



**USAID**  
FROM THE AMERICAN PEOPLE

# Position Titles, Series, Backstops, and Position Classification Standards

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## INTRODUCTION

- A. The position titles, series, backstops, and position classification standards are used as the source for assigning titles, series, and backstops to USAID Foreign Service positions.
- B. This Mandatory Reference includes:
1. A list of Foreign Service Backstops.
  2. A list of Foreign Service Titles and Series by Backstop.

The following titles are not listed by backstop since, while generally they are in backstop 01, they can be in any of the backstops and in series 0301, 0343, or 0340:

- Senior Development Counselor
- Senior Advisor
- Senior Development Advisor
- Development Advisor

3. A list of Foreign Service Titles by Series. Each series includes a description of the series coverage. Each position title is briefly described, except for supervisory positions that do not have a corresponding non-supervisory position with the same title and Junior Officer positions.
  4. Position Classification Standards -- Foreign Service position titles arranged by Series. Included are position standards for each occupational series and the Foreign Service titles included in each series. In some instances, when the requirements of a position do not fit the general guidelines of the series, a separate standard is included.
- C. Only those position titles, series, and backstops listed in B.1 and B.2, above, are authorized for use.
- D. This mandatory reference will be updated periodically to reflect approved changes in titles, backstops, series, and classification standards.

## FOREIGN SERVICE BACKSTOPS

### BACKSTOP

- 01 Mission Director, Deputy, and Comparable Executive Level -- Positions assigned to the Senior Leadership Group
- 02 Program Analysis
- 03 Administrative Management
- 04 Financial Management
- 10 Agriculture
- 11 Economics
- 12 Program Management
- 21 Business, Industry, and Private Enterprise
- 25 Engineering
- 40 Environment
- 50 Health Science, Medical, and Population
- 60 Human Resources, Education, and Participant Training
- 76 Crisis, Stabilization, and Governance
- 85 Legal
- 93 Contract Management
- 94 Project Development
- 95 Junior Officer

## FOREIGN SERVICE TITLES AND OCCUPATIONAL SERIES BY BACKSTOP

### BACKSTOP 01 - MISSION DIRECTOR, DEPUTY, AND COMPARABLE EXECUTIVE LEVEL -- POSITIONS ASSIGNED TO THE SENIOR LEADERSHIP GROUP

OCCUPATIONAL SERIES	TITLE
0130*	Foreign Affairs Officer
0301*	Counselor to the Agency
0301	Development Cooperation Counselor
0340	Mission Director
0340	Deputy Mission Director
0340	USAID Representative
0340	U.S. Representative to Development Assistance Committee
0340	Chairman, Development Assistance Committee
0340	Development Coordination Officer
0340	Regional Director
0340	Deputy Regional Director
0340	Director
0340*	Senior Deputy Director
0340*	Deputy Director
0340*	Deputy Assistant Administrator
0340*	Senior Deputy Assistant Administrator
0340*	Senior Deputy Assistant to the Administrator
0340*	Assistant to the Administrator

\* For USAID/Washington positions only.

## BACKSTOP 02 - PROGRAM ANALYSIS

OCCUPATIONAL SERIES	TITLE
0343	Program Officer
0343	Supervisory Program Officer

## BACKSTOP 03 - ADMINISTRATIVE MANAGEMENT

OCCUPATIONAL SERIES	TITLE
0301*	Science, Technology, Innovation and Partnerships Officer
0301*	Science, Technology, Innovation and Partnerships Officer (Global Partnerships)
0301*	Supervisory Regional Support Specialist
0340*	Program Manager
0341	Executive Officer
0341	Supervisory Executive Officer

\* For USAID/Washington positions only.

## BACKSTOP 04 - FINANCIAL MANAGEMENT

OCCUPATIONAL SERIES	TITLE
0501*	Senior Financial Sector Advisor
0505	Controller
0505*	Deputy Chief Financial officer
0505	Supervisory Financial Management Officer
0505	Financial Management Officer

\* For USAID/Washington positions only.

## BACKSTOP 10 - AGRICULTURE

OCCUPATIONAL SERIES	TITLE
0110	Agricultural Economics Officer
0401	Agricultural Development Officer
0401	Supervisory Agricultural Development Officer
1145*	Senior Agricultural Program Advisor

\* For USAID/Washington positions only.

## BACKSTOP 11 - ECONOMICS

OCCUPATIONAL SERIES	TITLE
0110	Supervisory Program Economics Officer
0110	Program Economics Officer
0110*	Economic Growth Officer
0110	Economist
0110	Supervisory Economist

\* For USAID/Washington positions only.

## BACKSTOP 12 - PROGRAM MANAGEMENT

OCCUPATIONAL SERIES	TITLE
0130	Supervisory Regional Development Officer
0130	Regional Development Officer
0301	Special Projects Officer
0301	Supervisory Special Projects Officer

BACKSTOP 21 - BUSINESS, INDUSTRY, AND PRIVATE ENTERPRISE

OCCUPATIONAL SERIES	TITLE
1101	Supervisory Private Enterprise Officer
1101	Private Enterprise Officer
1140	Supervisory Trade Development Officer
1140	Trade Development Officer

BACKSTOP 25 - ENGINEERING

OCCUPATIONAL SERIES	TITLE
0801	Supervisory Engineering Officer
0801	Engineering Officer

BACKSTOP 40 - ENVIRONMENT

OCCUPATIONAL SERIES	TITLE
0020	Housing and Urban Development Officer
0020	Supervisory Housing and Urban Development Officer
0028*	Environment Officer
0401	Natural Resources Officer
0401	Supervisory Natural Resources Officer
1301	Energy Officer
1301	Supervisory Energy Officer

\* For USAID/Washington positions only.

BACKSTOP 50 - HEALTH SCIENCE, MEDICAL, AND POPULATION

OCCUPATIONAL SERIES	TITLE
0601*	Health Science Officer

0602	Health and Population Development Officer (Physician)
0602	Health Development Officer (Physician)
0602	Supervisory Health Development Officer (Physician)
0602	Supervisory Health and Population Development Officer (Physician)
0685	Health and Population Development Officer
0685	Health Development Officer
0685	Supervisory Health and Population Development Officer
0685	Supervisory Health Development Officer
0685	Supervisory Population Development Officer
0685	Population Development Officer
0685*	Supervisory Public Health Advisor

\* For USAID/Washington positions only.

#### BACKSTOP 60 - HUMAN RESOURCES, EDUCATION, AND PARTICIPANT TRAINING

##### OCCUPATIONAL SERIES

##### TITLE

1701	Supervisory Development Training Officer
1701	Development Training Officer
1701	Supervisory Human Resources Development Officer
1701	Human Resources Development Officer
1710	Supervisory Education Development Officer
1710	Education Development Officer

#### BACKSTOP 76 – CRISIS, STABILIZATION, AND GOVERNANCE

##### OCCUPATIONAL SERIES

##### TITLE

0101	Supervisory Food for Peace Officer
0101	Food for Peace Officer

0301	Supervisory Democracy Officer
0301	Democracy Officer
0301	Supervisory General Development Officer
0301	General Development Officer

BACKSTOP 85 - LEGAL

OCCUPATIONAL  
SERIES

TITLE

0905	Legal Officer
0905*	Deputy General Counsel

\* For USAID/Washington positions only.

BACKSTOP 93 - CONTRACT MANAGEMENT

OCCUPATIONAL  
SERIES

TITLE

1102	Supervisory Contract Officer
1102	Contract Officer

BACKSTOP 94 - PROJECT DEVELOPMENT

OCCUPATIONAL  
SERIES

TITLE

0343	Supervisory Project Development Officer
0343	Project Development Officer

BACKSTOP 95 - JUNIOR OFFICER

OCCUPATIONAL  
SERIES

TITLE

0020	JO (Housing and Urban Development)
0110	JO (Agricultural Economics)
0110	JO (Economics)
0301	JO (Democracy and Governance)

0341	JO (Executive Officer)
0343	JO (Program/Project Development)
0343	JO (Program)
0343	JO (Project Development)
0401	JO (Agricultural Development)
0401	JO (Environment)
0401	JO (Natural Resources)
0501	JO (Financial Management)
0685	JO (Health/Population/Nutrition)
0801	JO (Engineering)
1101	JO (Private Enterprise)
1102	JO (Contract Specialist)
1140	JO (Trade)
1710	JO (Education)

## FOREIGN SERVICE TITLES BY AGENCY OCCUPATIONAL SERIES

### 0020 - HOUSING, URBAN, AND COMMUNITY DEVELOPMENT SERIES

Positions concerned with coordination and implementation of Shelter and Housing Guaranty Programs, and with urban and community planning and development.

#### HOUSING AND URBAN DEVELOPMENT OFFICER

Directs the development and implementation of shelter, Housing Guaranty, and/or urban and community development programs.

#### SUPERVISORY HOUSING AND URBAN DEVELOPMENT OFFICER

#### JUNIOR OFFICER (HOUSING AND URBAN DEVELOPMENT)

### 0028 – ENVIRONMENTAL PROTECTION SPECIALIST SERIES

Positions that involve advising on, managing, supervising, or performing administrative or program work relating to environmental protection programs.

#### ENVIRONMENT OFFICER\*

Applies knowledge of disciplines such as biology, ecology, environmental law, forestry, environmental assessment, and environmental engineering to conceive and execute plans and activities and assess or evaluate program outcomes and their environmental impacts.

\* For USAID/Washington positions only.

### 0101 - SOCIAL SCIENCE SERIES

Professional and scientific work in one or more of the social sciences.

#### FOOD FOR PEACE OFFICER

Administers sections of the P.L. 480 program for which USAID has responsibility in recipient countries.

#### SUPERVISORY FOOD FOR PEACE OFFICER

### 0110 - ECONOMIST SERIES

Professional work concerned with the analysis and interpretation of economic factors as they relate to the economic and social development of cooperating countries.

#### AGRICULTURAL ECONOMICS OFFICER

Advises on and conducts analysis of economic factors which affect agricultural development.

#### ECONOMIC GROWTH OFFICER\*

Coordinates and assists with the implementation of country-specific, regional, or global programs that promote economic growth.

ECONOMIST

Analyzes and interprets economic factors as they relate to government administration and to national and international development.

SUPERVISORY ECONOMIST

SUPERVISORY PROGRAM ECONOMICS OFFICER

PROGRAM ECONOMICS OFFICER

Advises on economic factors which influence the development of cooperating country, mission, or regional programs.

JUNIOR OFFICER (AGRICULTURAL ECONOMICS)

JUNIOR OFFICER (ECONOMICS)

\* For USAID/Washington positions only.

0130 - FOREIGN AFFAIRS SERIES

Work concerned with the coordination and formulation of agency programs and operations.

REGIONAL DEVELOPMENT OFFICER

Plans and directs a group of specialized program and services functions for a regional area.

SUPERVISORY REGIONAL DEVELOPMENT OFFICER

FOREIGN AFFAIRS OFFICER\*

Provides expert coordination, advice, advocacy, and guidance on foreign policy issues as they relate to developing, formulating, presenting, negotiating on, and implementing USAID policies, processes, and procedures.

\* For USAID/Washington positions only.

0301 - GENERAL PROGRAM SERIES

This series includes positions concerned with work of a general program nature, such as: coordinating the development efforts within assigned regional areas; management of several unrelated technical sector organizations; participation in the planning, design, monitoring, and evaluation of projects; or, work concerned with logistics or communications management, or management analysis. Positions in this series do not require experience or background in any of the specializations for which responsible.

COUNSELOR TO THE AGENCY\*

Provides executive leadership and direction to a broad range of policy and/or operational issues facing the Agency, particularly those which are of a high priority or a sensitive nature, or those in which the Administrator and/or Deputy Administrator has expressed a personal interest.

DEVELOPMENT COOPERATION COUNSELOR

Initiates, develops, and maintains the full range of activities that will enhance cooperation and coordination between the United States and Japan in development assistance programs.

**SCIENCE, TECHNOLOGY, INNOVATION AND PARTNERSHIPS OFFICER\***

Assesses the impact of science, technology, and innovation partnership (STIP)-based approaches and interventions in delivering development programs; constructs processes to identify STIP-related innovations for potential diffusion/scaling.

**SUPERVISORY REGIONAL SUPPORT SPECIALIST\***

Leads a team of technical staff who coordinate and provide service to USAID missions and Regional Bureaus on all aspects related to strategic planning, programming, and budgeting requirements.

**SUPERVISORY GENERAL DEVELOPMENT OFFICER**

**GENERAL DEVELOPMENT OFFICER**

Responsible for managing cooperating country programs involving two or more assigned sectors.

**SPECIAL PROJECTS OFFICER**

Responsible for implementing specific U.S. assistance projects.

**SUPERVISORY SPECIAL PROJECTS OFFICER**

**DEMOCRACY OFFICER**

Develops and manages democracy programs and/or provides policy recommendations and technical advice to high level officials within USAID, on both technical, country, regional and Agency-wide policy priorities related to democracy and governance.

**SUPERVISORY DEMOCRACY OFFICER**

**SCIENCE, TECHNOLOGY, INNOVATION AND PARTNERSHIPS OFFICER (GLOBAL PARTNERSHIPS)\***

Leads and coordinates projects that develop and scale global partnerships with a wide range of stakeholders globally and locally in order to extend the impact and sustainability of USAID programs and to leverage the knowledge, expertise, resources, technologies and innovations of diverse partner organizations.

**JUNIOR OFFICER (DEMOCRACY AND GOVERNANCE)**

\* For USAID/Washington positions only.

**0340 - PROGRAM MANAGEMENT SERIES**

Positions in this series direct, or assist in directing, independent USAID activities overseas, such as country programs, regional programs, or programs in delegated posts. Also included in this series are positions whose incumbents represent the U.S. Government in international organizations and committees. The paramount qualification requirements are management and executive knowledges and ability. Positions in this series do not require competence in a specialized subject matter or functional

area.

**MISSION DIRECTOR**

Directs a USAID overseas mission program.

**DEPUTY MISSION DIRECTOR**

Serves as full Deputy and acts in the absence of the Mission Director.

**USAID REPRESENTATIVE**

Plans and administers a USAID economic development assistance program in a country which has a moderate size, declining or limited program.

**U.S. REPRESENTATIVE TO DEVELOPMENT ASSISTANCE COMMITTEE**

In dealing with other donor governments, presents U.S. position on foreign aid issues, seeks agreement on common aid policies, and promotes coordination of development assistance.

**CHAIRMAN, DEVELOPMENT ASSISTANCE COMMITTEE**

Acts as chairman of the Development Assistance Committee when the U.S. has the chairmanship.

**DEVELOPMENT COORDINATION OFFICER**

Represents the U.S. on committees and with working groups composed of aid donor countries in negotiating agreements on common policies, coordinating development assistance, and studying development problems.

**REGIONAL DIRECTOR**

Directs and coordinates professional economic sector analysis and technical support services to missions, other USAID cooperating country offices, and special multi-country programs for a designated regional area.

**DEPUTY REGIONAL DIRECTOR**

Serves as a full Deputy and acts in the absence of the Regional Director.

**DIRECTOR**

Serves as Director of an Agency office, with primary responsibility for the executive, strategic, and professional leadership required for the office to operate effectively, efficiently, and in alignment with the Agency's strategic and operational goals.

**SENIOR DEPUTY DIRECTOR\***

Serves as Acting Director in the absence of the Director and as alter-ego for senior management functions relating to the professional, executive, and technical leadership of an office within an Agency Bureau/Independent office.

**DEPUTY DIRECTOR\***

Serves as Deputy Director of an Agency office, with primary responsibility for the executive, strategic, and professional leadership required for the office to operate effectively, efficiently, and in alignment with the agency's strategic and operational goals.

**SENIOR DEPUTY ASSISTANT ADMINISTRATOR\***

Serves as the senior-most individual within a cadre of senior executives who collectively have responsibility for support to the Assistant Administrator of a Bureau (AA); serves as acting for the AA when absent, provides primary management of subordinate Bureau Offices, and represents the Bureau on the AA's behalf with senior Agency staff and externally.

