USAID EMPLOYMENT OPPORTUNITIES

Thank-you for your interest in employment with the U.S. Agency for International Development. We do not accept resumes for non-advertised positions. For more information on a specific program, please see the listing below.

1. USAID has one entry-level Foreign Service career program, the Junior Officer Program. This program is intended for applicants who possess specific technical and/or administrative skills and who intend to work overseas for at least 75% of their career. Applications are accepted for ADVERTISED POSITIONS ONLY. Announcements, including a description of the position as well as the requirements for the position and the application procedures and forms, are posted at: http://www.usaid.gov/careers/nepanno2.html

For current salary levels, please visit http://www.afsa.org as adjustments may be made annually to the base salary and the locality pay rates.

For information on careers in the Foreign Service with the Department of State, visit: www.careers.state.gov

2. USAID recruits for a limited number of Civil Service General Schedule (GS) positions. For information on vacancies, as well as the application procedures, please visit http://www.usaid.gov/careers/gscover.html. Our vacancies are also listed on the federal government job portal, USAJOBS. This website is located at: www.usajobs.gov

3. USAID hires attorneys through our Office of General Counsel. Specific vacancies are posted throughout the year at: http://www.usaid.gov/careers/gcvacancies.html


5. There are opportunities to work as a short-term Personal Services Contractor (PSC) at USAID offices in Washington and overseas. Generally, the duration of contract positions last from one to five years. USAID also awards a number of contracts and grants as a mechanism of accomplishing our programs. All opportunities are listed on the USAID website at: http://www.usaid.gov/business/business_opportunities/

6. Opportunities to work on our Foreign Disaster Assistance and Emergency Relief programs are found at: http://www.globalcorps.com

7. USAID also funds Private and Voluntary Organizations (PVOs) that are making important contributions to development on a worldwide basis. Several of these organizations may be of interest to you as well. You must contact them directly. A listing of PVOs that receive USAID funding can be found at: http://www.pvo.net/usaid/

8. Peace Corps opportunities offer you a chance to work on challenging projects in many countries around the world. Contact them at: http://www.peacecorps.gov

9. USAID has created an extensive public information resource for members of the public interested in the Agency’s humanitarian and reconstruction activities in Iraq. All Iraq employment opportunities are found at: http://www.usaid.gov/iraq/employment.html

10. USAID does not make financial grants directly to individuals. This includes scholarships, grants, or loans for educational studies, development projects, sponsorships, or any other type of programs.

www.usaid.gov
Overview

Foreign Service Agriculture Officer (JOP)

**Salary Range:** 36,762.00 - 53,986.00 USD/year  
**Open Period:** Wednesday, August 13, 2008 to Wednesday, August 12, 2009

**Series & Grade:** FS-0401-06/06  
**Position Information:** Full Time Permanent  
- No time limit

**Promotion Potential:** 06  
**Duty Locations:** 16 vacancies - Worldwide

**Who May Be Considered:**  
US citizens

**Job Summary:**

**WHO ARE WE?**
The United States Agency for International Development (USAID) has a long history of extending a helping hand to those people overseas struggling to make a better life, recover from a disaster or striving to live in a free and democratic country. It is this caring that stands as a hallmark of the United States around the world - and shows the world our true character as a nation.

USAID is listed as one of the top ten best places to work in the Federal Government by the Office of Personnel Management's survey (Summer 2006).

**WHAT ARE WE?**
USAID is an independent federal government agency that receives overall foreign policy guidance from the Secretary of State. With headquarters in Washington, DC, USAID fosters transformational development around the world. Our work supports economic growth and trade; agriculture and the environment; education and training; democracy and governance; global health; global partnerships and humanitarian assistance. We operate in four regions of the world: Sub-Saharan Africa; Asia and the Near East; Latin America and the Caribbean; and Europe and Eurasia. USAID employs individuals in the Civil Service and Foreign Service, as well as through Personal Service Contracts for service in Washington, DC and overseas.

**WHERE ARE WE?**
USAID’s headquarters is centrally located in downtown
Duties

**Major Duties:**

**DUTIES:**

Program/Project Management and Administration Serves as a technical resource to foreign assistance activities in the area of agriculture development. Supports activities within the agriculture development sector by researching, reviewing, and analyzing data and providing assistance and advice on agricultural issues. Assists in coordinating and managing strategies, policies, concepts, procedures, and guidelines for establishing programs in the agriculture sector. Analyzes constraints to development, both sector-wide and country-specific, and recommends courses of action. Coordinates program development, implementation, and performance monitoring plans. Coordinates assigned activities with other USAID Bureaus and Offices, the Department of State, other USG agencies, and the private sector. Develops requirements and subsequently manages financial instruments (contracts, cooperative agreements, and grants) with Agency partners, requiring business skills to manage the relationship.

