



USAID
FROM THE AMERICAN PEOPLE

U.S. Mission Geneva
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT 2011-07
Solicitation for Local Hire U.S. Citizen Personal Services Contractor (USPSC)
Ref: USAID Solicitation Number SOL-194-11-00002

OPEN TO:	U.S. Citizen Family Member (AEFM*) Candidates ONLY – All Agencies *see definition
POSITION:	Development Advisor
OFFICE:	U.S. Agency for International Development (USAID)
OPENING DATE:	June 21, 2011
CLOSING DATE:	July 1, 2011, 2:00 PM Budapest local time
PERIOD OF PERFORMANCE:	One year, with possible extensions
PLACE OF PERFORMANCE:	Geneva, Switzerland
WORK HOURS:	Full Time
STARTING DATE:	On or about July 18, 2011
SALARY:	Market Value is GS-13 (from \$71,674 to \$93,175)
SECURITY CLEARANCE:	SECRET Please read Attachment 1 to this solicitation on Dual Citizenship

BACKGROUND

In September, 2010, President Obama issued the first Presidential Policy Directive for Global Development (PDD). The PDD calls for a new operational model for our engagement in delivering development assistance in order to increase aid effectiveness. Included in this new operational model is a commitment to increase our partnerships with key multilateral development organizations and strengthen multilateral capabilities. The USAID Development Advisor at the US Mission to the UN will assist the Agency in increasing its engagement with international and multilateral development partners.

Geneva is a location where a wide range of policy and operational discussions among the international development community occur. Geneva-based development institutions are important to issues such as trade, health, environment, humanitarian assistance and human rights. In the complex context of today's international development arena, effective aid and development require increased coordination and collaboration with a wide

range of development actors. The USAID Development Advisor will play a key role in facilitating such cooperation and collaboration and exploring opportunities for synergies on behalf of the Agency.

The USAID Development Advisor will be embedded in the Economic Affairs and Specialized Agencies section (ESA) of the US Mission. S/he will work under the general supervision of the Office of Donor Engagement (DE) within USAID's Bureau of Policy, Planning and Learning (PPL). The Development Advisor will also work closely with the Economic Growth Division within the Bureau of Economic Growth and Trade (EGAT/EG) as well as with the Office of the U.S. Trade Representative and other offices within USAID, the State Department and other USG agencies on a full range of multilateral development issues. The incumbent is subject to Chief of Mission authority and reports through the Economic Counselor to the Deputy Chief of Mission and the Ambassador. The incumbent is expected to have regular access to the DCM, the Ambassador and other members of the country team in assuming a key role in promoting the US Mission's "development diplomacy" agenda.

POSITION DESCRIPTION

1. USAID Liaison for trade-related matters in Geneva

Under the World Trade Organization's (WTO) Doha Development Agenda, development assistance has become a key element of the WTO's work plan. Trade capacity building, or Aid for Trade, therefore is a critical contribution to the goal of completing WTO negotiations. USAID has been a lead donor in supporting trade capacity building (TCB) efforts for some time. The incumbent will represent USAID and strengthen our relationships with several Geneva based institutions active in the Trade and Development arena, including but not limited to the UN Committee on Trade and Development (UNCTAD), the International Trade Committee (ITC), and the Secretariat of the Enhanced Integrated Framework (EIF).

USAID is also an active participant in the donor coordination groups related to trade and development, such as the informal "Casai Group" which consists of Geneva based donor organizations. The incumbent will also serve as USAID's liaison with the board of the Enhanced Integrated Framework (EIF), a multi donor trust fund for trade capacity building, and the EIF secretariat. Although USAID is a minor contributor to the EIF, our bilateral work in this field is substantial, so coordination and information sharing is important to the EIF and to our field missions.