**DEPUTY ASSISTANT ADMINISTRATOR\***

Serves as the Deputy to the Assistant Administrator (AA) for a Bureau, acting for the AA when absent, assisting with the management of subordinate Bureau Offices, and represents the Bureau on the AA's behalf with senior Agency staff and externally.

**SENIOR DEPUTY ASSISTANT TO THE ADMINISTRATOR\***

Serves as one of a cadre of Deputy Assistants to the Administrator, reporting directly to, and serving as a principal advisor to, the Director of an Independent Office (who also serves as the Assistant to the Administrator).

**ASSISTANT TO THE ADMINISTRATOR\***

Carries same authorities as a Bureau Assistant Administrator while having overall responsibility for planning, directing, and supervising all aspects of an office and its affiliated programs and operations in Washington DC and abroad.

**PROGRAM MANAGER\***

Directs and coordinates activities through a subordinate technical staff (at any level, including globally or at a mission or regional level) relating to the analysis, planning, design, approval, authorization, implementation, and evaluation of USAID development or support programs.

\* For USAID/Washington positions only.

**0341 - ADMINISTRATIVE OFFICER SERIES**

Work concerned with administrative management and logistical support functions.

**EXECUTIVE OFFICER**

Directs the management services and logistic support operations.

**SUPERVISORY EXECUTIVE OFFICER**

**JUNIOR OFFICER (EXECUTIVE OFFICER)**

**0343 - PROGRAM ANALYSIS SERIES**

This series includes positions concerned with program analysis, budgeting, planning, design, authorization, implementation, reporting, and evaluation; and/or planning, design, development, negotiation, financial analysis, and implementation of grant and loan funded projects.

**PROGRAM OFFICER**

Directs and coordinates mission or regional activities relating to the analysis, planning,

design, approval, authorization, implementation, and evaluation of USAID development and security support assistance to the cooperating country or region.

SUPERVISORY PROGRAM OFFICER

PROJECT DEVELOPMENT OFFICER

Provides advice and direction to the mission and cooperating government in the planning, design, development, negotiation, financial analysis, and implementation of grant and loan funded projects.

SUPERVISORY PROJECT DEVELOPMENT OFFICER

JUNIOR OFFICER (PROGRAM)

JUNIOR OFFICER (PROJECT DEVELOPMENT)

JUNIOR OFFICER (PROGRAM/PROJECT DEVELOPMENT)

0401 - GENERAL BIOLOGICAL SCIENCE SERIES

This series includes positions concerned with professional and scientific work in the biological sciences, as applied to the broad range of agriculture and/or related natural resources management -- with no single specialization predominant; or, work involved in improving the economic, social, and cultural life and expectations of the rural poor in less developed countries.

AGRICULTURAL DEVELOPMENT OFFICER

Plans and administers the agricultural development program of the mission or regional office.

SUPERVISORY AGRICULTURAL DEVELOPMENT OFFICER

NATURAL RESOURCES OFFICER

Plans the natural resources components of the mission or regional programs.

SUPERVISORY NATURAL RESOURCES OFFICER

JUNIOR OFFICER (RURAL DEVELOPMENT)

JUNIOR OFFICER (AGRICULTURAL DEVELOPMENT)

JUNIOR OFFICER (ENVIRONMENT)

JUNIOR OFFICER (NATURAL RESOURCES)

0501 - FINANCIAL ADMINISTRATION AND PROGRAM SERIES

Professional work of a fiscal, financial management, accounting, or budgetary nature which is not classifiable to another more specific series.

SENIOR FINANCIAL SECTOR ADVISOR\*

Increases access to capital and financial sustainability of USAID programs by partnering with development objective teams to create investment strategies, identify partners, conduct due diligence, present pitches and road-shows, and develop new approaches, facilities or programs that could help fund development work.

#### JUNIOR OFFICER (FINANCIAL MANAGEMENT)

\* For USAID/Washington positions only.

#### 0505 - FINANCIAL MANAGEMENT SERIES

Professional work involving financial management of mission or regional programs.

##### CONTROLLER

Administers the financial management of the mission or region.

##### DEPUTY CHIEF FINANCIAL OFFICER\*

Assists the Chief Financial Officer in the direction of the daily operations of the Office of the Chief Financial Officer and in maintaining liaison with affected fiscal and regulatory agencies.

##### FINANCIAL MANAGEMENT OFFICER

Provides organization (e.g., Bureau, Mission, etc.) with advice on day-to-day budgetary, financial and procurement operations, financial and budgetary reporting; as well as technical support as it relates to financial accountability, financial resource planning and financial procurement system support.

##### SUPERVISORY FINANCIAL MANAGEMENT OFFICER

Assists the Controller; acts in the absence of the Controller.

\* For USAID/Washington positions only.

#### 0511 - AUDITING SERIES

Professional work involving auditing.

##### AUDITOR

Conducts examinations on the soundness and adequacy of financial transactions and management of USAID program, administrative, and financial management activities.

##### SUPERVISORY AUDITOR

##### JUNIOR OFFICER (AUDIT)

#### 0601 – GENERAL HEALTH SCIENCE SERIES

Professional and scientific work that is specifically health-oriented in character and that is not classifiable to another more specific series.

##### HEALTH SCIENCE OFFICER\*

Applies knowledge of biomedical, health systems, and/or implementation science towards policy and programming decisions and guidance that drive public health-related projects in missions, regions, and across the globe.

\* For USAID/Washington positions only.

#### 0602 - MEDICAL OFFICER SERIES

Professional and scientific work involving medicine, medical research, medical education, and population -- requiring a medical degree.

##### HEALTH AND POPULATION DEVELOPMENT OFFICER (PHYSICIAN)

Plans and administers the combined health and population planning program at the mission or regional level.

##### HEALTH DEVELOPMENT OFFICER (PHYSICIAN)

Directs the health development program at the mission or regional level.

##### SUPERVISORY HEALTH DEVELOPMENT OFFICER (PHYSICIAN)

##### SUPERVISORY HEALTH AND POPULATION DEVELOPMENT OFFICER (PHYSICIAN)

#### 0685 - HEALTH AND POPULATION DEVELOPMENT SERIES

Professional work concerned with planning, directing, and advising on health development and population programs.

##### HEALTH AND POPULATION DEVELOPMENT OFFICER

Plans and administers the combined health and population planning program at the mission or regional level.

##### HEALTH DEVELOPMENT OFFICER

Directs the health development program at the mission or regional level.

##### SUPERVISORY HEALTH AND POPULATION DEVELOPMENT OFFICER

##### SUPERVISORY HEALTH DEVELOPMENT OFFICER

##### POPULATION DEVELOPMENT OFFICER

Directs the population and family planning programs at the mission or regional level.

##### SUPERVISORY POPULATION DEVELOPMENT OFFICER

##### SUPERVISORY PUBLIC HEALTH ADVISOR\*

Directs a staff that leads programs, projects, and tasks designed to address issues related to child survival; maternal health; nutrition/micronutrients; infectious diseases; environmental health; health policy, monitoring, reporting, and performance management; and biomedical, applied, and operations research.

JUNIOR OFFICER (HEALTH/POPULATION/NUTRITION)

\* For USAID/Washington positions only.

0801 - GENERAL ENGINEERING SERIES

Professional engineering work concerned with planning and advising on mission and regional engineering programs.

ENGINEERING OFFICER

Serves as the principal engineering officer for planning and administering mission or regional engineering programs which involve diverse engineering disciplines.

SUPERVISORY ENGINEERING OFFICER

JUNIOR OFFICER (ENGINEERING)

0905 - GENERAL ATTORNEY SERIES

Professional legal work involved in the application and interpretation of United States Government, cooperating government, and international laws and regulations as they relate to Agency agreements, programs, and operations.

LEGAL OFFICER

Provides legal advice to mission staff on host country and mission laws, regulations, authorities, practices, and privileges affecting agreements, transactions, and operations of USAID, and the personal conduct of its employees.

DEPUTY GENERAL COUNSEL\*

Provides legal and policy direction, supervision and coordination through the Assistant General Counsels, who in turn are responsible, along with their staffs, for furnishing legal advice and guidance to the Agency's Assistant Administrators and their staffs.

\* For USAID/Washington positions only.

1101 - GENERAL BUSINESS AND INDUSTRY

Professional work in one or more of the general business and industry fields when such work is not classifiable in other series of this occupational group.

SUPERVISORY PRIVATE ENTERPRISE OFFICER

PRIVATE ENTERPRISE OFFICER

Plans the private enterprise sector strategy and programs at the mission or regional level.

JUNIOR OFFICER (PRIVATE ENTERPRISE)

1102 - CONTRACT AND PROCUREMENT SERIES

Work is concerned with the coordination and direction of mission activities related to contract services for program implementation.

**SUPERVISORY CONTRACT OFFICER**

**CONTRACT OFFICER**

Principal officer responsible for the contract management program at the mission or regional level.

**JUNIOR OFFICER (CONTRACT SPECIALIST)**

**1140 - TRADE SERIES**

Work concerned with administering or performing promotional or advisory functions pertaining to commercial distribution of goods and services..

**TRADE DEVELOPMENT OFFICER**

Promotes the sale of U.S. technology and technical assistance to cooperating countries.

**SUPERVISORY TRADE DEVELOPMENT OFFICER**

**JUNIOR OFFICER (TRADE)**

**1145 – AGRICULTURAL PROGRAM SPECIALIST SERIES**

Work is concerned with developing, reviewing, administering, and coordinating programs for direct farmer-producer participation in production adjustment, price support, land conservation, and similar programs.

**SENIOR AGRICULTURAL PROGRAM OFFICER\***

Administers and oversees programs that seek to promote advanced agricultural science and technology, improved agricultural policies, and agribusiness development.

\* For USAID/Washington positions only.

**1301 - GENERAL PHYSICAL SCIENCE SERIES**

Work is concerned with advising on, planning, administering, and performing professional and scientific work in any of the fields of science dealing with matter, energy, physical space, and the nature of the physical environment.

**ENERGY OFFICER**

Plans and administers the energy program of the mission or regional office.

**SUPERVISORY ENERGY OFFICER**

**1701 - GENERAL EDUCATION AND TRAINING SERIES**

This series includes positions concerned with planning, developing, and administering programs in the field of education and general and participant training.

DEVELOPMENT TRAINING OFFICER

Administers the participant training program on a country or regional basis.

SUPERVISORY DEVELOPMENT TRAINING OFFICER

HUMAN RESOURCES DEVELOPMENT OFFICER

Directs and advises on USAID programs involving learning, behavioral change, social growth, labor resources, and public and private institutional management.

SUPERVISORY HUMAN RESOURCES DEVELOPMENT OFFICER

1710 - EDUCATION SERIES

Professional work in planning, developing, and administering mission or regional programs.

EDUCATION DEVELOPMENT OFFICER

Directs the education development program for the mission or region.

SUPERVISORY EDUCATION DEVELOPMENT OFFICER

JUNIOR OFFICER (EDUCATION)

1811 - FOREIGN ASSISTANCE INSPECTOR

Professional work involving investigation, examination, or systematic inquiry into infractions or violations of criminal statutes of persons or firms having business connections with USAID.

SUPERVISORY INSPECTOR

INSPECTOR

Conducts investigations of USAID overseas internal and external operations where possible criminal acts may be involved.

JUNIOR OFFICER (INSPECTION)

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

HOUSING, URBAN, AND COMMUNITY DEVELOPMENT SERIES - 0020

This series includes positions concerned with design, management, coordination, and implementation of Shelter and Housing Guaranty Programs, and with community planning and development.

Introduction

The Housing, Urban, and Community Development Series includes positions concerned with development, management, and implementation in the field or USAID/Washington of USAID Shelter and Housing Guaranty Programs, as well as programs in urban and community development. Positions involved in shelter program activities financed under USAID guaranteed private sector loans, as well as selective loan/grant financing, are included in this series. Such positions require broad knowledge of urban shelter planning and financing and relationship to other community development processes. This series also includes positions concerned with urban and community planning and development requiring knowledge of planning concepts, principles, techniques, and practices; the social, economic, political, and physical elements involved in human settlements; and the dynamics of change within these elements. The scope of program activities encompasses housing credit and financial management and planning, urban and regional planning, land use controls, community and municipal services, and supporting infrastructure; socio-economic analysis: community and urban development; and, related activities.

Shelter, Housing Guaranty (HG), and urban/community development programs and projects are located in individual countries, where they are handled by Housing and Urban Development Officers who generally operate from regional offices and who are given general direction and backstopping from USAID/Washington.

Position Titles Within Series

Housing and Urban Development Officer  
Supervisory Housing and Urban Development Officer  
Junior Officer (Housing and Urban Development)

Position Title: HOUSING AND URBAN DEVELOPMENT OFFICER

The Housing and Urban Development Officer has broad responsibility for developing, managing, and implementing shelter and housing and/or urban and community development programs and projects. In the field, the Officer is normally assigned to a regionally located office. Under certain conditions, the Officer may be assigned to a specific country mission and concerned primarily with shelter projects and/or urban development projects that are mission-funded. In USAID/Washington, the Officer is most likely to serve in the Office of Environment and Urban Programs, Center for the Environment, Bureau for Global Programs, Field Support, and Research, charged with review and implementation of projects, oversight, direction, and backstopping of shelter, Housing Guaranty, and urban and community development activities in the field.

Nature and Scope of Work

USAID Shelter and Housing Guaranty Programs are centrally directed and funded by

USAID/Washington. Overseas operations, under the policy direction of USAID/Washington, are generally conducted through regional offices, but may function on an individual country basis. Upon occasion, individual missions may direct and fund specific urban development or Development Loan or Development Grant projects in shelter-related sectors.

The Shelter and Housing Guaranty Programs, under legislative and USAID policy authority, consist of two major elements. The Shelter Program, which in addition to securing funding under the Guaranty Authority, may be funded on a selective activity basis under traditional loan/grant financing. The Housing Guaranty Program, which provides for a full faith and credit guaranty to U.S. investors making loans for sites and services; slum and squatter settlement upgrading; home improvement; construction of core housing and related shelter facilities and services; low-cost housing units for sale or rent; community facilities or services; and, for establishing financial and other housing institutions which provide shelter for lower income families. It is funded primarily by fees charged to U.S. investors, who obtain U.S. Government full faith and credit guarantees, and is primarily a self-supporting financial operation.

Principal goals of the urban and community development program are to increase understanding of these aspects of the development process, engage in selected research and development activities, and demonstrate useful approaches to poverty problems in urban areas. Strong emphasis is placed on urban functions, services, and facilities which are supportive of development; small-scale enterprise; innovative approaches for increasing employment opportunities; establishment of financial and other credit institutions; development of land use management strategies, including the role of capital budgeting, infrastructure, and residential development as they influence urban growth; and, educational and social services designed to enable the urban poor to participate actively in programs. They are also concerned with such issues as migration, fertility, and resource conservation.

The Housing and Urban Development Officer works on Shelter and Housing Guaranty activities in close cooperation with mission and cooperating country government officials who are responsible for:

- a. Planning, designing, developing, and recommending integrated and coordinated shelter development programs specifically linked to housing projects supported under a Housing Guaranty loan. Such programs may include: low cost shelter home improvements, infrastructure, construction sites, and services; planned community services (including schools, community training, recreational centers, transportation facilities, health and family planning clinics, shops markets, etc.); and, in addition, provide incentives for increased trade and establishment of small businesses, cooperatives, markets, and related service industries.
- b. Assisting countries in strengthening or developing shelter institutions capable of being replicated to handle low-cost shelter programs, and the development of financial institutions capable of attracting savings for shelter which will benefit lower income families.
- c. Assisting in development of new housing policies by the cooperating government which will provide for the best utilization of resources and benefit the maximum number of lower income families.
- d. Encouraging cooperating governments and private U.S. housing and community development corporations to utilize housing guarantees for overseas housing and related services projects and, where appropriate, grant and loan funding to upgrade slum and squatter settlements.
- e. Aiding developing countries to use available human resources through training programs in housing development, and to utilize indigenous building materials and new technologies in construction work.

f. And, developing systems and analyzing housing requirements and strategies for meeting these requirements.

