

Foreign Service Limited Opportunity: PETER Team Lead, Bureau for Humanitarian Assistance, Office of Field and Response Operations - FSL-0301-02

- **Agency:** U.S. Agency for International Development
- **Organization:** Bureau for Humanitarian Assistance, Office of Field and Response Operations (BHA/FARO).
- **Location of Position:** Washington, DC.
- **Open Period:** 11/14/2024 – 11/29/2024
- **Appointment Type:** Excepted service, time-limited appointment, not-to-exceed five years
- **Salary:** FSL-02. [2024 FS Salary Schedules FOREIGN SERVICE PAY SETTING MODEL](#), Washington locality.
- **Number of Vacancies: (One Vacancy) Humanitarian Assistance Officer (Team Lead/Response Resources Division), FSL-0301-02** within the [BHA/FARO 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.

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 PETER Team Lead will lead the Personnel, Experience, Training, Equipment Readiness (PETER) team which develops an online web application monitoring, reporting and developing Response Readiness for BHA's corporate responses (RMT/DART). The Team Lead will develop and evolve the team's strategy for long term development based on BHA's goals and strategic vision. The role requires a high degree of project management, incorporating a DEI lens into system development and workforce response readiness implementation. The incumbent will manage a dispersed remote and hybrid team of 10 people, identifying, distributing, and balancing workload and tasks among employees to ensure timely accomplishment of work across 5 major workstreams.

- **Development-** Managing an external consultant team to implement monthly PETER development sprints
- **Readiness** -Implement reporting and programming to increase staff response readiness
- **Education and Enablement** - Develop and administer proactive and reactive training to BHA on PETER
- **IT Helpdesk** - Manage questions in the IT support portal ensuring excellent customer service
- **Data and Analytics-** Drive, produce and synthesize analysis on the data within PETER

Additionally, the incumbent will represent the team to stakeholders across BHA, from working level staff to executive leadership and build and maintain cross-departmental relationships to ensure compliance with BHA's Response Management System, IT security, and Workforce Planning. They must be comfortable with navigating ambiguity and adapting to reprioritization based on emerging situations. The incumbent will fulfill Individual Response Service Requirements as outlined in USAID/BHA Response Management System including signing-up for on-call response assignments and serving on Washington-based Response Management Teams (RMTs) and/or Disaster Assistance Response Teams (DARTs) deployed overseas.

Future of Work Designation: This position is based in Washington DC and is eligible for up to two days of telework a week. Approval of telework is based on the discretion of the supervisor and needs of the team.

Qualifications:

- Must be a U.S. citizen, this needs to be stated in the cover letter or resume. If citizenship is not stated, application will not be considered.
- Must have one year of specialized experience equivalent to the next lower grade level, FSL-03 or GS-13, of

this position. Specialized experience must include:

- Proven track record of managing a team including staff mentorship and development
- Combination of experience in strategy development and implementation, business operations/workforce performance management
- Experience with developing process solutions, project management, and online databases.
- Initiating and leading response operations, resources, and teams for civilian-based international humanitarian assistance on behalf of the U.S. Government or its partners,
- The Team Lead 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) including which team(s) you are applying for and 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. The subject line must be as follows specific to the position and office being applied to. Subject lines must read: **"FSL Application: Office of Field and Response Operations-PETER-FSL-02-BHA."** Application submissions are required by **11:59 p.m. EST on 11/29/2024**. 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.