Program Planning a) Participates and assists in the development of plans and programs for technical assistance, strategic planning, and other activities within the sector. Conceptualizes the design, documentation, and/or management of centrally administered agriculture programs/projects that may be targeted toward a specific country/situation or to a specific development problem. Develops concept papers, project authorizations, and project amendments, in line with the Agency regulations and guidance. Contributes to the development of USAID's agriculture program strategy and design. b) Assists in the planning of a broad range of agriculture program activities, including identifying opportunities for integrating development assistance principles with economic growth and development sector programs; participates in the formation of policies and guidelines to further agriculture development activities. c) Acts as a liaison with counterparts in other USAID regional and central bureaus to develop agency-wide policies, strategies, performance indicators, assessments, and evaluations of programs.

Special Projects Performs a variety of duties related to special projects involving program
issues that contain complex elements and research in the sector. Assists in managing special cross-cutting initiatives and task force groups to accomplish programmatic goals. These groups may review specific programs at the organization or develop new initiatives in various program areas.

Qualifications and Evaluation

**Qualifications:**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to work in teams to achieve results.

Ability to communicate effectively other than in writing.

Ability to communicate in writing.

Ability to work in a developing country with limited modern conveniences.

Academic Background in Agriculture Development

Knowledge of agriculture development principles, theories, concepts, methods, and techniques.

**MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:**

**ACADEMIC QUALIFICATIONS**

Applicant must have a graduate degree (Master's or Doctorate) in one of the agricultural sciences, such as, but not limited to: agribusiness, agronomy, animal science, aquaculture, crop/plant science, entomology, food science and technology, forestry, horticulture, human nutrition, plant pathology, rural sociology, soil science, or agricultural economics, education, or engineering.

See Other Information for further requirements.

**How You Will Be Evaluated:**

You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position which shows that you possess the knowledges, skills and abilities required. Paid or unpaid experience will be considered.

Benefits and Other Information

**Benefits:**

See Other Information.

**Other Information:**

USAID is listed as one of the top ten best places to work in the federal Government by the
WHERE ARE WE?
USAID's headquarters is centrally located in downtown Washington, DC, at the prestigious Ronald Reagan Building and International Trade Center on 14th and Pennsylvania Avenue N.W. We are located right on the Federal Triangle Metro (Blue and Orange Lines). The office is within walking distance of restaurants, shops, Smithsonian Institution museums and Washington Monument.

Multiple vacancies will be filled through this announcement in a number of technical areas. Selections will be made beginning two-weeks after the opening date of this announcement and over the entire period of the announcement.

DIVERSITY
USAID is committed to recruiting and employing a diverse Foreign Service (FS) workforce that exemplifies the diverse nature of the U.S. labor force.

THE JUNIOR OFFICER PROGRAM
The Junior Officer (JO) program is USAID's entry-level program into the Foreign Service. The JO program seeks the best-qualified junior professional candidates who are willing to make a long-term career commitment to the Foreign Service and international development. JOs begin their careers in formal training programs that are followed by rotational on-the-job, Washington-based training for up to one year, which may include language training. After completion of Washington training, JOs are assigned to an overseas office and receive broad-based training through rotational assignments. The total JO training plan is approximately three years. Successful candidates will become representatives of USAID and the U.S. Government in the worldwide development arena. New Foreign Service Officers have five years in which to earn tenure in the Foreign Service. Tenure requirements include foreign language proficiency, and successful completion of at least three years with the Agency, of which 18 months have to have been on a permanent overseas assignment in one of USAID's field offices. The three-year JO training program is included in the five-year tenure requirement.

BENEFITS
Federal benefits include: 10 paid Federal Holidays per year; 13 days of paid sick leave each year; 13-26 days of vacation, depending on years of employment; Nationally recognized health insurance plans that offers choice and flexibility; Group Term Life Insurance program; and, Long-term Care Insurance.

This announcement is being used to consider internal Merit Promotion and external candidates. You will be considered under all categories for which you are eligible.