USAID/Washington has final approval authority for issuing guarantees. However, overseas Housing and Urban Development Officers, working with mission and cooperating country officials, are responsible for developing the housing program and for exercising delegated authority to implement approved programs and projects. Those Housing and Urban Development Officers assigned to USAID/Washington, in connection with shelter and housing activities, work closely with those in the field to provide for overall planning, direction, review, approval, and coordination/implementation of field projects.

The Housing and Urban Development Officer is involved in: planning and administering an urban and community development program in the mission and is broadly concerned with upgrading slum neighborhoods and squatter areas; developing comprehensive and integrated community development projects and strategies; building housing, schools, public facilities, community structures, and other infrastructure services and facilities; improving health, nutrition, family planning, and sanitation services and their ecological and environmental impact; expanding information services and education and vocational training opportunities; generating employment and income-producing opportunities; providing work force training and skills upgrading; promoting and organizing private and corporate enterprise, industrial facilities, and community-based credit and savings institutions; constructing streets, roads, highways, power plants, and water supply and sewage systems; and, strengthening the planning and implementation capacity of the cooperating government at the national, regional, and municipal levels.

In this process, the Housing and Urban Development Officer: participates actively with cooperating countries in the assessment of urban and community development problems and priorities; develops (with USAID/Washington, RHUDO, or consultant assistance) specific projects and programs; advises missions on urban and community development aspects of other projects and programs; implements and monitors approved projects and programs; assists cooperating countries in developing institutional capacity for urban and community planning; and, assists in providing necessary technical assistance to cooperating countries.

#### Representative Duties

1. Monitors and evaluates shelter, housing, and related service programs and projects; recommends new projects or changes in program emphasis; and, advises missions and host governments on programs.
2. Maintains close working relationships with mission staff and cooperating country officials at the national and local levels, to encourage participation in housing programs. Advises on: shelter, housing, and related services, programs, and projects; establishment or coordination of facilities in urban communities; and, undertaking projects under USAID programs or under the auspices of private, public, or international lending institutions.
3. In accordance with USAID authorization procedures for loans and guarantees, discusses and negotiates housing program implementation agreements with cooperating country governments and institution officials.
4. Develops cost estimates for financing projects; determines the need for and requests feasibility studies to assess the viability of projects; and, identifies and suggests U.S. building, loan, and land development firms as possible investors. Counsels on U.S. and country legislation covering building, construction, investment, and credit practices.

5. Travels extensively to project sites and meets with high-level officials in the public and private sector, to advise on shelter and housing program and project status, negotiate new projects, and monitor project and contractor operations.

6. Participates as a member of the mission team and with country ministry officials in drafting Shelter Strategy Assessments (SSA) and Papers (SSP), program and project proposals, and prepares or directs the preparation of and presents assigned Housing Guaranty and Housing Development Loan project identification (PID) and project proposal (PP) documentation. Prepares or directs the preparation of other program project reports and required documentation.

7. Negotiates Project Implementation Agreements with respect to authorized Housing Guarantees, including related necessary documentation.

8. Plans training programs and training sessions on housing development and related services, including: construction; use of indigenous materials; credit and financial arrangements; and, sewage, water, streets, transportation, and other community planning requirements. Participates in the selection of training programs, and the selection of participants for training in other countries.

9. Provides assistance in the planning, coordinating, and implementing of proposed USAID shelter projects with those of ongoing programs financed by other donor agencies.

10. Participates with cooperating country government officials in assessing urban and community development problems and priorities, as these relate to national goals and resources, and assists in identifying priority needs for self-help and external assistance.

11. Participates with mission officials in establishing priorities on use of development assistance resources and establishing funding levels for sector components, and provides policy, management, and technical advice on the role considered appropriate for the urban and community development program.

12. Monitors and evaluates urban and community development programs and projects, and recommends changes as appropriate.

13. Evaluates the effect and status of established and ongoing programs and funding resources, especially those involving Housing Guaranties, P.L. 480, health, population, and private voluntary organizations' programs as they relate to and affect urban and community development programs.

14. Participates in analysis, planning, design, implementation, and monitoring of urban and community development programs and projects which will:

- (a) generate employment, especially in the informal sector;
- (b) increase local government financial and management capacity;
- (c) improve urban planning;
- (d) make more effective and equitable the provision of essential services (e.g., in education, employment, health, housing, sanitation, transportation, and communication); and,
- (e) advises ministry and mission staff on resource levels, priorities, problems, status, funding, constructor, and supply requirements.

15. Participates in preparation, review, and submission of required documentation for urban and community development programs and projects from the cooperating government, PASA, contractor, and

mission staff.

16. Maintains continuing contact with cooperating government officials, with donors, voluntary agencies, educational and private institutions, and cooperating country contractors, to insure compliance with urban and community development commitments, to resolve problems, and to determine if additional loans or grants should be extended.

17. Travels extensively to monitor and provide management and technical guidance regarding urban and community development, advises and negotiates with local level officials, and evaluates the impact project initiatives are making on development objectives; advises the Mission Director on status of programs and potential problem areas.

18. Evaluates and monitors, in conjunction with cooperating government officials, U.S. participating agency and private contractor activities, to ensure timely and proficient implementation of community and urban development projects; recommends action to resolve problems impeding progress, or to reprogram or terminate failing projects; participates with cooperating government officials in replanning or modification of projects.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### ENVIRONMENTAL PROTECTION SPECIALIST SERIES – 0028

This series includes positions concerned with advising on, managing, supervising, or performing administrative program work related to environmental protection programs.

#### Introduction

The Environmental Protection Specialist series covers positions that involve advising on, managing, supervising, or performing administrative or program work relating to environmental protection programs (e.g., programs to protect or improve environmental quality, control pollution, remedy environmental damage, or ensure compliance with environmental laws and regulations). These positions require specialized knowledge of the principles and methods of administering environmental protection programs and the laws and regulations related to environmental protection activities.

#### Position Titles Within Series

##### Environment Officer\*

\* For AID/Washington use only

##### Position Title: ENVIRONMENT OFFICER

The Environment Officer leads efforts to ensure compliance with Federal environmental regulatory laws by assessing the potential environmental impacts of the full range of world-wide development activities, and whether these impacts affect decisions about whether Mission and Office Directors may obligate program funds to those activities.

The Officer serves as an expert in a scientific specialty area relevant to the position (e.g., as evidenced by an advanced academic degree in such disciplines as biology, ecology, environmental law, forestry, environmental assessment, and environmental engineering). The Officer applies this knowledge in order to conceive and execute plans and activities and assess or evaluate program outcomes and environmental impacts, all while demonstrating superior flexibility to quickly adapt to changing conditions.

This position title is used for USAID/Washington positions only.

#### Nature and Scope of Work

Environmental protection programs deal with such areas as air and water quality, hazardous waste and materials management, underground storage tanks containing regulated substances (petroleum products, chemicals, and wastes), oil and hazardous substance spills planning, nonhazardous waste management, waste minimization and recycling, and site restoration and remediation. Many programs focus on specific pollutants (e.g., noise, radon, asbestos, pesticides, medical waste, acid rain) or on protecting a specific medium (land, air, water, wetlands).

As it has become recognized that program areas are not always discrete (i.e., that pollutants pass from air

to water, from land to groundwater and back, freely), the focus has begun to shift to more integrated approaches. Consequently, many environmental protection programs are adopting strategies that deal with the environment in a more coordinated way, e.g., addressing overall environmental quality objectives, comparing environmental risks across programs, considering total pollutant loads and exposures, preventing pollution instead of controlling or transferring it to other parts of the environment, recognizing the worldwide and long-range character of many environmental problems, and reflecting environmental priorities in policies for other sectors such as energy, transportation, and agriculture.

Environment Officers play a central role in planning and administering environmental programs. Generally, they perform a variety of functions related to one or more of the following areas:

- *Rulemaking and regulation*, which involves developing, reviewing, and implementing legislative proposals, regulations, standards, policies, and operating guidance.
- *Compliance and enforcement*, which involves evaluating and securing compliance with environmental laws and programs through permitting, self-assessments, audits, inspections, investigations, and enforcement and corrective action activities.
- *Environmental considerations and documentation*, which involves (1) reviewing proposed actions (construction, leasing, land transactions, mission activities, etc.) and ensuring that environmental effects are considered in planning and decision-making, that these considerations are documented, and that provision is made for public involvement; (2) complying with environmental reporting requirements; and/or (3) analyzing and managing environmental information or information systems.
- *Program administration and oversight*, which involves (1) managing, administering, and coordinating programs or projects to achieve and maintain environmental compliance of ongoing operations or remediate past environmental violations or compliance problems; or (2) administering, evaluating, and overseeing environmental programs and/or activities funded by a program of grants, cooperative agreements, or other similar arrangements.

#### Representative Duties

1. Serves as a senior official who approves activities in accordance with the requirements of the National Environmental Policy Act (NEPA) and 22 CFR 216.
2. Ensures the Bureau or Independent Office's full compliance with these legal requirements and that his or her decisions are fully integrated into the design and implementation of every Bureau or Independent Office program, project and activity.
3. Serves as focal point for environmental actions as coordinator, spokesperson and representative of the Bureau or Independent Office in matters related to compliance with the Agency's environmental procedures.
4. Collaborates with other USAID/Washington regional Environment Officers and the Agency Environmental Coordinator in Washington to standardize application of the environmental regulations across the Agency and to maintain a high level of quality across the Agency.
5. Collaborates with Bureau or Independent Office staff in Washington and in overseas field missions to

create and maintain protocols.

6. Trains staff to ensure systematic compliance and to enable timely obligation of funds, while ensuring incorporation of environmentally sound designs in all projects.

7. Oversees the development and maintenance of information management systems needed to disseminate the following to environment officers efficiently and effectively: environmental compliance decisions, best practices for environmentally sound program design, and relevant policies and procedures.

8. Develops and oversees implementation of procedures and systems to ensure that: 1) every Bureau or Independent Office strategy and project has the necessary environmental documentation; 2) the strategy for each operating unit complies with the requirements described in Foreign Assistance Act (FAA) Sections 117, 118 and 119; and 3) project implementation complies with 22 CFR 216 requirements.

9. Provides guidance to the missions concerning compliance with FAA 117, 118 and 119 requirements, and provides oversight of the environmental analysis sections of the country strategy reports submitted by the missions.

10. Assesses how well the other Bureau or Independent Office components implement policies and guidance for compliance by conducting audits and comprehensive review of program activities.

11. Serves as technical authority in developing and prosecuting nationally important and/or politically sensitive enforcement cases emerging from the Bureau or Independent Office programs.

12. Serves as active member of the inter-bureau team that directs and facilitates the ongoing Environmental Capacity (ENCAP) training program, which aims to increase and maintain technical competence of USAID Mission field staff, involve partners and host-country personnel in environmental impact assessment, and implement environmental mitigation measures.

13. Advises and assists Bureau or Independent office personnel and counterparts on developing, executing, and monitoring politically important and highly visible environmental protection policies, plans, and programs.

14. Leads environmental policy analysis and other related technical matters as the Bureau or Independent Office's senior technical expert in environmental science by advising Bureau or Independent Office leadership, and colleagues within USAID and with outside groups.

15. Keeps abreast of new methods and developments in specialty fields as they affect program area(s) and advises high-level officials of progress and difficulties encountered.

16. Participates in international and national meetings or conferences as an authority in specialty area(s).

17. Responds to inquiries from Congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

18. Leads the Bureau or Independent Office's participation in Agency implementation of the requirements of Title XIII of the International Financial Institutions Act, which requires USAID to review environmental impact assessments performed by the multilateral development banks (MDBs) such as the World Bank and other international donors. Ensures the reviews are helpful to the U.S.

Department of Treasury in determining the official USG recommendation on whether to support activities.

19. Closely collaborates with technical and senior staff within the Bureau or Independent Office, in the field missions, and in other USAID bureaus/independent offices, especially intra-agency committees within Bureau for Economic Growth, Agriculture and Trade. These collaborations aim to achieve a coordinated approach to development policy objectives.

20. Represents USAID and the Bureau or Independent Office's interests by participating in inter-agency committees as well as developing and maintaining relations with other USG agencies, public international organizations, and other groups concerned with promoting sustainable growth and environmental protection.

21. Maintains contacts with other senior technical experts, relevant organizations, and institutions to exchange information and stay abreast of current issues, trends and programs in the field.

22. Contributes to creating policies, procedures, and programs for promoting environmental awareness and conservation in missions. These contributions also help infuse traditional policies and approaches with innovative, imaginative and original concepts and methodologies to further develop and strengthen USAID programs with respect to the environment.

23. Assumes other responsibilities in support of the environment team's strategic objectives as a representative of the Bureau or Independent Office. These other responsibilities may include: maintaining information on regional and bilateral programs in one or more sub-sectors; developing strategies and indicators; providing contributions for the completion of annual Agency budgets and reports; participating in proposal and mission strategy reviews; replying to correspondence; and providing briefings; Develops new projects and activities to further environmental policy and program objectives.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### SOCIAL SCIENCE SERIES – 0101

The Social Science Series includes positions concerned with professional and scientific work in one or any combination of the social sciences, when such work is not classifiable in another series.

#### Introduction

The work performed in the Social Science Series involves the practical application of knowledge and insights of sociology, social psychology, cultural anthropology, and political science as these relate to programs of social, economic, and political development.

One of the primary objectives of these programs is to work with groups of people, usually in their local communities, rural or urban, to motivate them to action, facilitate cooperative self-help, encourage initiative, create and strengthen local institutions, develop democratic leadership, change attitudes, encourage innovations, and improve government-people relationships. The purpose of these programs is to create stable, economically viable, self-reliant communities with an assured sense of social and political responsibility.

#### Position Titles Within Series

Food for Peace Officer  
Supervisory Food for Peace Officer

#### Position Title: FOOD FOR PEACE OFFICER

The Food for Peace Officer has management responsibility for USAID administered portions of economic development assistance programs supported wholly or in part by P.L. 480 commodities, or the sales proceeds therefrom, and, when required, for the management of the disaster relief program.

#### Nature and Scope of Work

Under the Agricultural Trade Development and Assistance Act of 1954, as amended (P.L. 480), the U.S. Government may enter into agreements with selected countries for the sale, contribution, or exchange of U.S. agricultural commodities to alleviate hunger and malnutrition, assist economic and social development, further international trade, and advance the foreign policy interests of the U.S. Programs undertaken under the provisions of this Act, and related legislation, orders, and directives, are supplementary to and complementary to other economic aid. To be eligible, countries assisted under this program must give serious attention to self-help efforts to achieve a balance between food supply and population growth.

The Food for Peace Officer has primary administrative and program management responsibility for the Title II program, and, as delegated by the Mission Director, for Title I and Title III programs. In many countries the Food for Peace Officer is designated the mission officer responsible for directing U.S. Government disaster relief and for coordinating this activity with similar programs of other agencies. The Food for Peace Officer also has primary responsibility for the integration and coordination of food aid with other development resources, and designs and implements programs with such multiple inputs.

The Food for Peace Officer is an administrator and program manager, rather than a technician. The Food for Peace Officer receives technical information and judgments from the appropriate mission technical divisions in various fields, in the assessment of current and projected mission or regional development assistance requirements for program planning, in the integration of U.S. agricultural commodities supplied under P.L. 480 into the overall country program, in the evaluation of cooperating government self-help efforts, and in the evaluation of program proposals and results. Since, in some countries, achievement of the goals of this program requires major changes in cooperating country priorities, program direction, traditions, and attitudes, particularly in the areas of agricultural production and systems of marketing, credit, and distribution, the Food for Peace Officer maintains close coordination with mission technical divisions to insure consistency in recommendations, negotiating positions, and strategy for use of negotiating leverage in dealings with the cooperating government. The work also requires close liaison with appropriate cooperating government officials in program planning, interpretation of policies and procedures, and negotiation of agreements.

