

## **Program Officer**

**Official Position Title:** Program Officer, Backstop 02, FSL-0343-03

**Functional Title:** Administrative Officer

**Location of Position:** U.S. Agency for International Development, Bureau for Food Security, Administrative Management Team

**Position Grade:** FSL-03

**Salary Range:** US\$84,095 - US\$123,497

**Position Closing Date:** Dec 19, 2016, 11:59 PM, EST

**Description of the Bureau:** The USAID Bureau for Food Security (BFS) leads coordination and implementation of Feed the Future, the U.S. Government's global hunger and food security initiative. BFS brings together programmatic, technical, and regional expertise from throughout USAID to assist 19 Feed the Future focus countries and additional aligned countries and regional programs with strategic design, implementation and monitoring and evaluation. BFS coordinates Feed the Future's 10 additional U.S. Government partner agencies and departments, most recently on development and implementation of the new U.S. Government [Global Food Security Strategy](#). This strategy, delivered to Congress as a requirement of the Global Food Security Act of 2016, charts how U.S. Government partners will support developing countries over the next five years to achieve lasting progress in food security and nutrition.

**Description of Office or Team:** The Administrative Management Staff (AMS) provides administrative and management advice and assistance to the bureau regarding organizational structure, personnel management/administration, budgeting, space management, procurement and property management, office systems and automation. This work includes identifying and developing methods to resolve organizational administrative problems and/or issues which directly affect the accomplishment of key Agency/Bureau program goals and objectives. The functional title of this position is Administrative Officer.

**Description of Position:** The Program Officer provides management and oversight for hiring of all PASA staff positions located in the Bureau of Food Security. Provides policy guidance and direction to managers and other officials to implement policies on organizational or program improvement initiatives; provides advice and guidance to managers and employees on questions and situations related to the administrative management services provided; and serves as BFS' principal liaison for long-range planning on administrative management matters. This candidate will report directly to the Chief of Administrative Management Services.

**Description of Key Duties:** Candidate will serve as primary liaison between USAID and USDA on PASA issues and concerns. He/She will be responsible for the management and oversight of all PASA related activities to include hiring, workforce planning, performance management, security clearances etc. Candidate must also provide supervisor with monthly updates on staffing levels and upcoming expiring appointments and other AMS duties as assigned.

**Qualifications Required:** Ideal candidate should have knowledge of Contracting Officer Representative (COR) responsibilities or functions. Should possess advanced Microsoft Office suite knowledge and strong organizational skills. Knowledge of the USDA Participative Agency Service Agreement (PASA) hiring practices is a plus.

**Application Instructions:** Please send detailed CV and cover letter to [bfsjobs@usaid.gov](mailto:bfsjobs@usaid.gov) with the position's title in the subject line, by position closing date listed above.

For more information: <https://feedthefuture.gov/lp/opportunities-join-feed-future-team>