MINIMUM QUALIFICATION REQUIREMENTS:
Applicants must have a graduate degree (masters or doctorate) in a functional area directly related to the position(s) applied for and must be a U.S. citizen. Applicants must have advanced degree and citizenship at time of application.

Medical Clearance - A medical clearance for the applicant is required prior to being hired for this position. Foreign Service members must be able to serve at any overseas post. Many facilities are remote, unhealthy, or have limited medical support. Therefore, each applicant must meet medical fitness standards which are, of necessity, often more rigorous
than those of other professions. Prior to being appointed to the Foreign Service, applicants must have a thorough medical examination and receive an unlimited medical clearance for assignment worldwide. After receiving a conditional offer of employment, each applicant is provided with instructions for the examining physician(s), which outline the precise requirements. Applicants living within a fifty-mile radius of Washington, DC, must have the medical exam performed by the Department of State Office of Medical Services. USAID considers the medical condition of eligible family members for assignment purposes. Therefore, USAID requires medical clearances for eligible family members before they can travel overseas to accompany an employee on assignment at US Government expense. Family members who, for medical reasons, cannot accompany an employee on an overseas assignment, are eligible to receive a separate maintenance allowance.

Worldwide Availability - Worldwide availability is an essential qualification for appointment to the Foreign Service. Foreign Service Officers will spend the majority of their careers overseas and must be willing to accept assignments at any USAID location, almost all of which are in Africa, Latin America and the Caribbean, Asia, Middle East, and Europe and Eurasia. Once appointed, the incumbent of an assigned position may be reassigned/relocated to any geographical location where the employees' services are needed as determined by headquarters.

Applicants must submit a complete online application by the closing date of this announcement. If you are unable to apply online, you may contact the employing office for alternate application procedures. Please call Avue Direct Services at 253-573-1877, extension 209, or email at JoeAvue@avuetech.com.

All applicants are encouraged to apply on-line. For those who are unable to complete the on-line application process, an Applicant Questionnaire package is available. A paper application requires the submission of an Applicant Questionnaire form that must be completed and submitted by the closing date of the announcement. This will allow your responses to be scanned into the system for automated rating and ranking.

Applicants submitting proof documents can electronically attach them, or scan and attach them, to the employment application. If this is not possible, copies of documents can be faxed to (253) 573-9869, or mailed to the following address: USAID, c/o Avue Technologies Corporation, ATTN: Direct Services, 1145 Broadway Plaza, Suite 800, Tacoma, WA 98402. All faxed or mailed proof documents must be submitted prior to the closing date of the announcement and must be identified with applicant's name and vacancy announcement number.

All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, membership in an employee organization, or any other non-merit factors.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Moving expenses are authorized per federal regulations.

Relocation expenses are authorized per federal regulations.

Entrance on duty is contingent upon completion of a pre-employment security investigation.

**SELECTIVE SERVICE.** As a condition of employment, all male applicants born after
December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

DIRECT DEPOSIT: All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

Applicants must be U.S. citizens.

If you are a David L. Boren scholar or fellow, and are not currently a student, the Homeland Security Act of 2002 provides that you can be considered, under a special appointing authority, for vacancies that are advertised under an agency's promotion procedures.

Positions within this agency generally satisfy NSEP service requirements for David L. Boren scholars and fellows. Contact the National Security Education Board for further details on service requirements (http://www.nsepnet.org).

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other applicants for this position. Individuals who have priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and score 90 or better on established ranking criteria. The determination of whether or not the applicant meets the well-qualified definition will be made prior to veteran preference points being added. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Veteran's preference applies. Qualified veterans will be considered consistent with the requirements of the Foreign Service Act.

This appointment requires completion of a one-year probationary period. During this time period, employee's conduct and performance will be monitored in order to determine if employee will be retained.

Foreign Language Requirement: Language proficiency is required for tenure in the Foreign Service. Please provide information on your language skills on the Additional Information screen in the on-line application. Selected applicants who do not have proficiency in a foreign language will receive language training to demonstrate language proficiency at the appropriate time. Selected applicants assigned to language designated positions will receive language training prior to assignment abroad.

Academic degrees must be received at the time of application to be considered. Appropriate academic majors include: Agriculture (e.g., crop and livestock production, marketing, finance, policy, economics, engineering), Anthropology, Biology, Fisheries, Food Science, Forestry, Geography, Natural Resource Management, Resource Economics, or Rural Sociology.