In addition to cooperating government programs using P.L. 480 commodities or sales proceeds, there may be P.L. 480 programs administered by private agencies, associations, and business firms of the cooperating country; U.S. voluntary agencies, institutions, organizations, and business firms; and, international and inter governmental agencies. The Food for Peace Officer's responsibilities in regard to these agencies are in the areas of assistance in planning, interpretation of policies and objectives, review and concurrence in proposals and requests, and surveillance over program operations, from the standpoint of achievement of objectives and compliance with regulations.

#### Representative Duties

1. Advises the Mission Director on all matters pertaining to Food for Peace legislation and its interpretation and application. Advises on the extent to which programs under this legislation would effectively advance U.S. foreign aid objectives in the cooperating country, including preparation of submissions as part of the Country Development Strategy Statement and Annual Budget Submission.
2. Secures the assistance of cooperating government and mission officials in: analyzing cooperating country's current and projected food and feed production and needs, and its potential for self sufficiency through production and, where necessary, importation; evaluating cooperating country economic and social development programs and plans for effectiveness, and the seriousness of purpose of the cooperating country to improve agricultural production in relation to the country's potential and the government's capability, and effectiveness and seriousness of the cooperating country in integrating health, family planning, and nutrition education components into feeding programs using Title II foods.
3. Advises cooperating government agencies, U.S. voluntary agencies, and international and inter governmental organizations on regulations, criteria, procedures, and objectives governing the use of P.L. 480 commodities and funds; formulates procedures and guidelines for their guidance.
4. Assists in developing, evaluating, and screening plans, proposals, and requests of sponsoring agencies for P.L. 480 support of programs. Evaluation of technical aspects of program proposals is provided by mission advisors.
5. Participates in the negotiation of agreements with the cooperating government, U.S. private agencies, and international and inter governmental organizations for the programmed use of P.L. 480 commodities and funds.

6. Maintains surveillance over the implementation of current food aid programs to insure compliance with regulations, evaluate programs, formulate recommendations for modifications and improvement, and to facilitate and insure achievement of objectives.
7. Requests the mission controller to audit programs, as necessary, and insures that sponsoring agencies carry out audit recommendations.
8. Maintains records of data and information relating to the program and prepares reports, as required by the mission and AID/Washington.
9. Advises the mission and the recipient government on the nature of P.L. 480 Title I and Title II programs. Coordinates the preparation and signing of agreements authorizing Title I and Title II sales programs.
10. Directs disaster relief activities, as delegated by the Mission Director.
11. Supervises U.S. and non U.S. mission employees assigned to the Food for Peace program.
12. Serves as project manager for USAID dollar-funded activities relating to food production and marketing, rural development, nutrition, or projects carried out by or in cooperation with private voluntary organizations, as delegated by the Mission Director.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### ECONOMIST SERIES - 0110

The Economist Series includes positions involved with the analysis and interpretation of economic factors as they relate to government administration and to national and international development.

#### Introduction

Overseas economist positions include those concerned with assisting cooperating governments, and regional consortia of governments, to develop the capacity for sound economic analysis and planning as well as to provide the bases for mission policy and program planning decisions. The ultimate purpose of the work performed in all of these positions is to assist recipient nations to increase their efficiency in the management and utilization of their human, natural, and capital resources.

Analysis and interpretation of economic data, forecasts of economic consequences of actions, and evaluation of the economic impact of past actions provide the bases for decisions by policy makers and administrators, both in and out of government.

#### Position Titles Within Series

Agricultural Economics Officer  
Economic Growth Officer\*  
Economist  
Supervisory Economist  
Supervisory Program Economics Officer  
Program Economics Officer  
Junior Officer (Agricultural Economics)  
Junior Officer (Economics)  
\* For AID/Washington use only

#### Position Title: AGRICULTURAL ECONOMICS OFFICER

The Agricultural Economics Officer advises on and performs studies and analyses of economic factors affecting agricultural development, including agricultural products, land use, agriculture credit facilities, and institutions serving agricultural enterprise.

#### Nature and Scope of Work

Agricultural economics involves the analysis and evaluation of all aspects of the economy on which agricultural production and consumption has a direct impact. As the economy of underdeveloped nations is largely dependent on agriculture and agricultural related industries, the Agricultural Economics Officer is involved in working with mission, regional office, and cooperating government officials at all levels in assessing the impact agriculture has on the total economy.

The Agricultural Economics Officer participates, in and provides guidance on, the analysis and evaluation of agricultural production; food consumption and distribution; transportation, marketing, and storage methods; land reform, land usage, farm tenure, and land management practices; marketing

cooperatives, credit practices, and institutions; industrialization and the promotion of agricultural related industries as they affect rural and urban development; and, government laws and practices which relate to the whole field of agriculture.

Depending on mission or regional requirements, the Agricultural Economics Officer may report directly to the Mission Director, the Regional Development Officer or may be assigned to the Program, Agriculture, or Rural Development Offices.

#### Representative Duties

1. Serves as the principal agricultural economic advisor to the cooperating government or governments and participates actively with other mission agriculture, rural development, private enterprise, engineering, and program staff in analyzing, planning, and designing the country's or region's agricultural development programs and projects, to assure a balanced and integrated country or regional agricultural development plan.
2. Initiates and encourages cooperating governments to undertake economic research directly related to agricultural production; processing, storage, distribution, and transportation of farm products; and other programs which can be employed to improve the agricultural economy of the country or area.
3. Participates with cooperating government offices and mission agriculture and program staffs in developing a body of basic economic information to assist the country or region in making economic and policy judgments and recommendations for project design, programming, and evaluation.
4. Makes recommendations for improving the level and quality of training, to upgrade the potential economic base of the country's agricultural economy.
5. May serve as project manager for economic analysis, institution building for sector planning, and for infrastructure development projects.
6. Participates with cooperating country ministries and mission staff developing program documentation and in assuring particular attention to insuring that economic analysis of factors influencing the programs is included.

Position Title: ECONOMIC GROWTH OFFICER

The Economic Growth Officer coordinates and assists with the implementation of country-specific, regional, or global programs that promote economic growth by addressing issues such as trade and investment, financial sector reform, fiscal reform, privatization, agriculture and food security, private sector development, competitiveness, the rule of law, economic governance and anti-corruption.

This position title is used for USAID/Washington positions only.

#### Nature and Scope of Work

The Economic Growth Officer serves as an Agency expert, senior representative, and spokesperson for many Economic Growth (EG)-related programs. The Officer plays a leadership role on economic growth issues within the Bureau or Independent Office. The Officer plays a key role in the design and implementation of programs and is responsible for implementation of

programs and activities such as, for example, a regional Investment Initiative and Tax and Customs Policy Program. The Officer keeps management and staff abreast of economic trends and key economic events in a region. The Officer works closely with the Bureau or Independent Office's front office, the missions, other Agency Offices and Bureaus as well as with the U.S. State Department, U.S. Treasury, NSC, U.S. Trade Representative's Office (USTR), and the Department of Commerce. The Officer also serves as liaison with the broader donor community such as the World Bank, the International Monetary Fund, and the U.N. A major focus for this position is also the support of the field mission's broader donor and partnership communities regarding economic growth and private sector development issues. The position requires a high degree of research on economic conditions and policy in a region. The Officer is the Bureau or Independent Office's senior representative and spokesperson for many regional strategic priorities.

#### Representative Duties

1. Provides technical leadership and policy and program guidance for the Bureau or Independent Office as a whole in areas such as trade and investment, financial sector reform, fiscal reform, privatization, agriculture and food security, private sector development, competitiveness, the rule of law, economic governance and anti-corruption.
2. Participates in the design, management, and implementation of selected regional and country-specific economic growth programs.
3. Recommends how EG resources are allocated among countries and programs in a region.
4. Advises Bureau or Independent Office's management on economic growth-related strategic directions and issues, and oversee the preparation of briefings and talking points as needed.
5. Advises mission directors and other top management on the design and implementation of EG programs and perform TDYs to a region as needed.
6. Advises on the management of regional programs in the areas of the economic partnership, investment initiatives, the Millennium Challenge Account, Development Credit Authority, select Public-Private Partnerships, and Information and Communications Technology (ICT).
7. Serves as a principal liaison between the Bureau or Independent Office and other Bureaus and Independent offices within the agency on economic growth-related issues; Provide liaison, as needed, between Agency components working on such issues as the environment, health, education and democracy and governance.
8. Attends high-level meetings with: a) U.S. Government agencies and departments such as White House, Treasury, Commerce, State, the U.S. Trade Representative, and Agriculture; b) multilateral entities such as the World Bank, the International Monetary Fund, and the World Trade Organization; and c) other bilateral and multilateral donors and non-governmental entities that deal with economic growth-related issues in certain countries.
9. Advises key host country policy makers on issues affecting economic growth and development.
10. Works with diverse groups of senior level staff and decision-makers to define issues, develop

solutions, and design collaborative strategies.

#### Position Title: PROGRAM ECONOMICS OFFICER

The Program Economics Officer serves as the advisor to the mission or region on all economic factors related to the total mission program; or, as the advisor to the cooperating government on all aspects of economic development, analysis, and planning.

#### Nature and Scope of Work

The Program Economics Officer is concerned with the study and analysis of all aspects of the cooperating country or regional area economy, from the standpoint of current development status and trends, cooperating government laws and policies, the effect of internal and external pressures and events on the economic, social, and political development of the country or region, and the influence of U.S. and other foreign donors or nongovernmental assistance on the development level of the country or region. The main purpose of these studies and analyses is to provide a basis for sound decisions regarding the appropriate strategy for U.S. assistance, within the framework of U.S. objectives and cooperating country needs and capabilities, and to help determine the economic feasibility and justification of specific projects within the overall country, mission, or regional development strategy. The work includes collaboration with cooperating government officials for the purpose of data collection, joint assessment of the country or regional economic and development status and needs, joint analysis of project proposals and the preparation of the mission or region's economic position. While these collaborative activities may have the effect of increasing the competence of cooperating country economists, the core assignment of the position is to support mission program planning and management.

The Program Economics Officer provides economic advice and guidance to the cooperating government on the economic analysis and planning of overall country or regional economic development. In an advisory capacity, the Program Economics Officer works principally with the cooperating government's central planning and financial agencies, on their national development planning and project design, on evaluations of technical ministry program proposals, and on the formulation of recommendations to government policy makers and legislators.

In missions where the Program Economics Officer is given overall responsibility for directing the activities of the Program Office, the Program Officer title and corresponding occupational series code, rather than the Program Economics Officer title and series code, are used. Reference should be made to both the occupational standards for Program Officer, and Program Economics Officer if the work of the two positions is combined.

#### Representative Duties

1. Studies, analyzes, and interprets all aspects of the cooperating country or regional economy, including relevant government policies and laws, to gain an understanding of the status and future needs for the country or regional economic development.
2. Studies and analyzes the mission's current and proposed program, in its entirety and in its component parts, for its relevance to the country or regional economic growth and development needs, and its possible effect on the economy of the cooperating country, its economic policies and plans, and the effect on the basis of these studies; advises and makes recommendations to the cooperating government, the Mission Director, and other mission officials on mission strategy for program planning.

3. Drafts or participates in drafting economic analyses and projections which are a part of mission project proposals. Writes economic and program reports and analyses for the mission and USAID/Washington, and assembles and maintains the body of economic data and studies for reference and study purposes. Makes available new information on economic theory and methodology for possible adaptation and use by the mission or the cooperating country.
4. Consults with the U.S. Embassy economic and reporting staff on the analyses of the cooperating country's economic status and needs, and makes recommendations on U.S. economic policies for the country or region.
5. Participates in the continuing evaluation of the effectiveness, efficiency, and significance of mission programs from the standpoint of their real or potential impact on the cooperating country's economic growth.
6. As delegated by the Mission Director, may serve as the mission Evaluation Officer.
7. As advisor to the cooperating government, works with the country's central planning agency on national development planning and project design, on evaluation of technical ministry program proposals, and on formulation of recommendations to government policy makers and legislators.
8. Works with appropriate officials in cooperating country institutions which are responsible for activities in the assigned sector or sectors, to identify needs and priorities for both self-help and external assistance. Collaborates with appropriate officials on detailed economic analysis of the assigned sector on policy formulation, and on the design of projects.
9. Identifies and relates the priorities and capabilities of other development donors to economic assistance requirements in the sector or sectors. Stimulates contacts and collaborative arrangements between the cooperating country and donor organization best suited to assist with a particular development need.
10. May serve as mission contract representative with economic consulting firms serving under direct contract with the cooperating government, to assure coordination of their economic studies and country plans with mission economic plans and strategy.
11. Participates closely with PASA groups assigned to perform special economic studies and surveys, as a basis for mission projections of development planning requirements.

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

FOREIGN AFFAIRS SERIES - 0130

This series includes positions concerned with coordination and formulation of Agency programs and operations.

Position Titles Within Series

Foreign Affairs Officer\*  
Regional Development Officer  
Supervisory Regional Development Officer  
\* For AID/Washington use only

Position Title: FOREIGN AFFAIRS OFFICER

Provides expert coordination, advice, advocacy, and guidance on foreign policy issues as they relate to developing, formulating, presenting, negotiating on, and implementing USAID policies, processed, and procedures.

This position title is used for USAID/Washington positions only.

Nature and Scope of Work

The Foreign Affairs Officer is the focal Agency point for non-presence and regional programs, specifically responsible for ensuring internal consistency and complementarity of USAID programs and projects development for implementation in a region. Work is performed primarily in the Bureau of assignment, but the Officer is expected to participate in assignments that cross organizational lines.

Representative Duties

1. Serves as the Agency's spokesperson at meetings of Congressional committees and task forces, leads U.S. delegations in negotiating with foreign governments and multilateral organizations, and chairs working groups and task forces related to policy development.
2. Represents the Department and Administration in interagency and international forums, reconciling competing U.S. interests, and ensuring effective implementation of decisions and agreements.
3. Serves as the Bureau's senior coordinator and one of the key officials in the Department and in developing, formulating, presenting, negotiating on, and implementing Department and policies. The Officer is the principal policy advisor and advocate who analyzes issues and recommends policy positions to be adopted by the Assistant Secretary or other principals. The Officer's expertise is recognized by the highest level of decision-makers, such as the Secretary of State, Under Secretaries, the Vice President, Members of Congress, or key staff. Ultimately ensures appropriate coordination and clearance in the Department and other agencies.

Position Title: REGIONAL DEVELOPMENT OFFICER

The Regional Development Officer plans and directs a group of specialized programs and service functions for a number of countries in a geographic area, which may have established USAID missions or are initiating USAID development programs.

#### Nature and Scope of Work

The Regional Development Officer, in collaboration with bilateral, regional, and international organizations, has a major role in coordinating and assisting in the regional development efforts within the assigned regional area.

The Regional Development Officer is concerned with the full range of regional activities, which comprise policy interpretation, program planning and authorization, including: implementation of policy guidelines and program directives; analysis and assessment of the developmental status of member nations and their regional organizations and institutions, and their potential long-range problems and immediate needs; selection among alternate courses of action to achieve development objectives; preparation and justification of program proposals; negotiation of project and program agreements; monitoring of USAID financed regional activities; and, evaluation of individual projects and overall program results for possible modification and future planning purposes.

The Regional Development Officer, depending upon the area of assignment, may report to the principal U.S. Diplomatic representative for the area, or to a USAID Mission Director, and is subject to the overall direction of the Assistant Administrator of the appropriate geographic Bureau in USAID/Washington.

#### Representative Duties

The general statement of duties listed for Mission Director and USAID Representative is applicable and should be referred to when developing the duties statements for Regional Development Officer positions.

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

GENERAL PROGRAM SERIES - 0301

This Series includes positions concerned with performing, supervising, or managing professional work requiring analytical ability, judgment, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

Positions in this series are also concerned with work of a general program nature, such as coordinating the development efforts within assigned regional areas; management of several unrelated technical sector organizations; participation in the planning, design, monitoring, and evaluation of projects; or work concerned with logistics or communications management, or management analysis. These positions do not require experience or background in any of the specializations for which responsible.