The Development Advisor will work closely with the Office of the U.S. Trade Representative to follow the Aid for Trade discussions at the WTO and, as needed, at the Organization for Economic Cooperation and Development (OECD) and elsewhere, and provide the development perspective for interagency discussions. The Development Advisor may be called upon to facilitate the exchange of information among interested U.S. Government agencies, to explain and present USAID's development strategy for economic growth and/or explain the development assistance process to non-development actors.

2. Policy and Partnership Development, Management and Coordination with the UN and International Development Community.

The Development Advisor will play a key role in facilitating cooperation and collaboration and exploring opportunities for synergies with development partners on behalf of the Agency. The incumbent advances USG development policy objectives with Geneva-based institutions to enhance aid effectiveness and improve the USG's "whole of government" approach to development. The incumbent advises on appropriate methods and techniques to achieve these goals and objectives. S/he serves on inter-agency and/or international work groups, task forces or expert panels for special projects or studies that will advance the Agency's development agenda. The incumbent will represent the US government at international events, as required.

S/he initiates, develops and monitors a wide variety of bilateral and multilateral coordination arrangements and development activities in order to identify and pursue opportunities for enhancing development outcomes and for fostering increased effectiveness of sectoral policies and approaches. The incumbent serves as the Development

Advisor to the US Ambassador and fosters inter-agency communication and coherence within the USG on international development issues.

3. Development Outreach, Communications and Public Diplomacy

Geneva has a large, diverse and active press corps with worldwide reach. It is also home to the Permanent Missions of Member States to the UN. Therefore, Geneva offers particularly fertile ground for “Development Diplomacy”, which has become an increasingly important aspect of the US Mission’s work here. The incumbent will work closely with our Public Affairs Section in promoting, educating and influencing Member States and partner organizations through the design and implementation of an active public outreach strategy aimed at improving understanding of and policy coherence with USAID’s development objectives.

Outreach efforts will include the hosting of workshops, seminars, meetings and other events at the US Mission. It will also include an active public speaking role on behalf of the Mission and the Agency on a full spectrum of development topics. When more specific technical expertise is required, the incumbent will coordinate with USAID/W and/or field offices to solicit input or coordinate participation of Agency experts in events. The incumbent will be forward-leaning in identifying and/or creating opportunities to broaden USAID engagement in multilateral discussions of policy and program matters on a wide range of development topics.

The Development Advisor will also work closely with the Mission’s Public Affairs staff in using electronic media to tell USAID’s story. S/he will be a key contributor to the “Development Updates” released by the Mission, and will populate the Mission website with timely human interest stories, policy or program updates and other newsworthy material on the Agency’s development work. The incumbent will also be expected to draft or contribute to speeches by the Ambassador and DCM on development topics.

The position will involve some travel.

SUPERVISORY RELATIONSHIP

The Development Advisor works under the supervision of, and reports directly to, the Director of the Office of Donor Engagement, PPL Bureau in USAID/Washington. He/she will also report to the Economic Counselor in the Economic Affairs and Specialized Agencies (ESA) section of the US Mission.

SUPERVISORY CONTROLS: The supervisor will set overall objectives. The employee and the supervisor together will develop a work plan, deliverables, and deadlines. The employee will also consult with the Economic Counselor and the DCM to include in the workplan other activities or projects deemed necessary and appropriate.

PHYSICAL DEMANDS: The work is generally sedentary and does not pose undue physical demands.

WORK ENVIRONMENT: Work is primarily performed in an office setting.

BASIC QUALIFICATIONS REQUIRED: (Determines basic eligibility for the position. Candidates not meeting the basic qualifications are considered NOT qualified for the position.)