BASIS OF RATING: Qualified applicants receive a score of 70 to 100 before veteran's preference points are applied (if applicable). You will be rated based on your qualifications for this position as evidenced by the education, experience, and training you report.
relative to this position that show the degree to which you possess the knowledge, skills, and abilities listed on this vacancy announcement.

**IMPORTANT:** If you are found to have rated your self assessment higher than the information in your on-line application, supporting documentation narratives, and/or any other relevant part of your application package; including attachments, a score will manually be determined that reflects your documented experience. This may result in a lowered score and may also eliminate you from the best qualified list.

The Junior Officer (JO) Program: The JO program is USAID’s entry-level program into the Foreign Service. The JO program seeks the best-qualified junior professional candidates who are willing to make a long-term career commitment to the Foreign Service and international development. JOs begin their careers in formal training programs that are followed by rotational on-the-job, Washington-based training for up to 18 months. JOs are required to have professional proficiency in a foreign language before going overseas. After completion of Washington training, JOs are assigned to overseas offices and receive broad-based training through rotational assignments for approximately 24 months. The total JO training plan is approximately three years. Successful candidates will become representatives of USAID and the U.S. Government in the worldwide development arena. New Foreign Service Officer JOs have five years in which to earn tenure in the Foreign Service. Tenure requirements include foreign language proficiency; a top-secret security clearance; level one medical clearance; certification of availability for worldwide service; and successful completion of at least three years with the Agency, of which 18 months have to have been on a permanent overseas assignment in one of USAID’s field offices. The three-year JO training program is included in the five-year tenure requirement.

Federal base salary levels are adjusted annually to accommodate cost-of-living increases. These are base salary levels and do not include the current 20.89% locality pay that is paid while on training in Washington, DC. Applicants who accept these positions are Federal Government employees.

Upon selection, JO Program applicants who do not reside in the Washington metropolitan area will be reimbursed for their and their eligible family members’ (EFM) assignment travel to Washington, DC, and shipment of their household effects. Successful applicants will be expected to spend 6 to 18 months in Washington, DC, prior to their first overseas assignment.

At overseas post, all USAID employees receive non-taxable government housing and, where applicable, a non-taxable cost-of-living allowance. They may also receive a "school-away-from-post" allowance for the education of their dependent children. A taxable differential of 5-25% of basic salary may be paid for service at designated overseas hardship posts where living conditions are difficult.

Other benefits include paid annual leave, home leave, sick leave; contributory government life and group health insurance and retirement; medical care and hospitalization overseas; transportation to and from post; shipment of authorized weights of household effects, and, where permitted, shipment of a motor vehicle.

The JO program provides for two administrative promotions within the first two years of service based on meeting successful service standards. Therefore, JOs will be at the FS 05
level ($41,122 to $60,389) after the first year and FS 04 level ($50,749 to $74,527) at the end of two years of successful service.

Successful applicants who are employed with USAID are under the Foreign Service Pension System (FSPS), and may voluntarily retire at age 50 with 20 years of service. Such service includes all creditable government and military service. Retirement is mandatory at age 65.

How To Apply:
Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for US Agency for International Development applicants. Even if you have already developed a resume in USAJOBS, you will need to access this on-line system to complete the application process. To obtain information about this position and TO APPLY, please click on [http://www.avuecentral.com/vacancy.html?ref=VOYSZ](http://www.avuecentral.com/vacancy.html?ref=VOYSZ).

If you are unable to apply online, you may contact the employing office for alternate application procedures. Please call USAID at 202-712-1030 or email at joeavue@avuetech.com.

Required Documents:
Documents That May Be Required for Verification Of Eligibility:
* Proof of United States Citizenship (birth certificate or other acceptable documentation).
* Proof of military service (DD214s or other equivalent documents).
* Proof of government service providing reinstatement eligibility â€“ Notification of Personnel Action, SF-50 or other equivalent document
* SF15, Application for 10-Point Veteran's Preference and appropriate documentation (for 10-point compensable or non-compensable disability preference, Purple Heart, disability pension, or preference based on service of spouse or child).
* Proof of eligibility for priority placement consideration under Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP); i.e., copy of appropriate documentation such as RIF separation notice, or other notice of eligibility.
* Proof of eligibility for special appointment authorities for people with disabilities. Proof of disability from military service (i.e., letter from Veterans Administration or a branch of the armed forces indicating disability and the amount [%] of the disability, or certification from a State Vocational Rehabilitation Agency or Veterans Administration).
* Proof of government service meeting time-in-grade requirements.
* Copy of college transcript if education was used to qualify you for the position.

