

**Foreign Service Limited Position Opportunity: Program Officer (Transition Officer)
- FSL-0343-01 #22-04**

Agency: U.S. Agency for International Development (USAD)

Organization: Bureau for Conflict Prevention and Stabilization, Office of Transition Initiatives (CPS/OTI)

Location of Position: Washington, DC.

Open Period: 10/17/2022 – 10/28/2022

Appointment Type: This is an excepted service, time-limited appointment, not-to-exceed five years; may be considered for further extension for a maximum of nine years.

Salary: FSL-1. [Foreign Service pay table](#), Washington locality.

Number of Vacancies: One.

Description of Organization: [CPS](#) partners with USAID Missions and U.S. Embassies to contribute to peace and stability through programs, funding, and technical services focusing on social, communal, and political aspects of crises and political transition. In support of U.S. foreign policy, [CPS/OTI](#) seizes emerging windows of opportunity in the political landscape to promote stability, peace, and democracy by catalyzing local initiatives through adaptive and agile 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: The position is an expert in all aspects of rapid-response political transition and stabilization programming in contingency environments overseas. The Officer performs a wide range of functions and special projects to ensure the implementation of the Office's agile mission and thrive in a fast-paced environment, working collaboratively with colleagues to deliver outstanding results. They are resilient, flexible and work under conditions of ongoing change. They demonstrate effective program management and administrative acuity. They fill in gaps as needed to ensure the responsiveness of the team and may be required to carry out critical administrative program support or team management functions. They are service-oriented, organized and pay close attention to detail. They are a strong communicator, strategic, articulate innovative ideas, present solutions, and are a positive role model. As an expert in the Office's operational business model, the Transition Officer:

- Ensures linkages between OTI programs and office resources and support related to cross-cutting technical issues that are not geographically or regionally specific, such as communications, data analysis, knowledge management and learning, people management;
- Develops and supports systems and business processes that ensure rapid response;
- Solves procurement problems to ensure effective programs, and provides regular reporting on changes to rules and procedures as they affect OTI's agile business model;
- Manages USG resources to achieve specific program objectives and results, consistent with overall US domestic and international policy and law;
- Provides guidance on OTI operations support and/or program implementation;
- When required, manages personnel contractors and/or other hiring mechanisms, serves as a Contracting Officer Representative and/or Agreement Officer Representative (COR/AOR), and travels to one or more OTI country programs;
- Performs other related duties as assigned.

Future of Work Designation: This position has been designated as Telework Eligible 3–8 days per pay period.

Qualifications FSL-1 level:

- Must be a U.S. citizen.
- Must have one year of specialized experience equivalent to the next lower grade level, FSL-02 or GS-14 equivalent, of this position. Specialized experience must include:
 - Demonstrated experience supporting projects that ensure rapid response political transition activities - for a civilian-based international assistance donor organization

- o working in crisis environments.
- o Demonstrated headquarters experience supporting cross-cutting programmatic and operational technical issues ensuring rapid response programs that are not geographically or regionally specific (i.e. communications, data analysis, training, knowledge management and learning, procurement design and management, information and technology, budgeting).
- o Demonstrated experience managing the U.S. personal services contractor mechanism supporting rapid response assistance programs., including managing managers.
- o Demonstrated experience leading teams supporting agile, rapid response international assistance programs.
- Must have a Bachelor's degree (BA or BS), or Master's Degree (MA) with the following years of work experience: BA/BS: 10 years work experience; Master's: 8 years work experience.
- Field experience working on rapid response, political complex crises assistance programs is desired.
- Must be eligible to obtain and maintain a Secret security clearance. Current or recent USG security clearance desired.

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

- Cover letter (one page or less) expressing interest and clearly addressing the stated requirements for the position; including one paragraph (250 words or less) that describes where in the resume the applicant meets the specialized experience qualifications;
- Resume/CV;
- Three professional references with at least one recent 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 otirecruiter@usaid.gov. Please use the subject line: "**FSL APPLICATION: Transition Officer FSL-01, 22-04.**" Application submissions are required by **11:59 p.m. EST on 10/28/22**. Packages not submitted by the deadline with the specified subject line—or incomplete packages—will not receive consideration.

Additional Resources:

[EEO Policy Statement](#)
[Reasonable Accommodation Policy](#)

Any questions concerning this notice may be directed to:

-- otirecruiter@usaid.gov