Position Titles Within Series

Counselor to the Agency\*  
Democracy Officer  
Supervisory Democracy Officer  
Development Cooperation Counselor  
General Development Officer  
Supervisory General Development Officer  
Science, Technology, Innovation, and Partnerships Officer\*  
Science, Technology, Innovation, and Partnerships Officer (Global Partnerships)\*  
Special Projects Officer  
Supervisory Special Projects Officer  
Supervisory Regional Support Specialist\*  
Junior Officer (Democracy and Governance)  
\* For AID/Washington use only

Position Title: COUNSELOR TO THE AGENCY

The Counselor to the Agency provides executive leadership and direction to a broad range of policy and/or operational issues facing the Agency, particularly those which are of a high priority or a sensitive nature, or those in which the Administrator and/or Deputy Administrator has expressed a personal interest.

This position title is used for USAID/Washington positions only.

Nature and Scope of Work

The Counselor to the Agency has overall responsibility for the oversight, administration, and follow up of broad, emerging and/or critical agency programs or operations. This includes working with senior level Agency managers in conceptualizing and defining new program priorities, and developing and implementing new business models and approaches to program implementation.

Representative Duties

1. Directs and manages large-scale agency programs and operations to achieve specified goals and

objectives. Continually reviews the administration of the Agency's programs to ensure necessary coordination at the intra and inter agency level.

2. Collaborates with Agency senior staff in the management of the policy development process which includes developing and implementing new and improved mechanisms for an enhanced policy development process, and developing written Agency guidance/policy/options on broad policy issues.
3. Provides management advice and guidance to top executives of the Agency on change management and internal business process improvements to improve the effectiveness of Agency operations.
4. Serves as the representative of the A/AID and/or DA/AID when demands on their time do not permit them to take personal action on or cognizance of problems as they arise or make necessary program and internal policy decision which must be made without delay.
5. Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, executives of major corporations, and distinguished members of the public and international community. Establishes and maintains close and cooperative working relationships with USAID or department management and officials, government agencies, and other institutions with related interests, in order to advance the programs and objectives of USAID.
6. Communicates with all members of the Agency's senior management team on the status of different work activities and efforts. The incumbent reports regularly to the A/AID and DA/AID on the effectiveness of specific priority programs.

Position Title: DEMOCRACY OFFICER

The Democracy Officer is responsible for development and management of governance programs within a Mission's democracy and governance portfolio or, if assigned to USAID/Washington, provides policy recommendations and technical advice to high level officials within USAID, on both technical, country, regional and Agency-wide policy priorities related to democracy and governance (DG).

#### Nature and Scope of Work

The Democracy Officer serves as an Agency expert and coordinator across different DG programs. The Officer may work at a Mission, where the Officer is responsible for the development and management of governance programs within the Mission's DG portfolio. Otherwise, the Officer works at the headquarters level where the Officer generally supports and assists the field missions in designing and implementing DG programs and serves as an expert advisor and technical authority on precedent-setting policy and program issues, policies, strategies, and plans that fall under the DG umbrella for agency-wide application

#### Representative Duties

1. Guides Mission initiatives by working closely with various implementing partners and counterpart officials at the level of Ministers and below to ensure that: a) USAID Democracy and Governance (DG) programs deliver on their commitments in the areas of local governance, anticorruption, public sector development, legislative strengthening, civil society and other DG programming, b) new opportunities are identified and followed-up to expand and deepen USAID's democracy assistance at the Mission, and c) the GD Office is positioned to respond to new challenges related to regional conflicts.

2. Provides technical advice for the identification of linkages of all activities in the Mission's DG portfolio with other components of the Mission's portfolio and help manage the Mission's senior contacts within the country's civil, political, and business spheres within the USG Mission – as related to USAID's democracy priorities.
3. Designs, procures and manages cutting-edge DG programs in the areas of local governance, rule of law, anti-corruption, public-private partnerships, conflict mitigation, public sector development, outreach efforts, legislative strengthening and civil society and other DG programming.
4. Completes design and procurement documents and carries out day to day responsibilities of a COR/AOR including approval of work plans and vouchers, carrying out site visits and providing technical oversight and guidance to ensure that activities achieve their intended results within budget.
5. Contributes to completion of annual reports, key internal reports and processes, and budget requests.
6. Provides policy recommendations and technical advice to high level (DAA and above) officials within USAID, on both technical, country, regional and Agency-wide policy priorities related to DG.
7. Coordinates DG activities with other Bureaus and Offices.
8. Comments on relevant sections of proposed legislation and prepares or reviews position papers, reports and other documents when requested.
9. Researches and evaluates intellectual think tank, academic, implementing partner, donor, and other resources which can be concentrated on identifying concepts and solutions to critical problems in DG. Relates such findings and knowledge to the development of internal research platforms, lessons learned, trainings, policy formulation and field support within USAID.
10. Continually reviews worldwide political realities, institutional changes and expectations, and applicable research on sustainable development within the DG arena and those of other development sectors relevant to cross-cutting programs and effectively applies the results to policy guidance and USAID assistance programs.
11. Provides policy and program guidance to the field Missions, ensuring that they are kept abreast of key Washington reforms and field-based innovative approaches to directly impact DG and other development conditions in targeted countries. Advises Missions on how to assure that program content is tailored to the circumstances in each country and assists in the design and implementation of projects to carry out these programs.
12. Designs and conducts training for officers in multiple backstops, including but not limited to DG, health, food security, and climate change, with a variety of levels of expertise, in Washington and the field, on state-of-the-art approaches to cross-cutting DG programs throughout the program cycle. Collaborates with other Agency-wide, Pillar Bureau and Regional Bureau training initiatives to build off of existing platforms, streamline processes and create a clear and consistent message about cross-cutting DG programming.
13. Coordinates with high ranking officials in other donor agencies on the content and approach of their DG programs and particularly on cross-cutting work.

14. Meets with implementing partners to share best practices and state-of-the-art techniques for cross-cutting work.

15. Initiates and coordinates agency-wide analysis efforts and dialogue sessions, for the purpose of devising Agency democracy strategy and keeping mission colleagues informed of DG activities being carried out or planned by other donors.

16. Initiates and leads interdisciplinary task forces within and outside the U.S., or organizes and chairs seminars on sectorial problems, development projects, policies, and strategies, and identification of participants. Prepares position papers for such meetings and coordinates US negotiating position with other US Government agencies, as requested.

17. Maintains a continuous interchange with other senior officers in USAID, especially within the other Pillar Bureaus, for information-sharing, identification of opportunities and constraints to cross-cutting programs, best practices, joint field support and trainings, as well as research platforms and monitoring and evaluation systems.

18. Enhances and coordinates effective working relationships across sectorial lines, identifying important areas of interaction and impact between program areas and ensuring that programs are managed to gain the greatest possible benefit from such interactions.

Position Title: DEVELOPMENT COOPERATION COUNSELOR

The Development Cooperation Counselor initiates, develops, and maintains the full range of activities that will enhance cooperation and coordination between the United States and Japan.

Nature and Scope of Work

The Development Cooperation Counselor initiates, develops, and maintains the full range of activities that will enhance cooperation and coordination between the United States and Japan in development assistance programs including:

- Developing strong and effective working relationships with the principal Japanese aid agencies, including the Ministry of Foreign Affairs International Cooperation Bureau, the Japan International Cooperation Agency, the Japan Bank for International Cooperation, the Japan NGO Platform, and multilateral organizations including the UN, Asian Development Bank, and others;
- Explaining to Japanese counterparts U.S. positions and policy on specific issues;
- Analyzing and assessing Japanese assistance programs;
- Fostering linkages between U.S. and Japanese private and public sector institutions;
- Developing strategies and actions for increased cooperation between U.S. and Japanese aid programs in the field; and
- Advising USAID/Washington and Embassy Tokyo on approaches and positions to take vis-à-vis Japan's aid programs to maximize U.S. influence on the development effectiveness of these programs.

The USAID Development Cooperation Counselor also works closely and facilitates cooperation with the Government of South Korea and other newly emerging assistance donors in the region (as requested by USAID/Washington). The USAID Development Cooperation Counselor provides policy and program advice, focusing on effective coordination and delivery of Official Development Assistance from the South Korean Ministry of Foreign Affairs and Trade (MOFAT) and the Korean international Cooperation Agency (KOICA).

#### Representative Duties

1. Serves as the primary U.S. government advisor on the complicated and important official development assistance program of Japan and South Korea (and others in the region as required). Advises on appropriate methods and techniques in order to achieve program goals and objectives.
2. Serves on inter-agency, national, and/or international special work groups, task forces, or expert panels on special projects or studies critical to the resolution of far-reaching operating issues and problems.
3. Represents USAID at various international meetings in the region as requested by the Director, Office of Donor Engagement.
4. Counsels and interacts frequently and directly with the most management staff and officials at multiple levels of USAID, and with other USG officials, including at the Assistant Secretary level.
5. Initiates, develops, plans, and implements policies and guidelines affecting broad, emerging, and/or critical agency programs and monitors a wide variety of coordination arrangements and activities.
6. Develop and administers broad Agency programs or operations related to Japan's Official Development Assistance.
7. Initiates, develops and monitors a wide variety of coordination arrangements and activities and has the primary responsibility for the direction and management of agency programs and operations to achieve specific goals and objectives.
8. Serves as the definitive recognized expert on U.S.-Japan and U.S.-South Korea official development assistance and interacts widely with other USG agencies, international organizations, and private academic and business groups with an interest in development assistance. Serves as the primary contact for joint programming between USAID and Japan.
9. Directs a program for which the scope and effect encompasses one or more of the following: 1) Nationwide, agency-wide, industry-wide, Government-wide; 2) Directly involves the national interest or the agency's national mission; 3) Subject to continual or intense congressional and media scrutiny or controversy or have pervasive impact on the general public; 4) Directs critical program segments, major scientific projects, or key high level organizations with comparable scope and impact.
10. Working in coordination with the U.S. Embassy, interviews and recommends candidates for vacancies, evaluates staff, handles grievances and disciplinary actions, recommends promotions and special commendations, and implements or recommends training programs as appropriate.

11. Promotes the spirit and practices of diversity and/or Equal Employment Opportunity programs ensuring that the commitment to equal opportunity without regard to race, color, religion, sex, and national origin is carried forward in all aspects of human resources management.

12. Interacts frequently and directly with the most officials of the USG, including at the Assistant Secretary level. Contacts may take place in meetings, conferences, briefings, speeches, presentations, or oversight hearings and may require extemporaneous response to unexpected or hostile questioning. Preparation for these meetings typically includes using briefing packages or similar presentation materials that requires extensive analytical input by the employee and subordinates, and/or involves the assistance of a support staff.

13. Influences, motivates, or persuades persons or groups to accept opinions or take actions related to advancing the fundamental goals and objectives of the program or segments directed.

Position Title: GENERAL DEVELOPMENT OFFICER

The General Development Officer has primary responsibility for cooperating country programs involving two or more assigned technical sectors, requiring a broad knowledge of development assistance programs.

Nature and Scope of Work

The General Development Officer is fully responsible for two or more functionally different technical sectors, which requires a broad knowledge of development assistance programs, such as education and health.

General Development Officer positions are primarily managerial and are used in situations which place the management of several unrelated technical sector organizations under the direction of one management officer, where performance does not require experience or background in any one of the specializations for which responsible. This does not preclude placement of a technically trained officer in a General Development Officer position. However, it does limit the use of the General Development Officer title if the duties of the position include responsibility for the managerial as well as the technical work of one of the assigned sectoral organizations. For example, if a background in public health, education, or another technical sector is the paramount requirement for effective performance, the appropriate technical sector title should be assigned -- whether or not the position requires management responsibility of one or more other or unrelated technical sectors. Also, the General Development Officer title is not interchangeable with the Project Development Officer title. Project Development Officer positions require high level business and loan management experience.

Because of the cross-sectoral responsibilities normally assigned to Rural and Human Resources Development Officer positions, these titles, rather than the General Development Officer title, should be used; each of these sectors requires a specialized background in one or more of the sectoral components which involve rural or human resources development work. (See the occupational standards for Rural Development Officer and Human Resources Development Officer.)

The General Development Officer participates in mission policy formulation, sector analysis, program and project planning and design, program monitoring, and evaluation of current and completed assistance activities for the assigned program areas. Working with cooperating country officials in the ministries concerned with the sector, the General Development Officer serves as a general advisor in identification

of specific development objectives, resources, and sources of advice and, when appropriate, helps in securing the technical assistance required.

The General Development Officer normally reports to the Mission Director. The General Development Officer draws from among mission elements, regional offices, contract groups, international donors and cooperating country officials for technical and administrative support and assistance.

#### Representative Duties

1. Works with officials in various institutions responsible for activities in the assigned sectors, and with cooperating government officials in general, to identify needs and priorities for both self-help and external assistance. Based on cooperating country plans and identified needs, collaborates with appropriate officials on analysis of the overall sector, policy formulation, and design of specific projects. Has responsibility for coordinating all planning within the assigned organizational area.
2. In consultation with cooperating officials, recommends required amounts, types and timing of human, financial, and material resources inputs for specific projects. Directs or advises on the preparation of project documentation and related agreements with the cooperating country government.
3. Advises the Mission Director and staff on all matters pertaining to policy, administration, and operation of sector programs.
4. Monitors project implementation efforts of mission staff, cooperating country officials, and intermediaries. Keeps informed of progress of the total project, and recommends termination of failing projects, if necessary. Participates with cooperating government officials in replanning or modification of projects.
5. Confers with cooperating government officials and other donors, as appropriate, to obtain compliance with commitments and resolve problems.
6. In conjunction with cooperating government officials, participates in the evaluation of projects, including the performance of intermediary contractors, and/or PASA project implementation personnel, and prepares the project appraisal and the contractor performance reports. Evaluates audit report findings, recommends and participates in corrective action.
7. Supervises U.S. or other technical specialists as assigned.

Position Title: SCIENCE, TECHNOLOGY, INNOVATION AND PARTNERSHIPS OFFICER

Assesses the impact of science, technology, and innovation partnership (STIP)-based approaches and interventions in delivering development programs; constructs processes to identify STIP-related innovations for potential diffusion/scaling.

This position title is used for USAID/Washington positions only.

#### Nature and Scope of Work

The Science, Technology, Innovation and Partnerships (STIP) Officer leads, integrates, and manages complex projects and programs that cover the broad spectrum of harnessing the power

of STIP to significantly accelerate the achievement of foreign policy and development goals. The work may require leading or serving on cross-functional teams with members from across the agency.

### Representative Duties

1. Reviews and identifies opportunities for expanding the pipeline of new projects. Uses sophisticated data and analytics to identify risks and opportunities for expanding and accelerating the impact of development.
2. Provides broad administrative oversight and governance over transformational research and testing on complex and difficult development problems.
3. Directs and manages partnerships with teams and experts within higher education, development labs, and other like organizations.
4. Manages open innovation and competitive processes intended to identify opportunities to define and solve the most pressing development and foreign policy challenges.
5. Builds collaborative relationships within the Agency, and with local organizations and private sector partners, to identify potential new breakthrough solutions with developing countries.
6. Based on results of empirical analysis and initial testing, personally evaluates and/or identifies and collaborates with appropriate subject matter experts to select projects and solutions with the highest potential to increase impact, cost-effectiveness, and scalability compared to existing solutions.
7. Prepares concept papers, background analyses, and briefings to build support for the solution.
8. For selected projects, assumes leadership in building a global platform to take them to scale.
9. Formally establishes partnerships with organizations that can scale up the solution. Identifies financing sources and builds relationships designed to promote investment.
10. Evaluates project risk and develops risk mitigation strategies.
11. Manages financial, reporting, and accountability processes throughout the life of the project.
12. Fosters and promotes strong working relationships with partners throughout the life of the project. Keeps partners apprised of progress and critical issues. As appropriate, identifies additional entities capable of adding value to the project, and seeks support.
13. Performs and/or evaluates data-driven analyses of project success in achieving stated goals. Identifies opportunities for further improvement and takes steps to make appropriate changes.