Contact Information:
USAID
Phone: 202-712-1030
Fax: 253 573-9869
Email: fsnrcr@usaid.gov

Or write:
US A.I.D
c/o Help Desk
What To Expect Next:
You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position which shows that you possess the knowledges, skills and abilities required. Paid or unpaid experience will be considered.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.
Guidelines for the Junior Officer (JO) Program

I. Description of the JO Program

The Junior Officer (JO) program is USAID’s mechanism for recruiting all entry-level career candidates into the FS. The program will seek the best qualified junior professional candidates who are willing to make a long-term commitment to the FS and international development. Agency policy is to recruit and select the best candidates available for FS appointments, without regard to race, gender, sexual orientation, color, age, religion, ethnic origin, disability, marital status, or political affiliation.

The JO program is designed to prepare FSOs for tenure through an individually adapted training program. The total training program will be approximately three years with four months in Washington D.C. or, if foreign language training is needed, up to 12 months in Washington D.C. Training in Washington D.C. is followed by approximately 24 months of broad-based training through rotational assignments at an overseas office. All JOs must meet USAID foreign language tenuring requirements before departing for assignment overseas.

Tenure criteria includes three years as a career candidate in the FS, at least 18 months of overseas service with USAID, foreign language proficiency at an Foreign Service Institute (FSI) tested level of S3/R3 (French, Spanish, Portuguese) or S2/R0 or 1 in all other languages qualifying for USAID tenure, a top-secret security clearance, level one medical clearance and certification of availability for worldwide service. All FSOs must achieve tenure within five years of their entry on duty (EOD) date.

JOs will be considered for graduation from the program at the end of their first overseas tour of duty (24 months overseas) or their three-year anniversary, which ever comes first.

III. General Qualifications and Requirements

In general, the JO Program will require an advanced degree in the appropriate technical area. Relevant international professional experience is desirable. USAID plans to recruit in a wide range of professional areas, e.g., agriculture, economics, environment, administration, contracting, financial management, health, political science, etc.

JOs must be at least 18 years of age and not more than 59 years of age (see section 812 of the Foreign Service Act of 1980, as amended), a U.S. citizen at time of application, available for worldwide assignment and service, medically cleared for worldwide assignment and service, and registered with the Selective Service (for male applicants). In addition, all applicants selected for USAID positions are subject to drug testing.

IV. The Recruitment/Selection Process:

USAID has embarked upon a recruitment initiative to re-establish the USG’s leadership role in the development arena. Over the past two decades, staff reductions and shifting of management responsibilities from permanent US direct hire (USDH) staff to other forms of employment, has had a negative impact on USAID's ability to effectively perform our responsibilities. While this approach has provided USAID with people in management positions, it has eroded the core technical staff necessary to properly represent the USG and to provide the leadership role needed to promote our foreign policy objectives. This recruitment initiative is referred to as the Development Leadership Initiative (DLI). Through the DLI, USAID plans to double the number of Foreign Service Officers (FSOs) from approximately 1,100 to 2,200 by 2012.

In preparation for meeting the challenge of the DLI, to rebuild the permanent Foreign Service workforce, USAID began the recruitment process to replenish the depleted pool of qualified candidates. The majority of DLI recruitment will be through the JO program with additional recruitment of mid-career FSOs in selected technical and support areas.
Based on assessments of present and projected personnel resources and organizational and programmatic needs, USAID plans to recruit up to six DLI classes of approximately 70 FSOs per year. Classes are contingent upon availability of funds for hiring and organizational priorities. These classes consist of various occupational categories such as Program/Project Development Officers; Agriculturalists; Environmentalists; Contract Officers; Controllers; Population, Health and Nutrition Officers; etc.

Specific technical and administrative JO Program openings are advertised on an open continuous basis. Qualified applicants are rated and ranked periodically based on a paper review by a Technical Selection Panel (TSP). The TSP conducts an on-site candidate assessment of the highest ranking applicants. The on-site assessment consists of a written exercise, group discussion exercise and an individual interview conducted by the TSP. Candidates are then rated and ranked based on established criteria.

Candidates recommended for hiring will undergo additional reference checks and pre-employment processes, e.g., medical and security clearances.

