

US FOREST SERVICE BANGLADESH VACANCY ANNOUNCEMENT

Background

U.S. Forest Service Office of International Programs (USFS/IP) is seeking an early-mid career professional to be the full-time 'Program Administrative Officer' based in Dhaka, Bangladesh. The Program Administrative Officer will work closely with USAID Bangladesh, the Bangladesh Forest Department and other partners to support USFS/IP Bangladesh program.

The U.S. Forest Service employs more than 30,000 natural resource specialists who are responsible for the daily management of national forests and grasslands in the United States. The Agency also works collaboratively with states, tribes, and private landowners, providing technical capacity building and education to support forest management on other lands. Through both our direct land management and outreach efforts, the Agency is involved in management of 80% of the forested land in the United States. Given the strong linkages between forestry and agriculture, we also collaborate closely with other U.S. Department of Agriculture colleagues from the Natural Resources Conservation Service and the Agricultural Research Service.

The U.S. Forest Service Office of International Programs (USFS/IP) works in over 90 countries, with expertise focused on natural resource management in international development contexts. We rely on mutually beneficial partnerships with local and international non-governmental organizations, universities, and host country governments. We also collaborate with other U.S. government agencies, including the U.S. Agency for International Development and the U.S. Department of State. Internationally, we focus on building institutional relationships between our agency and our in-country partners, enabling continuous collaboration over the long-term. Our practical, on-the-ground expertise in land management is highly valued by our international collaborators. The U.S. Forest Service is not limited to project cycles, and is, therefore, able to respond to country needs and opportunities as they emerge.

The U.S. Forest Service International Programs office serves as a liaison between the technical specialists and researchers of the domestic U.S. Forest Service, helping to match the right experts to each of our international endeavors. As a division of the Office of the Chief, International Programs is able to draw on the skills and expertise of all branches the US Forest Service (USFS). USFS Office of International Programs (USFS/IP) has been working in Bangladesh since 2009 engaging with the Government of Bangladesh, international agencies, civil society groups, and academic institutions on natural resource management activities as well as managing the SilvaCarbon Program in Bangladesh.

Program Administrative Officer

Number of Position: 01

Level of Efforts: Full Time

Duration: 6 months, with the possibility of extension

Location: Dhaka, Bangladesh

Expected Starting Date: July 2018

Position Description

Working closely with staff at USFS Office of International Programs (USFS/IP) based in Washington DC, the Program Administrative Officer would provide logistical, administrative, and executive support for all USFS activities in Bangladesh.

The Program Administrative Officer would support the program in capacities such as, but not limited to, the following:

- Assist in planning and managing the effective implementation of all USFS/IP activities with the Bangladesh USFS/IP Country Coordinator and the USFS/IP Program Manager (based in Washington DC)
- Manage, track, and report on USFS/IP petty cash and expenditures from the Dhaka office, and liaise with local logistics company, with oversight from the USFS/IP Country Coordinator and/or USFS/IP Program Manager
- Represent USFS/IP and/or Serve as interim acting Team Lead as requested during USFS/IP Country Coordinator's absence
- Participate and provide input for USFS/IP activities including meetings, workshops, and /or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees
- Assist in coordinating the in-country visits, events, trainings, workshops, and other project activities, including identifying participants, arranging travel, and other logistics
- Provide logistical and travel support for visiting personnel on assignment in Bangladesh
- Assist with drafting, proofreading, and editing communications products, correspondence, and other documents in both English and Bangla
- Assist with program, activity and M&E reporting as necessary
- Respond to telephone calls, schedule meetings, and perform data entry

Qualifications

The Program Administrative Officer should have the following skills/experiences:

- At least 02 years of work experiences in the environmental sector in Bangladesh
- Minimum of an undergraduate degree preferably in natural resources or development field
- Ability to work effectively without day to day supervision
- Ability to work in a dynamic environment with Bangladeshi and US Government agencies, international donors, NGOs, community groups, and other stakeholders
- Excellent organizational skills
- Excellent written and oral communication and interpersonal skills
- Experience of working with USG partners
- Required computer proficiencies: Word, Excel, PowerPoint, Internet; and,
- Language skills: English- fluent spoken, written. Bangla- fluent spoken, written.

Salary

Relevant to the technical skill level of the position, but may commensurate with experiences and skills. If the US Forest Service were to secure the services of an individual with these skills, the successful applicant would be hired through a contractor.

How to Apply

Interested candidates are requested to send 1) A resume with three professional references and 2) A letter of interest, addressing to the Selection Panel at: info@silvacarbon-bd.org by Wednesday, May 02, 2018. The subject line of the email should include the text "Application for Program Administrative Officer"

Only shortlisted candidates will be called for further assessment. The applicants who are not shortlisted will not be notified.

Application Closing Date

May 02, 2018, at 11:59 PM