

# Bureau for Management: Available Positions

**\*Contract Specialist and IT Specialist Positions are remote positions - all others are telework/in-office three days a week**

## **Office of the Assistant Administrator for the Bureau for Management (M/AA)**

- **Administrative Assistant GS-0301-7/9/11/12**
  - The incumbent will plan, organize, coordinate, and execute a full range of administrative management duties required for effective and efficient operations of the M/AA Office as a whole, particularly for the AA/M.
- **Senior Advisor GS-0343-15**
  - The incumbent manages and coordinates operations and information within the Bureau for Management. He/she serves as advisor and expert consultant M Bureau's Office Directors on matters relative to management information, coordination and program oversight. The incumbent develops and implements methods to improve the efficiency of the Bureau or develops new approaches to management, which serves as precedents for others.

## **Office of the Chief Financial Officer (M/CFO)**

- **Accountant, GS-510-12**
  - Evaluates the total financial management accounting systems within a broad area of assignment and procedures by studying the accounts, reports, or procedural instructions and any legislative and program background pertaining to the accounts or operating program.
- **Accountant, GS-510-13**
  - Provides critical accounting or financial management support to Missions, Regional and Pillar Bureau Management by advising management and assuring that Agency programs are being managed in an economic, efficient, and effective manner.
- **Accountant, GS-510-14**
  - Serves as an Agency advisor on financial management issues as they relate to the overall Agency fiscal control system. Also serves as advisor to the overseas missions in the maintenance of accounts, the preparation of financial statements and other specialized or unique financial management problems.

- **Financial Management Specialist, GS-501-9**
  - Receives advanced training through classroom and on-the-job instruction to provide a more thorough understanding of and exposure to laws and regulations, administrative policies, production/validation processes, and the various methods employed in design, evaluation, research, or other analytical/ accounting/financial functions.
- **Financial Management Specialist, GS-501-13/14**
  - Exercises policy interpretation and implementation of all USAID issues related to multiple payroll systems, payroll accounts, retirements, and leave. Develops Division policy and procedures and USAID specific policy interpretations on general external guidance.
- **Management Program Analyst, GS-343-9-13**
  - Responsible for: serving as the Audit Support Analyst supporting USAID's relationships with the OIG, GAO and SIG and other staff regarding the Agency's financial and program performance audits, performing risk analyses and assessments of management control activities; managing the Agency's Audit Management and Follow-up Program.

## **Office of the Chief Information Officer (M/CIO)**

- **IT Specialist (INFOSEC) GS-2210-15**
  - Serves as a strategic advisor to the CIO and provides strategic counsel to the M/CIO's leadership team through consultations with staff, issues analysis, tracking, and evaluation of key management and operational targets. The Specialist reports to the Chief information Officer (CIO) and is a member of the M/CIO's senior staff. Provides high-level support to the CIO and M/CIO Front Office and serves as an advisor and critical link in the communication between the Front Office, Agency Bureaus and Offices, and other key external stakeholders. Provides strategic advice, thought leadership, and day-to-day management and coordination on M/CIO communications and outreach as well as operational and administrative areas. The incumbent is responsible for ensuring that internal and external communications and engagements of M/CIO's front office align with and support USAID and Agency objectives, requirements, and priorities.
- **IT Specialist (EA) GS- 2210-15**
  - This position provides support in the architecture, development and enhancement of integrated and standalone cloud solutions and computer systems using expert knowledge of cloud IT, computer, data and systems architectures along with knowledge of computer hardware and software concepts

and the employment of mathematical and computer based modeling of business, computer and system processes.

- **IT Specialist (INFOSEC) GS-2210-9/11 FPL 12**

- The incumbent assists and supports the policy makers in developing, evaluating, analyzing and interpreting information systems security and privacy policies to resolve problems of functional, national and/or international significance and impact; to analyze administrative aspects of substantive, mission-oriented information security programs, and to recommend and apply new hypotheses and concepts to improve effectiveness and efficiency of operations, to resolve policy questions, and to provide a basis for decisions that affect agency activities.

- **IT Specialist (INFOSEC) GS-2210-11/12**

- The incumbent assists and supports the policy makers in developing, evaluating, analyzing and interpreting information systems security and privacy policies to resolve problems of functional, national and/or international significance and impact; to analyze administrative aspects of substantive, mission-oriented information security programs, and to recommend and apply new hypotheses and concepts to improve effectiveness and efficiency of operations, to resolve policy questions, and to provide a basis for decisions that affect agency activities.

- **(4) IT Specialist (INFOSEC) GS-2210-13/14**

- Evaluates the applicability of business systems acquisition, development, integration, and support. Ensures sound, disciplined up-front planning; development and implementation of thorough acquisition strategies; well-defined and managed performance baselines; effective project management systems (e.g., quality assurance, risk management, change management, performance management); and effective communication among all project stakeholders.

- **(2) IT Specialist (INFOSEC) GS-2210-14**

- This position provides software security support in the development and enhancement of integrated and standalone cloud solutions and computer systems using expert knowledge of cloud IT, computer, data, and systems architectures along with knowledge of computer hardware and software concepts and the employment of mathematical and computer-based modeling of business, computer and system processes.

- **IT Specialist (PLCYPLN) GS- 2210-12/13**

- The incumbent of this position serves as an IT Program Manager, working independently on day-to-day program management operations related to one or more major IT initiatives as carried out through various component projects.