In general, the Agency is seeking to hire Candidates as JOs at the FS-06 level with a salary range from $37,828 to $55,552 without locality pay and $46,566 to 68,385 with locality pay (2009 pay scale). USAID follows Federal Salary setting guidelines. Three factors are used to set salary: professional training, years of relevant experience and salary history.

V. Training and Promotion

Candidates entering the FS through the JO program are in training for approximately three-years. At the end of the three-year period, the JO will be reviewed by a graduation panel to determine whether the candidate is ready for graduation based on annual performance evaluations and the recommendations of Bureau, Office or Mission management.

JO training is guided by an Individual Development (training) Plan (IDP), which is a framework and tool to detail training needs. The knowledge, skills and abilities to be developed are in line with the Foreign Service skills matrix that applies to all FSOs at USAID. The skills matrix is the basis for annually determining whether an employee is performing at or above grade and is the basis for promotions. At the FS-06 level, a set of related competencies have been defined as the basis for establishing the IDPs. These competencies cover a range of behavioral, occupational and professional skills deemed critical to the successful functioning of entry-level FSOs.

During the training time in USAID/Washington, each JO will have a supervisor of record who is responsible for overseeing the development of the IDP, mentoring and evaluating annual performance. Each JO is also assigned a coach to help develop the IDP, learn about working in USAID, and help with the transition into the FS and the first assignment overseas. Coaches are retired FSOs that serve as a confidant and advisor supporting JOs as they navigate through the USAID culture.

The IDP is based on the JO’s supervisor and coach’s assessment of the JO’s previous experience and training and its relationship to required skills and competencies. Training will be designed to provide the JO with the skills necessary for his or her first overseas assignment in the shortest possible time. To develop the necessary skills, each JO will attend formal and informal training sessions, carry out work in his/her home offices and perform on-the-job training in other Washington offices under rotational supervisors.

During the three-year training period, JOs will be considered for two promotions via an administrative process linked to the JO Program. Each JO will have an initial performance review after the first 11 months and second performance review 12 months after the initial review. Administrative promotions will be recommended after each satisfactory review.

Timing of the first two JO performance reviews is determined by the JO’s EOD date and is therefore not consistent with the April through March FS Annual Evaluation cycle. For example, an EOD date in May 2008 would result in an initial evaluation period of May 2008 through March 2009 (11 months). The second evaluation will cover a period from March 2009 to February 2010 (12 months).
For both the initial and second annual performance review, the JO's supervisor will solicit 360 input from rotational supervisors and others, but must not include the JO's coach as part of the Annual Evaluation Form (AEF) process. Using 360 input, the JO's self assessment of performance, and his/her own independent assessment, the supervisor will prepare a written appraisal of the JO's performance against work objectives and performance measures for the rating period.

In order to be promoted administratively, JO's must demonstrate satisfactory performance, i.e., they must meet the standards of their class. Accomplishing work objectives and demonstrating requisite skills proficiency meets the class standards.

Administrative promotion decisions will be made by a review panel. The JO Promotion Review Panel (PRP) will be established by the Office of Human Resources (OHR) at appropriate intervals for each JO class, prior to the first anniversaries of EOD. The Panel will consist of four members. Chaired by the Chief of the Foreign Service Personnel (OHR/FSP) or designee, the Panel will also include an Assignment and Performance Counselor (APC), the OHR/FSP Special Programs (OHR/FSP/SP) Team Leader and one senior FSO from outside of OHR with expertise in the JO backstops under review.

The JO PRP will determine which JOs meet or fail to meet the standards of their class. Individuals who meet (or exceed) the standards of the class will be recommended for administrative promotion to the next FS grade/class.

Those who are determined by a JO PRP not to meet the class standards will not be recommended for promotion. A counseling letter will be issued from the Panel outlining corrective actions to improve their performance. This letter will not be included in the JO's performance file. However, JOs not meeting the standards of their class will have their evaluation files referred to the next regularly scheduled FS Performance Boards. Those who were not recommended for promotion by the Panel may be so recommended by the Boards. JOs who appear to the Performance Board to be failing to meet the standards of their class will be referred to the Tenure Board rather than the Performance Standards Board. The Tenure Board may recommend one of two actions for pre-tenure eligible career candidates:

1. Return the recommendation to the Performance Board noting non-concurrence with recommendation (the determination giving specifics regarding the Board's decision).
2. Terminate the JO from service.