14. Based on project activities and findings, as appropriate, identifies, and recommends changes to law, regulation, or policy.
15. Manages complex and innovative programs designed to foster the scientific, technical and partnership goals of the Lab. Takes actions to further program needs.
16. Leads or directs through teams that often include matrixed members.
17. Identifies and adjusts program goals, strategic objectives, and operational activities to meet an ever-changing global environment.
18. Performs and/or evaluates analyses of program activities to determine success in achieving stated goals. Identifies opportunities for further improvement and takes steps to make appropriate changes.
19. Promotes program goals and activities with a wide variety of stakeholders and potential stakeholders. Identifies common goals and concerns and takes actions to build support.
20. Based on program activities and findings, as appropriate, identifies, and recommends changes to law, regulation, or policy.
21. Undertakes significant initiatives to promote participation in global problem solving.
22. Personally undertakes or leads a team in developing strategies and methodologies designed to raise the awareness of diverse population segments including youth, experienced professionals, scientists, universities, start-ups, and other private sector entities.
23. Highlights the importance of innovation and non-incremental scientific and technical change in providing breakthrough solutions to major developmental issues.
24. Works with a wide array of entities to encourage use of the Open Data movement and crowds, and to solicit the expertise they can provide in expanding the U.S. government's reach.
25. Promotes operational innovation by working with staff throughout the agency to help them better leverage new tools and approaches, and to aid them in integrating science, technology, innovation, and partnerships into their strategies and operational plans.

Position Title: SCIENCE, TECHNOLOGY, INNOVATION AND PARTNERSHIPS OFFICER  
(GLOBAL PARTNERSHIPS)

Leads and coordinates projects that develop and scale global partnerships with a wide range of stakeholders globally and locally in order to extend the impact and sustainability of USAID programs and to leverage the knowledge, expertise, resources, technologies and innovations of diverse partner organizations.

This position title is used for USAID/Washington positions only.

The nature and scope of work, as well as the representative duties, are the same as the Science, Technology, Innovation and Partnerships Officer, other than the Science, Technology, Innovation and Partnerships Officer's (Global Partnerships) responsibility is in developing and scaling global partnerships.

Position Title: SPECIAL PROJECTS OFFICER

The Special Projects Officer is responsible for specific U.S. assistance projects in situations requiring a broad knowledge of development assistance management, but not necessarily requiring technical qualifications in a specific sector.

#### Nature and Scope of Work

The Special Projects Officer may be directly involved, from the earliest stages of planning, to the development of new projects, and participate in negotiations at the ministerial level.

Work primarily involves implementing projects in such varied sectors as rural and community development, private voluntary organizations, integration of women into the national economy, disaster relief, energy, housing, demographic survey and data collection, science and technology, general participant training, private sector, democratic institution building, food aid to refugees, agricultural and institutional development, labor activities, and human rights.

#### Representative Duties

1. Participates in formulating policy positions appropriate to country-specific requirements.
2. Works with officials in various local government institutions, to identify needs and priorities for external assistance. Based on cooperating country plans and identified needs, collaborates with appropriate officials on analysis of overall sector policy formulation and design of specific projects.
3. Works with senior officials in local government concerned as a general advisor in identification of specific project and resource requirements. Maintains continuing contact to insure compliance with commitments, resolve problems, and determine need for continued funding.
4. Directs and advises on the preparation of project documentation and related agreements with cooperating country governments.
5. Participates in the monitoring and evaluation of programs and projects, including evaluating the performance of contractors, preparing project status reports, and project budget formulation.
6. Keeps informed on progress of total portfolio and recommends modifications, amendments, and termination of specific projects, as warranted. Participates in the redesign of projects.
7. Collects and evaluates data on economic, social, and political factors in the cooperating government relevant to long and short-term planning and administration of assigned sectors.

Position Title: SUPERVISORY REGIONAL SUPPORT SPECIALIST

The Supervisory Regional Support Specialist leads a team of technical staff who coordinate and provide service to USAID missions and Regional Bureaus on all aspects related to strategic planning,

programming and budgeting requirements.

This position title is used for USAID/Washington positions only.

#### Nature and Scope of Work

The Supervisory Regional Support Specialist leads Agency components that serve as the principal point of contact and coordination with Missions and Regional Bureaus, on all aspects related to strategic planning, programming and budgeting requirements. Further, the Supervisory Regional Support Specialist manages Agency components that coordinate and provide service to USAID missions and Regional Bureaus with the goal of furthering Agency transformation.

#### Representative Duties

1. Articulates and communicates to the staff the assignment, project, problem to be solved, actionable events, milestones, and/or programmatic issues under review, and deadlines and timeframes for completion for the staff supervised.
2. Manages full scope of complex science, technology, innovation and partnership (STIP) programs that cover the broad spectrum of the B/IO's core functions, assuring that these activities are integrated into development programs throughout all stages of the planning, achieving, and learning process.
3. Based on agency and organizational strategic objectives, assures that overall programs are in alignment, and activities undertaken in support of specific programs contribute to meeting objectives.
4. Establishes internal operating policies and procedures for management of program activities.
5. Monitors timelines and/or completion of program goals to assure effectiveness and efficiency of operations. Manages competing priorities to assure timely and appropriate responses to critical activities.
6. Provides expert managerial guidance and support in resolving significant problems, roadblocks, or policy conflicts.
7. Assures senior management is apprised of program activities, concerns, and progress.
8. Advocates for resources needed to assure accomplishment of mission objectives. As necessary, reviews program documentation to assure propriety of program activities and recordkeeping.
9. Independently, or through subordinate staff, provides technical and managerial guidance for worldwide research on issues related to strategic planning and measuring for results in the implementation and impact of STIP approaches.
10. Explains and advocates for the integration of STIP activities that may include research that assists in advancing the state-of-the-art professional assistance and support to Regional and Pillar Bureaus, to Missions and other US Government (USG) agencies on incorporating STIP approaches into programs and strategies.
11. Collaborates with USAID staff and implementing partners in further expanding and optimizing the potential of STIP approaches.

12. Assures timely and relevant receipt of technical advice and support. Oversees, or personally undertakes as necessary, the preparation and distribution of communications, training, support, and reporting materials for both internal and external audiences; ensures appropriate coordination with other internal stakeholder organizations.
13. Leads in the development and maintenance of relationships with various stakeholders in the government, international donor community, and universities.
14. Oversees, and actively contributes to policy formulation and reviews liaison activities for Agency-wide programs.
15. Assures stakeholders receive timely and accurate information regarding changes in organizational programs and operations, conducting briefings on major program changes.
16. Leads in the planning, directing, and execution of liaison operations for critical agency-wide STIP-related programs, with national or international implications.
17. Establishes and fosters effective working relationships and information networks with business and industry associations, domestic and foreign universities, and stakeholders in all levels of government, i.e., local, state, and federal government including Congress.
18. Serves as a primary organizational liaison with State Department representatives regarding STIP development strategies and programs on a global, regional, and country level.
19. Identifies knowledge and analytic gaps and develops and executes training programs for State Department officers and other agencies in state-of-the-art approaches for increasing the pace and scale of STIP reforms and investments.
20. Serves as a technical expert on special projects, advising top management on major office issues, particularly those related to the regional STIP development activities.
21. Serves as an agency representative on working groups, committees, and other teams dealing with STIP development issues.
22. Represents the organization on interagency working groups that determine the allocation of USG resources for STIP.

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

PROGRAM MANAGEMENT SERIES - 0340

Positions in this series direct or assist in directing independent USAID activities overseas, such as country programs, regional programs, or programs in delegated posts. Also included in this series are positions whose incumbents represent the U.S. Government in international organizations and committees. The paramount qualification requirements are management and executive knowledge and ability. Positions in this series do not require competence in a specialized subject matter or functional area.

Position Titles Within Series

Mission Director  
Deputy Mission Director  
USAID Representative  
U.S. Representative to  
Development Assistance Committee\*\*  
Chairman, Development Assistance Committee\*\*  
Development Coordination Officer  
Regional Director  
Deputy Regional Director  
Director  
Senior Deputy Director\*  
Deputy Director\*  
Senior Deputy Assistant Administrator\*  
Deputy Assistant Administrator\*  
Assistant to the Administrator\*  
Deputy Assistant to the Administrator\*  
Senior Deputy Assistant to the Administrator\*  
Program Manager\*  
\* For AID/Washington use only.  
\*\* No published standards.

Position Title: DIRECTOR

SENIOR DEPUTY DIRECTOR

DEPUTY DIRECTOR

The Director serves as Director of an Agency office, with primary responsibility for the executive, strategic, and professional leadership required for the office to operate effectively, efficiently, and in alignment with the Agency's strategic and operational goals.

The Senior Deputy Director serves as Acting Director in the absence of the Director and as alter-ego for senior management functions relating to the professional, executive, and technical leadership of an office within an Agency Bureau/Independent office

The Deputy Director serves as Deputy Director of an Agency office, with primary responsibility for the executive, strategic, and professional leadership required for the office to operate effectively, efficiently, and in alignment with the agency's strategic and operational goals. This position title is used for USAID/Washington positions only.

#### Nature and Scope of Work

The Director has overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical agency programs or operations. The director is primarily responsible for the direction and management of large-scale agency programs and operations to efficiently achieve specified goals and objectives. Further, the Director evaluates current and proposed programs and operations and recommends actions to initiate, modify, or discontinue projects as needed.

#### Representative Duties

1. Develops, conceives, plans, and implements policies and guidelines affecting broad, emerging, and/or critical agency programs.
2. Translates new legislation into program goals, actions, and policies, interpreting the impact of new legislative requirements on agency programs. The incumbent recognized as an agency authority in formulating new policies and program objectives that have a broad or long-range impact on one or more significant programs of the agency.
3. Provides management and consulting services to top executives of the agency on change management and internal business process improvements to improve the effectiveness of major agency operations and functions.
4. Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, executives of major corporations, and distinguished members of the public. Establishes and maintains close and cooperative working relationships with USAID or department management and officials, government agencies, and other institutions with related interests, in order to advance the programs and objectives of USAID.
5. Actively participates in boards and committees as the representative of USAID in dealing with matters which extend well beyond the assigned program responsibility.
6. Serves as the principal representative and consultant for the agency at interagency and international meetings dealing with issues and information in the area of expertise and program responsibility.

Position Title: SENIOR DEPUTY ASSISTANT ADMINISTRATOR

#### DEPUTY ASSISTANT ADMINISTRATOR

The Senior Deputy Assistant Administrator serves as the senior-most individual within a cadre of senior executives who collectively have responsibility for support to the Assistant Administrator of a Bureau (AA); serves as acting for the AA when absent, provides primary management of subordinate Bureau Offices, and represents the Bureau on the AA's behalf with senior Agency staff and externally.

The Deputy Assistant Administrator serves as the Deputy to the Assistant Administrator (AA) for a Bureau, acting for the AA when absent, assisting with the management of subordinate Bureau Offices,

and represents the Bureau on the AA's behalf with senior Agency staff and externally.

#### Nature and Scope of Work

The Senior Deputy Assistant Administrator serves as the alter ego to the Assistant Administrator of a Bureau. In this capacity, the incumbent functions as the alter ego to the Assistant Administrator in the absence of that individual; and is responsible for oversight and general management of several Bureau offices.

#### Representative Duties

1. Serves as the Deputy to the Assistant Administrator (AA) for Management, acting for the AA when absent, assisting with the management of Bureau Components and represent the Bureau on the AA's behalf with senior Agency staff and externally.
2. Supervises the Directors of Bureau offices as assigned by the AA; provides advice and support to the AA: represents the AA in dealing with Bureau-specific, agency-wide and interagency issues; oversees the formulation and implementation of Bureau budgets.
3. Resolves operational issues between Bureau offices and/or other bureaus.
4. Recommends to AA budgets that support achievement of Bureau operational and management reform goals.
5. Has overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical agency programs or operations. Evaluates current and proposed programs and operations and recommends actions to initiate, modify, or discontinue projects as needed.
6. Receives administrative direction in terms of the broadly defined missions and functions of USAID.
7. Interviews and recommends candidates for vacancies, evaluates staff, handles grievances and disciplinary actions, recommends promotions and special commendations, and implements or recommends training programs as appropriate.
8. Monitors functions in the areas of responsibility to ensure the M bureau offices provide timely, high quality products and services, as specified in service level agreements, in a professional and competent manner to clients externally and internally.
9. Performs the human resource management functions relative to the staff supervised. Establishes performance expectations for staff members, which are clearly communicated. Provides informal feedback and periodically evaluates staff on organizational performance. Resolves informal complaints and grievances. Takes personnel actions as necessary. Provides advice and counsel to staff members and subordinate managers related to work and policy matters. Effects disciplinary measures. Reviews and approves or disapproves leave requests. Assures that organization staff at all levels is trained and fully complies with the provisions of the safety regulations.
10. The executive is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to ensure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her direction in the following: (1) merit promotion of employees and recruitment and

hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

11. Serves as the primary agency advisor on various programs and events. Counsels senior management staff and officials at multiple levels of USAID; senior staff of other Federal, state, and local government agencies; and private sector clients and vendors on agency matters.

12. Advises on the appropriate methods and techniques to use in order to achieve program goals and objectives.

13. Serves on inter-agency, national, and/or international special work groups, task forces, or expert panels on special projects or studies critical to the resolution of far-reaching operating issues and problems.

14. Assists in directing Agency liaison responsibilities and in representing the Agency on Management matters with the Department of State, GSA, OMB, and other Federal Agencies on issues related to administrative services support and budget.

15. Develops, conceives, plans, and implements policies and guidelines affecting broad, emerging, and/or critical agency programs.

16. Translates new legislation into program goals, actions, and policies, interpreting the impact of new legislative requirements on agency programs.

17. Recognized as an agency authority in formulating new policies and program objectives that have a broad or long-range impact on one or more significant programs of the agency.

18. Provides management and consulting services to top executives of the agency on change management and internal business process improvements to improve the effectiveness of major agency operations and functions.

19. Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, executives of major corporations, and distinguished members of the public. Establishes and maintains close and cooperative working relationships with USAID or department management and officials, government agencies, and other institutions with related interests, in order to advance the programs and objectives of USAID.

20. Communicates with the management team on the status of different work activities and efforts.

21. Reports regularly on the effectiveness of specific programs.

22. Actively participates in boards and committees as the representative of USAID in dealing with matters which extend well beyond the assigned program responsibility.

23. Serves as the principal representative and consultant for the agency at interagency and international meetings dealing with issues and information in the area of expertise and program responsibility.

Position Title: MISSION DIRECTOR

## DEPUTY MISSION DIRECTOR

The Mission Director is the principal officer responsible for an USAID country program, where USAID has been accorded full mission status.

The Deputy Mission Director serves as full deputy and acts in the absence of the Mission Director.

### Nature and Scope of Work

The Mission Director is the senior USAID representative in a country where the USAID program, under bilateral agreements with the country, has been accorded full mission status. In this capacity, the Mission Director serves as a full member of the U.S. country team and is responsible for advising the Ambassador on U.S. policies and programs as these relate to U.S. development assistance authorized under the Foreign Assistance Act of 1961, as amended, and related authorizing legislation.

Under the overall program and policy guidance of the Administrator and the geographic regional Assistant Administrator, the Mission Director has delegated authority for the development and direction of the USAID assistance program for the country. The Mission Director is responsible for working with and advising cooperating country government officials on U.S. policies governing assistance programs, and for participating with these officials in planning, developing, and implementing coordinated country programs which will provide the basis for the development of viable economic, political, and social institutions.