- U.S. Citizenship (see also Attachment 1 on Dual Citizenship);
- In possession of, or able to obtain, a Secret security clearance;
- Education: a Bachelor’s degree in international affairs or related field;
- Language: native speaker proficiency in English in writing, reading and speaking;

- Minimum 10 years of professional experience working in the development field (work in a developing country not required, but preferred);

SELECTION CRITERIA:

- Familiarity with development issues and programs (including advance degree(s)), and ability to make independent judgments about prioritizing issues and objectives, building consensus and coalitions, and recommending USAID positions and strategies. Ability to perform a high degree of situational assessment, interpretation, judgment, and timely decision making and to develop and maintain contact with high level officials of both bilateral and multilateral donor agencies; (25 points)
- A thorough knowledge of USAID programs, procedures and policies, and familiarity with the organization, functions, programs and policies of the Geneva-based organizations and a general knowledge of the UN development system; (25 points)
- Demonstrated interpersonal skills. Ability to function smoothly as a team member, to exercise leadership and to work effectively in an inter-cultural setting with non-governmental organizations such as NGOs, CSOs, the private sector and the media, including working effectively with the USG inter-agency process; (25 points)
- Demonstrated high degree of professionalism, discretion, and sound judgment in representing USAID and the USG. Skill in oral and written communications, including any working knowledge of the French language, to brief senior Mission leadership, represent USAID in a variety and diplomatic manner, prepare and deliver talks on a broad range of development subjects; (25 points)

ADDITIONAL ELIGIBILITY CRITERIA:

1. Nepotism/conflict of interest, budget, and residency status will be considered in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**++IMPORTANT++
WHERE AND HOW TO APPLY:**

***Definition of AEFM: A type of Eligible Family Member who is normally eligible for appointment for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) or similar employment arrangement or contract, provided s/he meets all of the following criteria:**

- is a US citizen; and
- is a spouse or child who is at least age 18; and
- is listed as an authorized dependent on the official assignment travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency and that is under Chief of Mission (COM) authority; and
- is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad.

Qualified individuals are required to submit:

1. A fully completed and signed U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website:

<http://www.usaid.gov/forms/>
<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do>
or at federal offices

3. Cover Letter specifically addressing selection criteria
2. At least three (3) work-related references, with their respective phone numbers and e-mail addresses

To ensure consideration of applications for the intended position, please **reference the solicitation number** on your application, and as the subject line in any cover letter.

Via international mail or air courier:

Agnes Tusjak
USAID/Regional Services Center
Bank Center
Granite Tower, 4th Floor
Szabadsag ter 7
1054 Budapest, Hungary

Via facsimile: +36 1 475 4991

Via email (preferred): Agnes Tusjak at atusjak@usaid.gov **and** Mischere Kawas at mkawas@usaid.gov

Applications may be sent via international mail, air courier, hand delivery, facsimile or e-mail but must be received by the closing date and time at the address specified in the cover letter. Applicants are responsible for ensuring that complete applications are received by USAID, on time, whatever transmittal method is used. Electronic applications are required to have the applicant's signature (i.e., in PDF format) or the relevant page(s) with signatures must be sent via mail, courier or facsimile.

The highest ranking applicant(s) may be selected for an interview and may be requested to submit writing samples or other documentation to support their application.

LIST OF REQUIRED FORMS FOR PSCS

Forms outlined below can found at:

http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. Optional Form 612 or Standard Form 171.
2. Contractor Physical Examination (AID Form 1420-62). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

* Standardized Regulations (Government Civilians Foreign Areas).

** Forms 2 through 5 shall be completed **ONLY** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

ACQUISITION AND ASSISTANCE POLICY DIRECTIVES/CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

USAID Solicitation Number SOL-194-11-000002

AAPDs/CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which AAPDs/CIBs apply to this contract.

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

Employer's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Increase (subject to successful performance)
Eligibility for Worker's Compensation
Annual & Sick Leave

ALLOWANCES (Not Applicable).*

* Standardized Regulations (Government Civilians Foreign Areas). Please note that local hires are not normally eligible for allowances.

FEDERAL TAXES: USPSCs are not exempt from payment of federal income taxes, FICA and Medicare.