Where an administrative promotion is recommended from FS-06 to FS-05, upon approval by the Deputy Assistant Administrator for Human Resources, the effective date will be the anniversary of the JO's EOD date. Second administrative promotions from FS-05 to FS-04 will, upon approval, be effective on the second anniversary of the JO's EOD date.

It should be noted that JOs receiving a second administrative promotion will not be promoted a second time within the same rating period. FSOs are not promoted more frequently than once a year, and because Performance Boards meet at a set time once a year, then applying the "not more than once in twelve months" principle, JOs who become FS 04s in September of 2010 will go before the Boards for rating in June/July 2011 and, if appropriate, be ranked but will not be eligible for promotion until the next cycle Board reviews in 2012.

VI. Initial Overseas Assignment

OHR will direct all initial assignments of JOs. JOs, Supervisors, Coaches, Bureaus and Missions may be consulted and to the extent possible their views will be taken into consideration. However, it should be noted that all FSOs are required to be worldwide available and assignments are ultimately the prerogative of Agency management.

The Agency will make every effort to arrange an appropriate initial assignment, which matches the needs and abilities of the JO with the needs of the Agency.

A JO's initial directed assignment overseas will be under a supported ceiling training position. Supported ceiling positions come with an estimated $150,000 in OE funds per year for two years. These funds can be
used to pay indirect costs such as housing and transportation-costs, training costs associated with the JO's IDP, and education allowance.
A WORLD IS WAITING FOR YOU

Career Opportunities with the
U.S. Agency for International Development

www.usaid.gov/careers
WHAT IS USAID?

- Lead federal agency for foreign assistance and humanitarian aid in developing world

- Independent federal agency operating under the general policy guidance of the U.S. Secretary of State

- We operate in 100 countries, with over 75 field offices (missions) around the world
FOREIGN SERVICE CAREER TRACKS

- Mission Leadership/Management
- Economic Growth
- Agriculture/Environment
- Education/Training
- Health - includes HIV/AIDS
- Program/Project Development
- Crisis, Stabilization, & Governance
- Legal/Contracts
- Financial Management
- Junior Officer Program (JOP) – entry level into the Foreign Service
CIVIL SERVICE CAREER TRACKS

- Contract Specialist
- Human Resources
- Information Technology
- Public Affairs
- Accounting/Finance
- Administrative
- Program/Management Analyst
- Security/Investigator
- Fellowships – including the Presidential Management Fellows (PMF) Program
- Upward Mobility Program
Currently, Washington-based internships are available on a bureau-by-bureau basis. More information can be found on the Office of Human Resources homepage.
COMMON GRADUATE DEGREES

Graduate level degree (Masters or Doctorate) required for Foreign Service

- Masters in Business Administration
- Masters in Public Health
- Masters in International Relations
- Masters in Public Administration
- Masters in Public Policy
- Law degree
- Masters in Economics/
  Agricultural Economics
- Masters in Political Science
GETTING OVERSEAS EXPERIENCE

- Peace Corps
- Contractors and NGOs
- USAID missions overseas
- Working in U.S.-Mexico border towns or in other disadvantaged communities in the U.S.
- Study or research in developing countries
- Military service or civilian service in Department of Defense
U.S. CITIZENSHIP

Only U.S. citizens can receive a security clearance, which is required for the USAID Foreign Service and Civil Service.

For non-U.S. citizens, there may be possibilities at USAID missions overseas.
PRIOR TO ENTRY ON DUTY

- Foreign Service Officers must be cleared to the Top Secret level – This can take up to nine months or more if you have traveled/lived overseas for many years

- Civil Service Employees must be minimally cleared to the Secret level

- All candidates for the FS are required to receive a Class 1 medical clearance for worldwide availability

- All FS employees enter through a class, held up to 6 times per year
BENEFITS

- Health Insurance plans
- Housing and child care abroad
- Education allowance
- Retirement
- Home leave and R&R
- Foreign Service Institute for languages
- Exposure to Life Abroad
- Thrift Savings Plan
- Generous sick and annual leave
ASSIGNMENT PROCESS

- For Foreign Service, your first assignment to an overseas post is “directed”

- After that, you will bid for assignments as part of an open and transparent process

- Upcoming vacancies are emailed twice a year to USAID Foreign Service Officers around the world
STEPS TO EMPLOYMENT

- [www.usaid.gov/careers](http://www.usaid.gov/careers) -> AVUE Digital Services (application) -> Interview/assessment -> Selection

- This is the only way to get a CS/FS job at USAID

- USAID does not use the State Department Foreign Service exam