### Representative Duties

1. As USAID representative on the U.S. country team, participates with the Ambassador and country team representatives in developing and formulating the U.S. role and policies in assisting the cooperating country government in bettering its economic, social, and political development status. Provides leadership to other country team members in assessing their individual and interaction roles in the country vis-a-vis that of the USAID program, and works out, under the guidance of the Ambassador, mutually compatible, collaborative, and coordinated program policy positions.
2. Serves as the principal advisor to the cooperating government ministries on U.S. policies as these relate to economic, social, and political development assistance programs within the country, and assists and participates with ministries in assessing country strategies and priorities in overcoming economic and social development impediments, such as hunger, shelter, and unemployment, particularly as they relate to the most needy poor.
3. Within the limits of delegated authority, budgetary and program limitations and approvals, and USAID/Washington and Embassy policies and instructions, advises on, negotiates, and executes program and policy agreements with the cooperating country government. Participates with and directs mission staff working with cooperating country government officials in developing sound and integrated program and project development proposals for employing U.S. capital, technical, security, P.L. 480, and other funded assistance. In collaboration with the Ambassador, makes final determinations on the USAID country program and project levels for submission to USAID/Washington. Reassures that policy directives, and other major policy requirements, are fully reflected in all proposals.
4. Follows up and directs the USAID staff in monitoring approved country programs and projects; personally assumes responsibility for working with the highest senior level ministry officials, especially

if serious policy or program problems arise at lower echelons within the government structure; and, keeps the Ambassador and the Embassy staff briefed on problem areas which may require resolution with the heads of government.

5. Provides continuing policy and program guidance to senior mission and cooperating country government staff; advises the USAID/Washington Regional bureau staff of progress or problems which require their attention; consults with senior level cooperating country ministry staffs in designing country program and project policies, strategies, and priorities. Renders mission decisions on project design, program budgets and overall project implementation. Provides USAID/Washington with all required program and reporting documentation, and submits special reports as warranted.

6. Identifies the priorities, program plans, and ongoing programs of other bilateral and multilateral donors. Represents USAID with other country government aid donors, international organizations, private foundations, voluntary agencies, and the business community to negotiate area of responsibility and levels of funding, and to insure against overlapping of activities. Participates or directs staff participation in cooperating country government meetings with these groups to resolve questions of mutual concern.

7. Provides broad overview supervision to PASA and contractor team activities and, as delegated, has authority to recommend termination of continued activity of these groups to responsible USAID/Washington offices.

8. Personally directs senior mission staff in the planning, designing, implementing, and reviewing of programs and projects. Establishes priorities and works at the highest levels within the ministries of the country. Performs or directs the evaluation of mission operations and management effectiveness in meeting U.S. and USAID policy objectives. May delegate the management and direction of specifically assigned programs to the Deputy Mission Director.

The Deputy Mission Director may be delegated responsibility for the evaluation and rating of senior staff job performance.

Position Title: USAID REPRESENTATIVE

The USAID Representative plans and administers the USAID economic development assistance program in countries in which the U.S. economic assistance program is of moderate size, declining, or has limited objectives.

#### Nature and Scope of Work

The USAID Representative serves in a comparable capacity to a USAID Mission Director. The same delegations of authority are extended as are given to a Mission Director for planning and directing USAID operations in the country of assignment. In some situations, bilateral agreements between the cooperating government and the government of the U.S. may not have been finalized. This may place limitations on the types of sectoral development assistance which may be provided to the country by USAID. The Ambassador's relationships and guidance responsibilities are the same to the USAID representative as they are to the USAID Mission Director.

Because of the more limited nature and number of program and project activities in the country, the USAID Representative's span of control may be narrower than that of a Mission Director.

However, residual pipeline funding may require continuing follow-up, negotiating, and monitoring responsibility. The representation and negotiating responsibilities with the cooperating country, other donor nations, and the business and institutional community in the country are comparable with those of a Mission Director. Planning, directing, and implementing responsibilities for programs and projects require the same procedures.

#### Representative Duties

See Standard For Mission Director

Position Title: DEVELOPMENT COORDINATION OFFICER

The Development Coordination Officer serves as the principal USAID coordinator and liaison officer to high level multinational organizations and committees.

#### Nature and Scope of Work

The Development Coordination Officer serves as the principal USAID coordinator and liaison officer with high level multinational committees and organizations, which support specialized international development assistance regional programs. As the principal USAID representative to these organizations, is responsible for insuring that USAID's contributions are effectively planned, programmed, and equitably expended.

Positions which are designated Development Coordination Officer include those which have responsibility for serving as the senior USAID representative in the Office of Development Affairs, Rome, Italy; the senior USAID liaison representative to the United Nations Educational Scientific and Cultural Organization, Paris, France; etc. The work involves strong representational responsibility.

#### Representative Duties

Reference should be made to the standards for Mission Director, USAID Representative, and Regional Development Officer positions when developing the duty statements for positions assigned the title Development Coordination Officer.

Position Title: REGIONAL DIRECTOR

#### DEPUTY REGIONAL DIRECTOR

The Regional Director directs and coordinates professional economic sector analysis and technical support services to missions, other USAID cooperating country offices, and special multi-country area programs for a designated regional area.

The Deputy Regional Director shares overall responsibility and acts in the absence of the Regional Director.

#### Nature and Scope of Work

The Regional Director provides support services and program support assistance on a regional basis. These activities include the design, execution, and evaluation of regional development projects such as engineering, procurement, contracting, financial analysis, and other technical sectors.

Regional programs and projects are extensive and are designed to promote the general economic development of the area and to strengthen the economic development institutions of the region. Primary responsibility for certain assigned regional programs is vested in the Regional Director. In the conduct of these programs, the Regional Director operates under the same delegated authorities as a Mission Director.

With respect to programs in countries which do not have established missions, are operating under the direction of a Mission Director assigned to another country, or where program authorities are not specifically vested in and/or delegated to another regional official, the Regional Director has the same representational and program responsibilities and authorities as a Mission Director.

#### Representative Duties

1. Provides leadership in working with cooperating country and regional institution officials in evaluating development needs and in the planning, designing, executing, monitoring, and evaluating of regional development assistance programs and projects, which involve loan and grant assistance.
2. Maintains continuing liaison with Ambassadors, USAID Directors and Representatives, national government ministry level officials, directors of regional institutions, and with senior level staffs of the offices represented by these officials. Participates with them in the development and planning of regional country program strategy and project planning and design, and directs the monitoring of regional institutional programs and projects.
3. Maintains extensive liaison, and works closely with, international organizations and a number of other donor countries and institutions to insure coordinated programs. Represents the Regional Office in dealing with other donor country representatives, international organizations, private foundations, and the business community to negotiate areas of responsibility and levels of funding and to insure against overlapping of activities.
4. Schedules assignments jointly with USAID/Washington backstopped service organizations and established country priorities for these assignments.

Position Title: PROGRAM MANAGER

Directs and coordinates activities through a subordinate technically staff (at any level, including globally or at a mission or regional level) relating to the analysis, planning, design, approval, authorization, implementation, and evaluation of USAID development or support programs.

This position title is used for USAID/Washington positions only.

#### Nature and Scope of Work

The Program Manager directs and supervises a staff responsible for managing multiple programs. Further, the Program Manager provides authoritative guidance and leadership for the programs.

#### Representative Duties

1. Coordinates and directs the accomplishment of all functions comprising the assigned mission of the organization, encompassing difficult and diverse functions or issues that affect critical aspects of the major programs of USAID.

2. Serves as the lead in developing strategies for planning and developing these programs, which have international scope and impact, and is responsible for the development and documentation of long- and short-range planning efforts in relation to these programs.
3. Makes long-range plans and sets priorities for these programs, and prepares resource projections and justifications for future budgets.
4. The incumbent anticipates needs, requirements, problems, opportunities, developments, and trends so that new efforts can be planned and integrated with current programs and priorities.
5. Designs and conducts a wide variety of comprehensive studies and detailed analyses of complex functions and processes, and identifies and proposes solutions to management problems which are of major importance to planning program direction.
6. Prepares recommendations which affect the way in which planning is carried out.
7. Assigns responsibilities for carrying out objectives, coordinates and directs the work among several program areas, sets performance targets, and resolves differences where required.
8. Coordinates requirements among program areas in the formative stages of program initiation, project design, project implementation, and management of ongoing programs; translates management goals and objectives into effective operations; and establishes control systems and progress reporting requirements that monitor production goals or program priorities in order to evaluate progress and results.
9. Adjusts progress schedules and priorities to meet new requirements or unforeseen situations.
10. Conducts complex management studies and reviews with wide or significant effect upon the Agency's strategic partnerships and selects qualitative and/or quantitative methodologies appropriate to the subject under examination.
11. Prepares and contributes to reports and other presentations on program planning and evaluation pertaining to these programs.
12. Prepares reports and/or written analyses regarding USAID policies and positions on difficult or complex matters, and presents findings and recommendations at national and international seminars and symposia.
13. Develops, coordinates, and implements strategic plans consistent with the Agency component's mission including goals, objectives, and implementation strategies, and, as a member of the Agency component's senior management team, formulates and implements plans to improve program policies, practices, methods, and organizational structure.
14. Provides expert advice and guidance on government programs and policies which are of significant interest to the public and Congress.
15. Contacts, advises, and collaborates with high-ranking officials such as agency heads, top congressional staff officials, legislative leaders, and executives of partner organizations. The purpose of these contacts is to provide or exchange of information and to develop partnership opportunities, strategies, and mechanisms which help meet the strategic goals of USAID.

Position Title: ASSISTANT TO THE ADMINISTRATOR

### SENIOR DEPUTY ASSISTANT TO THE ADMINISTRATOR

The Assistant to the Administrator carries the same authorities as a Bureau Assistant Administrator while having overall responsibility for planning, directing, and supervising all aspects of an Independent Office and its affiliated programs and operations in Washington DC and abroad.

The Senior Deputy Assistant to the Administrator serves as one of a cadre of Deputy Assistants to the Administrator, reporting directly to, and serving as a principal advisor to, the Director of an Independent Office (who also serves as the Assistant to the Administrator).

These position titles are used for USAID/Washington positions only.

#### Nature and Scope of Work

The Assistant to the Administrator serves as the primary agency advisor on various programs and events. Counsels senior management staff and officials at multiple levels of USAID; senior staff of other Federal, state, and local government agencies; and private sector clients and vendors on Agency matters. Advises on the appropriate methods and techniques to use in order to achieve program goals and objectives. Serves on interagency, national, and/or international special work groups, task forces, or expert panels on special projects or studies critical to the resolution of far-reaching operating issues and programs.

#### Representative Duties

1. Develops, conceives, plans, and implements policies and guidelines affecting broad, emerging, and/or critical agency programs.
2. Translates new legislation into program goals, actions, and policies, interpreting the impact of new legislative requirements on agency programs.
3. Recognized as an agency authority in formulating new policies and program objectives that have a broad or long-range impact on one or more significant programs of the agency.
4. Provides management and consulting services to top executives of the agency on change management and internal business process improvements to improve the effectiveness of major agency operations and functions.
5. Has overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical agency programs or operations.
6. Primarily responsible for the direction and management of large-scale agency programs and operations to efficiently achieve specified goals and objectives. Evaluates current and proposed programs and operations and recommends actions to initiate, modify, or discontinue projects as needed.
7. Guides the allocation and management of the operating expense budget for the Independent Office and ensures that such resources are consistent with strategic and policy priorities.

8. Oversees Independent Office's training and staff development program and Bureau website.
9. Receives administrative direction in terms of the broadly defined missions and functions of USAID.
10. Interviews and recommends candidates for vacancies, evaluates staff, handles grievances and disciplinary actions, recommends promotions and special commendations, and implements or recommends training programs as appropriate.
11. Promotes the spirit and practice of diversity and/or Equal Employment Opportunity programs, ensuring that the commitment to equal opportunity without regard to race, color, religion, sex, and national origin is carried forward in all aspects of Human Resources management.
12. Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, executives of major corporations, and distinguished members of the public. Establishes and maintains close and cooperative working relationships with USAID or department management and officials, government agencies, and other institutions with related interests, in order to advance the programs and objectives of USAID.
13. Communicates with the management team on the status of different work activities and efforts. Reports regularly on the effectiveness of specific programs.
14. Serves as the primary agency advisor on various programs and events. Counsels senior management staff and officials at multiple levels of USAID; senior staff of other Federal, state, and local government agencies; and private sector clients and vendors on agency matters.
15. Advises on the appropriate methods and techniques to use in order to achieve program goals and objectives. Serves on inter-agency, national, and/or international special work groups, task forces, or expert panels on special projects or studies critical to the resolution of far-reaching operating issues and problems.

# UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

## POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

### ADMINISTRATIVE OFFICER SERIES - 0341

The Administrative Officer Series includes positions concerned with management and logistical support function of an overseas mission.

#### Introduction

Management functions in overseas missions cover a broad range of activities. They include: personnel administration, management of mission team and personal property programs, formulation of administrative and technical support budgets, participation in program assistance planning, management analysis, secretarial services, contracting and procurement services, and other management related functions unique to overseas operations. The ultimate purpose of positions in this series is to insure that the total mission program is adequately supported in the most expeditious manner, and that individual projects are feasible from the management and logistical standpoint.

Management functions vary with the size, diversity, and complexity of total mission operations. Management effectiveness is also influenced by the degree of development of the cooperating country, its laws and customs, and the availability of its human, material, and capital resources.

A secondary function of the mission management staff is to influence cooperating government agencies to adopt good management practices. This may be done indirectly by example, or directly by providing professional advice and guidance.

#### Position Titles Within Series

Executive Officer  
Supervisory Executive Officer  
Junior Officer (Executive Officer)

#### Position Title: EXECUTIVE OFFICER

The Executive Officer directs the management services and logistics support operations of the mission.

#### Nature and Scope of Work

In accordance with USAID policy, the Executive Officer serves as the principal advisor to the Mission Director and mission staff, with full responsibility for providing leadership, advice, and staff support in the administrative management of the functional areas of management analysis; personnel management; office services management; budget planning, formulation, and control; procurement of commodities, services, supplies, equipment and maintenance services; travel; computer systems analysis; and, communication resources. The Executive Officer is the focal point and is responsible for ensuring that adequate management and logistical support is provided for all mission administrative and program operations, and related PASA and contract activities.

The scope and complexity of the assigned functions will vary according to: the size of the mission and the number and kind of employees serviced; the availability of trained Foreign Service National

employees; the diversity and complexity of mission programs serviced; and, the conditions and circumstances within the cooperating country (i.e., availability of facilities and services, currency fluctuations and monetary exchange, etc.).

#### Representative Duties

1. Plans, directs, and administers the management program of the mission. Supervises the Executive Office staff and directs the management planning and service activities within the mission's management and administrative complex.
2. Develops, interprets, and assures implementation of administrative management policies, regulations, and procedures and maintains a constant awareness of and assures compliance with cooperating country statutory or regulatory requirements affecting administrative management services of the mission or its employees.
3. Establishes effective working relationships with the cooperating government, its business community, and with other U.S. Government, voluntary agencies, other institutions, and contractors operating within the cooperating country.
4. As a senior staff officer, participates in the formulation of mission management policies on program planning, development, implementation, and evaluation. Reviews mission development assistance projects for their management support requirements, and in collaboration with appropriate mission officials and cooperating government representatives, develops manpower and logistical support requirements within budgetary limitations.
5. In those countries which are assuming primary responsibility for selected phases of their management operations, may, with the assistance of expert consultants, participate in advising cooperating government ministries on the design and installation of management systems and procedures within the ministries.
6. May have delegated responsibility from the Mission Director to exercise contract authority for entering into contracts to purchase goods, services, supplies, facilities, and equipment. Provides technical guidance and expert advice on project management and contracting procedures involved on program management.
7. Develops and prescribes appropriate internal mission management systems and policies. Plans and directs continuous evaluation of the organization, staffing, and services of the mission to ensure maximum utilization of material and human resources.
8. Plans and directs the personnel management program for American, Foreign Service National, and third country national employees. Advises on manpower development, employee relations, and employee benefits. Participates with U.S. Embassy and other U.S. agencies in local wage surveys and other joint personnel policies and operations.
9. Analyzes mission management requirements and develops administrative and technical support budgets. Directs the administration of current support budgets, insuring prompt obligation of established object class funding, and participates in the development and management of a trust fund from program generated local currency for incorporation and use on technical support budgets.
10. Represents the mission in developing and administering support agreements and budgets with the

Embassy, assuring that the mission receives the type and levels of support for which reimbursement is made. Periodically, requests audits by the mission Controller of administrative support services and charges. Where the mission provides services to the Embassy, assures that proper charges are made to the Embassy for services rendered.

