Assist in developing a climate-focused managing for results agenda, including monitoring, evaluation, reporting, and learning.
- Ensure compliance with Agency M&E policies and procedures related to climate.
- Advise Technical Offices on interpreting and incorporating climate program M&E findings from data quality assessments, project and activity monitoring and oversight, site visits, and evaluation findings into

- on-going and future activities.
- Contribute to Office Portfolio Reviews, as necessary.
- Assist with the preparation of the annual Performance Plan and Report in cooperation with the DMEAL Division within TPQ.
- Assist in crafting climate-related outreach and communications products (e.g., factsheets; infographics, press releases, etc.)
- With the Applied Learning Team, advance TPQ's climate-focused knowledge management and learning opportunities to ensure rapid, effective sharing and application of learning in areas related to climate change and adaptation.
- Sign-up for and serve as needed multiple times throughout the year on Washington-based Response Management Teams (RMTs), which provide services and support to Disaster Assistance Response Teams (DARTs) deployed in response to disasters.
- Independently manage the strategy development process for TPQ funded climate activities, monitoring program funding and implementation against the established strategy.
- Serve as an Agreement Officer's Representative (AOR) on TPQ funded climate activities - reviewing and processing all award documentation according to BHA's Guidelines, USAID Automated Directives Systems (ADS), and Federal Acquisition Regulation (FAR).
- Represent TPQ in virtual meetings with individual partners discussing programmatic priorities, objectives, progress, results, and challenges.
- Conduct periodic site visits to the assigned region of responsibility to monitor award activity.

Future of Work Designation: This position has been designated as Remote 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.
- Overseas experience working on rapid response, political complex crises assistance programs, is preferred.
- The Climate Change Program Advisor 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 office being applied to. Subject lines must read: "**FSL Application: Office of Technical and Program Quality-Climate Advisor-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