ATTACHMENT 1

POLICY-REMINDER

USAID/General Notice
SEC
05/16/2002

Subject: Dual Citizenship Policy

1. The purpose of this notice is to explain existing national and USAID policy for all employees and to inform potential applicants for Civil Service, Foreign Service and USAID contract positions of the possible effects of dual citizenship on security clearance determinations. Dual citizenship can present a security issue in whether to permit access to classified information, thereby affecting recruitment, employment and assignments. The general information herein may also be found in State 54446, dated March 21, 2002 which outlines Department of State and Diplomatic Security policy as it concerns dual citizenship in personnel security matters.
2. USAID security clearance evaluations and determinations are the responsibility of the USAID Office of Security (SEC). SEC is required to consider dual citizenship in conducting personnel security investigations and making security clearance evaluations/determinations in accordance with Executive Order (E.O.) 10450, E.O. 12968, and the March 24, 1997 Adjudicative Guidelines.
3. Security clearance evaluations/determinations must ensure that access to classified information for a specific individual is "clearly consistent with the interests of national security." Under the adjudicative guidelines, "any doubt as to whether access to classified information is clearly consistent with national security will be resolved in favor of the national security." When making such a determination, SEC must consider all available information, both positive and negative. This is the "whole person" concept. Dual nationality is a relevant element in some cases. While U.S. citizenship is a basic eligibility requirement to be considered for access to classified information, it does not automatically confer the right to a security clearance. Dual citizenship must be considered in context of other circumstances in an individual's background.
4. USAID has not implemented, and does not intend to implement, a "blanket rule" regarding dual citizenship. In making security clearance determinations, SEC will continue to evaluate dual citizenship issues on a case-by-case basis. Applicants will be required to complete a Dual Citizenship Questionnaire as part of their application and may answer questions about these issues during a subject interview. Current employees will not generally be questioned about any foreign citizenship until the regularly scheduled periodic reinvestigation when they will also be required to complete a Dual Citizenship Questionnaire. Should an event trigger a review of an employee's access eligibility before their routine update, any foreign citizenship will be addressed at that time.
5. Facts about any subject's conduct and behavior developed through required background investigation are weighed against criteria in the adjudicative guidelines. SEC must be able to determine that granting access to classified information is clearly in the national security interest. A fundamental adjudicative principle is that the mere absence of derogatory information is not sufficient grounds to grant a security clearance. The government must, through an appropriate investigation and evaluation, establish a personal and professional history that positively affirms the individual's judgment, reliability, trustworthiness and loyalty to the United States. If there is any doubt about unquestioned preference for and allegiance to the United States, unencumbered by any undue foreign influence, SEC must render a determination in favor of the national security and determine the individual ineligible for access. These same adjudicative principles are used in all federal personnel security programs.
6. The evaluation element presented by dual citizenship is that it could raise an issue of possible divided loyalty to the United States. Title 32 C.F.R. 174.5, Adjudicative Guideline C, Foreign Preference, provides:

(a) The concern: When an individual acts in such a way as to indicate a preference for a foreign country over the United States, then he or she may be prone to provide information or make decisions that are harmful to the interests of the United States.

(b) Conditions that could raise a security concern and may be disqualifying include:

- (1) The exercise of dual citizenship;
- (2) Possession and/or use of a foreign passport;
- (3) Military service or a willingness to bear arms for a foreign country
- (4) Accepting educational, medical or other benefits, such as retirement and social welfare, from a foreign country;
- (5) Residence in a foreign country to meet citizenship requirements;
- (6) Using foreign citizenship to protect financial or business interests in another country;
- (7) Seeking or holding political office in the foreign country;
- (8) Voting in foreign elections;
- (9) Performing or attempting to perform duties, or otherwise acting, so as to serve the interests of another government in preference to the interests of the United States.