- **IT Specialist (SYSANAYLSIS) GS-2210-9/11 FPL 12**

- This position provides support in the development and enhancement of integrated and standalone cloud solutions and computer systems using knowledge of cloud IT, computer, data and systems architectures along with knowledge of computer hardware and software concepts and the employment of mathematical and computer-based modeling of business, computer and system processes.
- **(2) Senior Contract Specialist GS-1102-14**
  - The incumbent is responsible for all pre-award and post-award functions involving highly complex negotiated procurements of significant importance to the Agency. Requirements of the contracts, grants, cooperative agreements, inter-agency agreements are typically highly specialized and involve complex systems or sensitive international programs.
- **Supervisory IT Specialist (APPSW) GS- 2210-15**
  - As the Branch Chief, the incumbent oversees maintenance of the production lab and i-lab environments for the managing and supporting existing and new IT systems. This includes conducting Operational Readiness Reviews for all new systems and infrastructure changes before they are released into production environments. Also, the Branch maintains the Agency's communications security (COMSEC) and cable room operations, which includes managing disaster recovery, and maintaining the Continuity of Operations Plan (COOP) systems and infrastructure.

## **Office of Management Policy, Budget and Performance (M/MPBP)**

- **Administrative Officer, GS-0341-11/12/13**
  - Work with offices within M and liaison with HCTM, Know policy and guidelines on the recruitment processes. Other duties as assigned.
- **Budget Analyst, GS-0560-11/12/13**
  - Knowledge of the principles and practices of budget administration and analysis; including preparing, justifying, reporting on, and executing the budget; and the relationships among program, budget, accounting, and reporting systems.
- **Management & Program Analyst, GS-0343-9/11/12/13**
  - Responsible for developing policies and guidance on management performance; providing guidance and services related to data visualization and integration; providing technical assistance to strengthen operational capacity; and overseeing Agency compliance with monitoring and reporting of OMB management initiatives.
- **Supervisory Budget Analyst, GS-0560-15**

- Leadership experience - Team Lead/Supervisory or skills demonstrating capacity to lead. Knowledge of the principles and practices of budget administration and analysis; including preparing, justifying, reporting on, and executing the budget; and the relationships among program, budget, accounting, and reporting systems.

## **Office of Management Services (M/MS)**

- **Budget Analyst, GS-12**

- The incumbent analyzes national-level programs within USAID that are large and complex, and assignments include multi-million-dollar projects. Reviews, edits, and consolidates the annual and multi-year budget estimates for assigned organizations and programs in M/MS into a single budget request.

- **Emergency Management Specialist, GS-12/13**

- This position functions as the Program Manager for the Agency's Continuity of Operations Plan (COOP) and Emergency Preparedness Program. The scope of responsibility for the Emergency Preparedness Program is limited to supporting the USAID/Washington headquarters staff. This position is located in the Management Bureau, Office of Management Services, Headquarters Management Division.

- **FOIA Team Lead, Supervisory Government Information Specialist, GS-0306-14**

- Supervises/manages Agency's FOIA team/process.

- **Management and Program Analyst, GS-9/11/12**

- The incumbent performs analyses of the efficiency, effectiveness, or improvement of agency programs, agency management, program operations, and/or internal administrative management operations. The work supports the accomplishment of the principal missions or operating programs of the agency or of the organizational component in which the position is located.

- **Management and Program Analyst, GS-12**

- The incumbent performs analyses of the efficiency, effectiveness, or improvement of agency programs, agency management, program operations, and/or internal administrative management operations. The work supports the accomplishment of the principal missions or operating programs of the agency or of the organizational component in which the position is located.

- **Physician**

- **Program Specialist (Subsidy Coordinator), GS-11**

- **Supervisory Management and Program Analyst, GS-14**
  - Supervises/manages the Agency's passport, visa, and relocation programs.
- **Supervisory Space Planner, GS-14**

## **Office of Acquisition and Assistance (M/OAA)**

- **Contract Specialist, GS-1102-7/9**
  - Perform a full range of complex procurement activities for contracts, grants, and cooperative agreements in support of USAID/W bureaus, offices, and overseas Mission programs worldwide.
- **Contract Specialist, GS-1102-11/13**
  - Perform a full range of complex procurement activities for contracts, grants, and cooperative agreements in support of USAID/W bureaus, offices, and overseas Mission programs worldwide.
- **Procurement Analyst, GS-1102-13/14**
  - Review and interpret the Federal Acquisition Regulation (FAR) and the Federal Assistance Regulation (2 CFR Title 2). Draft USAID's supplemental Acquisition Regulation (AIDAR), Agency Assistance Regulation (2 CFR 700), and other Agency regulations, policies, guidelines, procedures, and instructions related to USAID contracts and assistance agreements. Provide guidance to Bureaus, Missions, the Assistant Administrator for Management, the Senior Procurement Executive, heads of procurement activities, contracting and agreement officers, and other staff on Federal A&A guidance and regulations
- **Senior Contract Specialist, GS-1102-14**
  - Perform a full range of complex procurement activities for contracts, grants, and cooperative agreements in support of USAID/W bureaus, offices, and overseas Mission programs worldwide.

USAID is committed to equal employment opportunity; therefore, reasonable accommodations are available to applicants and employees with disabilities. If you need an accommodation for any part of the application and hiring process, please notify the Reasonable Accommodation Division in OCR at [reasonableaccommodations@usaid.gov](mailto:reasonableaccommodations@usaid.gov). Reasonable accommodation decisions are made on a case-by-case basis. To learn more about the Reasonable Accommodation Division, please visit our website at: <https://www.usaid.gov/careers/reasonableaccommodations>.