(c) Conditions that could mitigate security concerns include:

- (1) Dual-citizenship is based solely on parents' citizenship or birth in a foreign country;
- (2) Indicators of possible foreign preference (e.g., foreign military service) Occurred before obtaining United States citizenship;
- (3) Activity is sanctioned by the United States;
- (4) Individual has expressed a willingness to renounce dual citizenship.

7. To illustrate the SEC evaluation process regarding dual citizenship, some examples that have arisen recently are provided below. SEC's goal is to maintain consistency in its determinations. There may appear to be many similarities between cases, however, individual circumstances vary greatly and may not be known to the hiring entity. While not all inclusive, the following examples give an indication of how such factors are evaluated and determinations made:

Example A: A subject derived foreign citizenship from his or her parents. In this case, SEC would examine whether or not the subject has exercised the foreign citizenship: by accepting educational, medical or social welfare benefits for himself/herself or family; possessing and using the foreign passport; serving in the foreign military; working for the foreign government; etc. In the absence of the subject's exercising foreign citizenship, and if subject's current and past actions consistently demonstrated preference for and allegiance to the United States, then dual citizenship would not preclude a security clearance.

Example B: A subject only recently became a naturalized U.S. citizen through marriage and has no previous ties to the United States. In this case, SEC could not likely grant an immediate security clearance, since the demonstrated loyalty requirement could not be satisfied immediately. Eligibility for access could be reconsidered after a passage of time during which the subject would have the opportunity to clearly demonstrate preference for and unquestioned allegiance to the United States, and in the absence of any undue conflicting influence, as required by the referenced guidelines.

Example C: A subject was born in the U.S. as the child of foreign visitors. The subject left the U.S. in infancy, never returned and has no ties or history which indicates a preference for and allegiance to the United States. SEC would not have the background information required to grant a security clearance.

Example D: A subject is a naturalized U.S. citizen and dual national who is willing to relinquish his foreign passport but is not/not willing to renounce foreign citizenship of birth. The subject explains that the reason for this

position is: (1) So that children can continue to enjoy free foreign education benefits; (2) For possible future employment opportunities; and (3) For foreign inheritance purposes: SEC would not be able to clearly determine the individual's preference for the United States, sufficient to grant a security clearance.

8. SEC will continue adjudicating security clearances pursuant to the "whole person" concept. The fact that a person holds citizenship with another country, as well as citizenship with the United States, does not automatically result in a security clearance denial. Conversely, the simple renunciation of foreign citizenship would not necessarily result in granting a clearance. An individual must demonstrate unquestioned allegiance to the United States, preference for the United States over any other country and also be free from any undue foreign influence. If this cannot be established, a security clearance cannot be granted. Where a newly naturalized citizen is seeking USAID employment, SEC may be unable to adequately investigate the person's background in the country of origin or elsewhere to make this determination. When SEC is unable to clear a new entrant, SEC will so inform HR, and HR will take steps to withdraw the offer.

9. Should SEC make an unfavorable determination on a security clearance, E.O. 12968 guarantees appeal rights to applicants and employees alike. In cases of appeal, the Agency's final clearance determination is rendered by a panel consisting of the Director of Security (D/SEC), the Deputy Assistant Administrator for Human Resources (DAA/M/HR) and the Assistant General Counsel for Ethics and Administration (GC/EA). Information on the Agency's appeal process can be found in ADS 566.3.12.2.

10. Dual citizenship also presents an issue in the assignment of staff to overseas posts. For example, the Vienna Convention on Diplomatic Relations does not provide diplomatic privileges and immunities for dual nationals; most countries do not unilaterally grant such privileges and immunities. ADS 566.3.12.1 also describes the potential for exclusion from assignments due to conflicts of interest related to an individual's foreign connections.

11. Human Resources and appropriate Mission staff should ensure that these policies are made known to potential applicants at the earliest possible stage of the recruitment process.

Point of Contact: Any questions concerning this Notice may be directed to Jeff Denale, Branch Chief, SEC/PIDS/PS, (202) 712-1264.