11. Provides overall direction for the mission's general services functions, which include leasing and maintenance of housing and office space; warehousing; personal property acquisition, accountability, and disposition; disposal of expendable and non-expendable supplies, automotive and office equipment, etc.; and, develops standards for issuing and controlling mission personal property. Provides for repair and maintenance of equipment; motor pool and automotive maintenance; procurement of administrative supplies; negotiation of leases; contracts for structural modifications and changes; and, as required, the construction of needed facilities, including their plans, specifications, designs, cost estimates, justifications, and cooperating government approvals.

12. Administers the mission's security program under the guidance of the U.S. Embassy Security Officer, and serves as unit Security Officer for the mission.

13. Advises and assists the cooperating government on management problems, especially on matters affecting cooperating government/mission programs and relationships.

14. Advises on and develops programs and activities concerned with employee services, such as commissaries, social and recreational activities, credit unions, etc.

15. Depending upon the organizational structure of the mission and the magnitude of the program, the Mission Director may delegate other responsibilities, such as supervising and administering the procurement of program commodities and supplies.

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

PROGRAM ANALYSIS SERIES - 0343

The Program Analysis Series includes positions concerned with program analysis, budgeting, planning, design, authorization, implementation, reporting, and evaluation; and/or planning, design, development, negotiation, financial analysis, and implementation of grant and loan funded projects.

Position Titles Within Series

Program Officer  
Supervisory Program Officer  
Project Development Officer  
Supervisory Project Development Officer  
Junior Officer (Program)  
Junior Officer (Project Development)  
Junior Officer (Program/Project Development)

Position Title: PROGRAM OFFICER

The Program Officer directs and coordinates mission regional activities relating to the analysis, planning, budgeting, design, approval, authorization, monitoring, implementation, and evaluation of United States development and security supporting assistance to the cooperating country or region. May be designated to serve as the director of a combined program and project development office.

Nature and Scope of Work

Program Officer positions are concerned with the full range of activities which comprise program analysis, budgeting, planning, design, authorization, implementation, reporting, and evaluation. Functions include analysis and assessment of the cooperating country's development potential; economic, political, and social problems and needs; program policy formulation and definition of the role and objectives of U.S. assistance to the cooperating country; selection among alternative courses of action to achieve objectives; preparation, design, and justification of program proposals, including integration of assistance efforts into the cooperating country's programs; negotiation of project agreements and implementation authorizations; and, the assessment and evaluation of cooperating country and U.S. development assistance program objectives; planning, design, implementation, and effectiveness.

The Program Officer is the senior advisor to the Mission Director or Regional Office Director on program policy and objectives. This position does not carry primary responsibility for the professional technical decisions on approaches, methods, and procedures to be used in implementing approved programs. It does, however, carry the responsibility for understanding and evaluating the respective contributions and the interrelationships of individual sector programs and projects toward achievement of overall development objectives of the country, and for making judgments and recommendations on priorities and emphasis among the various ongoing and proposed program activities.

The position is normally assigned major responsibility for the planning, implementation, and management of an effective mission or regional program evaluation system, and the Program Officer, or a designated subordinate, has responsibility for serving as the mission's Program Evaluation Officer, if

this function is not retained by the Mission Director or the Deputy Mission Director.

Contacts with the cooperating government are principally with officials who have authority for development analysis, planning, and design and, for the negotiation of foreign assistance development agreements. Contacts are also maintained with a wide range of officials and community leaders, and with nongovernmental donors and entities, to gain understanding and insight into the country's social and economic needs, and to interpret and gain support for U.S. assistance policies and goals.

At times it is organizationally more effective to combine mission or regional program and project development activities into one office. The mission should then determine the position title for the combined office head based on the content and nature of the country and mission program. If Program Officer is not considered the appropriate title, reference should be made to the occupational standard for Project Development Officer when preparing position descriptions for these positions.

#### Representative Duties

1. Serves as the principal mission or regional advisor for the analysis, planning, budgeting, design, approval, justification, monitoring, implementation and evaluation of USAID development programs at the country or regional level. Work involves: study and analysis of the cooperating country or regional development status and potential; a thorough evaluation of the interrelated roles of the various program sector components in the development process of the country; application of a broad knowledge of U.S. Government and USAID regulations and procedures; and, program and sector planning and design based on a comprehensive understanding of U.S. and cooperating country development needs and objectives.
2. Directs the study and analysis of: the economic, social, and political development of the country; and, the impact of program proposals on the basis of their relevance to cooperating country needs and objectives, their feasibility from the standpoint of their likelihood of success, the availability of request resources and the capacity and will of the cooperating government to assume commitments for continuing support, and the expected benefit of the program or project in relation to estimated costs, conformance with U.S. and country goals, and budgetary restraints.
3. Directs the development and preparation of mission or regional program proposals, including budget submissions and Congressional presentation material for submission to and approval by USAID/Washington.
4. Following program approval and determination of budgetary levels by USAID/Washington, directs the preparation of documentation and the conduct of required negotiations with the cooperating government on final Project Agreements and on the preparation of implementation orders.
5. Interprets and provides guidance to mission and cooperating government officials on the application of U.S. legislation and Agency and mission program planning procedures and requirements; the analysis, design, and planning of program and project proposals; and, the preparation and negotiating of project agreements and implementation orders.
6. Directs program adjustments, as necessitated by changing conditions and needs, and amends program documentation accordingly.
7. Analyzes and evaluates the planning, design, implementation, results, and accomplishments of program activities for their need, effectiveness, efficiency, and significance; participates in or, if delegated this responsibility, may serve as the Mission Evaluation Officer, with responsibility for:

developing and implementing the mission or regional evaluation policy; establishing practices and procedures for undertaking evaluations; programming evaluation resources; and, coordinating evaluation activities, including coordinating and monitoring the conduct of evaluations undertaken by contractor, consultant, RSSA, and PASA groups.

8. Develops and directs the maintenance of a system for recording current implementation status of all program activities.

9. Participates in discussions with representatives of other U.S. Government agencies, international organizations, voluntary agencies, and education and lending institutions participating in assistance programs within the country to ensure coordination of programs, policies, objectives, and priorities.

10. Participates in contract negotiations, evaluates contract proposals from an overall program and funding point of view, assesses the feasibility of entering into loan and grant funded contracts, and advises on program justifications and documentation required.

11. Directs or participates in the preparation and submission of evaluation, statistical, analytical, and narrative studies and reports required by Congress, the Agency, the Embassy, and the mission.

12. May supervise the Program Office staff.

Position Title: PROJECT DEVELOPMENT OFFICER

The Project Development Officer is the principal mission official concerned with providing advice, guidance, and direction to the mission and the cooperating government in planning, design, development, negotiation, financial analysis, and implementation of grant and loan funded projects. May be designated to serve as the director of a combined project development and program office.

Nature and Scope of Work

Development projects are designed to contribute to the economic growth of less developed countries and to produce measurable, lasting improvements to significant numbers of people.

USAID development projects may be either grant or loan funded, and include elements of capital and technical assistance. Generally, capital assistance refers to activities involving construction and expansion of physical facilities, as well as assistance provided to intermediate credit institutions or development banks in support of sub-lending programs. Technical assistance refers to those activities primarily concerned with institutional development through provision of technical expertise and training.

USAID projects are concentrated in the following areas: rural development, agriculture, education, health, population, energy, environment, private enterprise, and urban development.

The Project Development Officer is directly involved from the earliest stages in the planning and development of new projects and, participates with senior level mission technical and other responsible officers in the conduct of negotiations with officials at executive and ministerial levels within the country government. This Officer advises and assists on the comprehensive planning and setting of priorities for new projects; advises on establishing levels of material, technical, and financial assistance required for projects; and, recommends sources to be developed in providing foreign and local financing and technical assistance. The Project Development Officer position may include full responsibility for managing and directing the work of a program office.

On all projects proposed for USAID assistance, the Project Development Officer, together with appropriate mission program and technical officers, participates in defining the scope of economic, financial, social, and technical feasibility studies required to support applications for USAID financing, and the review and approval for contractor selection. Advises on the rules, regulations, and procedures which must be observed in the preparation of the documents required to support authorization of loan or grant assistance.

At times it is organizationally more effective to combine mission or regional program and project development activities into one office. The mission should determine the position title for the combined office head based on the content and nature of the country and mission program. If Project Development Officer is not considered the appropriate title, reference should be made to the occupational standard for Program Officer when preparing position descriptions for these positions.

### Representative Duties

1. Participates in the loan and grant program planning carried out by the mission and the cooperating country. This includes the design, development, negotiation, documentation, and implementation of loan and grant funded projects. Participates in and provides advice and guidance through consultation with appropriate mission staff, cooperating government officials, representatives of public and private entities, banking and financial institutions, donor countries and institutions, and others concerned with the planning of loan and grant funded projects. Provides advice in identifying and defining the scope of work for detailed economic, social, financial, and technical feasibility studies. In coordination with appropriate staffs, reviews and approves selection of contractors, provides advice in conducting studies, and coordinates the findings as supporting data for project documentation.
2. Depending upon the mission program, the Project Development Officer may be responsible for: capital projects which are primarily infrastructure construction projects; and reviewing the size and scope, the technical, managerial, and procedural components of technical assistance projects -- which include advisory, managerial, and training services; development assistance projects -- in such areas as rural development, agriculture, education, health, population, energy, environment, and urban development; and industrial projects -- at all levels in terms of size and scope.
3. Serves as chairman of mission project committee, with responsibility for investigating, analyzing, and documenting information on loan and grant projects, to facilitate mission decisions on the eligibility and merit of projects under consideration.
4. Appraises and supervises the analysis of project proposals, taking into account sector strategy, as well as economic, financial, social, technical, and environmental considerations, cooperating country monetary and fiscal policy, and trade development objectives. This includes assessments of business and management practices, financial statements, operating and project reports, cost/benefit ratios, pricing proposals, capital position and reserves, credit conditions, etc., for all projects proposed for USAID financial support. Recommends acceptance, postponement, or rejection of proposals based on an in-depth analysis of the economic, financial, technical, administrative, and social soundness of the loan or grant project proposal.
5. Directs, coordinates, or advises on the principal aspects of project implementation, including review and approval of contracts, amendments to project agreements and contracts, coordination of contractor's services, project monitoring, field inspections, periodic reporting, and fulfillment of all compliance requirements by borrowers/grantees.

6. Serves as Project Manager with responsibility for monitoring and evaluating project progress.
7. May supervise U.S. and locally hired or third country mission staff.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### GENERAL BIOLOGICAL SCIENCE SERIES - 0401

Positions in the General Biological Series are concerned with professional and scientific work in the biological sciences, as applied to the broad range of agriculture and/or related natural resources management, with no single specialization predominant; or, with work in specialized fields of biology not readily identified with other existing series.

#### Introduction

The work assigned to positions in this series covers the full range of programs related to the management and development of plant, animal, soil, and water resources. Some positions are concerned principally with the administration of comprehensive development programs in agriculture, forestry, and fisheries. Incumbents of other positions deal mainly with advising on the operational aspects of agricultural and related development. Others are concerned with providing professional and scientific advice of an interdisciplinary nature as applied to the management of a broad range of natural resources, including forests, rangelands, fisheries, land and water, energy, and pest management, with no single specialization predominant.

Development programs in which these positions are found vary according to the needs of the respective countries. They may be national in scope or directed toward the development of a major region of a country. They may be comprehensive in nature or focused on selected aspects. Their focus is generally aimed at increasing and conserving agricultural products, and the natural resources base for domestic nutritional requirements, and work to increase production for national industrial requirements or for export.

The work of most of these positions, in addition to application of biological science knowledge, requires broad managerial expertise and a general knowledge of the physical sciences, technology, and economics related to agricultural development and natural resources management.

#### Position Titles Within Series

Agricultural Development Officer  
Supervisory Agricultural Development Officer  
Natural Resources Officer  
Supervisory Natural Resources Officer  
Junior Officer (Rural Development)  
Junior Officer (Agricultural Development)  
Junior Officer (Environment)  
Junior Officer (Natural Resources)

#### Position Title: AGRICULTURAL DEVELOPMENT OFFICER

The Agricultural Development Officer plans and administers the agricultural development program of the mission or regional office.

#### Nature and Scope of Work

The thrust of the USAID agricultural development program is to improve the quality of life of the poor through coordinated programs in all areas of agriculture and related fields. Programs are designated to strengthen the capability of developing countries to produce and supply the economy of the country or regional areas, and to overcome starvation and malnutrition. Strong emphasis is placed on accelerating domestic food production through the introduction of new crops and better farming methods. Priority is also given to raising the income and social levels of the poor who are dependent on agriculture through: expanding credit and income distribution; increasing job availability in market towns and urban centers; and, providing access to health, education, family planning, and other social services.

Agricultural development work encompasses a broad range of agricultural and agriculture related programs which include: agricultural research, education, extension systems, nutrition, livestock, agronomy, forestry, fisheries, horticulture, water resources, land use, farm roads, marketing, credit cooperatives, agro-industries, agribusiness and other investments, rural physical infrastructure, local administration, local institutions, the role of women in agricultural development, and the interrelationship of agricultural development with other economic social and political development areas. These programs interact predominantly with those of rural development or commodity planning.

#### Representative Duties

1. Participates with cooperating government ministry officials in analyzing, planning, designing, and implementing appropriate agricultural development policies which involve the national economy, national objectives, and specific regional requirements and priorities; environmental constraints; levels of policy authority; maximizing resources efficiencies; cost/benefits; management; training and evaluation; status of research and agricultural technology; energy and power; manpower development; production incentives; markets; and coordination of women into agricultural development activities.
2. Participates with the Mission or Regional Director, and other senior staff, in planning and designing USAID programs and projects for the country or region, and provides policy, management, and technical advice on the role considered appropriate for the agricultural development program and each of its sector components.
3. Participates with responsible mission or regional staff in advising and negotiating with ministry officials on the planning, design, financial, and administrative requirements of the country's agricultural development program taking, into consideration mission staff and services provided at the particular mission (e.g. Food for Peace, Voluntary Agencies, etc.).
4. Works closely with the project development office and other concerned mission or regional office staffs in establishing the loan and grant funding levels for the sector components of agricultural development programs and projects.
5. Participates in the preparation, review, and submission of required program and project documentation from the cooperating government.
6. Advises and confers with United Nations and other international and bilateral donors on their ongoing and planned advisory, institutional, and monetary contributions to the total country or regional agricultural development program, and negotiates with them on the most appropriate areas of responsibility for assistance by each agency.
7. Maintains continuing contact with government ministry officials, other donors, voluntary agencies,

educational and private institutions, private agribusiness and agro-industrial firms, and cooperating country contractors, to ensure compliance with commitments, resolve problems, and determine the appropriate nature and role for USAID support.

8. Monitors U.S. participating agency and private contractor activities to ensure that projects for which they are responsible are implemented in accordance with terms of the contract, and recommends corrective action, if indicated.

9. Travels extensively to monitor and provide management and technical guidance to project staff, to advise and negotiate with local level officials, and to evaluate the impact that programs and project initiatives are having on agricultural development objectives. Advises the Mission Director on status of programs and potential problem areas.

10. Directs and supervises project managers and technical advisory staff assigned to the agricultural development office, and may serve as project manager for one or more agricultural development projects.

Position Title: NATURAL RESOURCES OFFICER

The Natural Resources Officer serves as the mission or regional advisor on activities and programs, and plans the natural resources components of mission or regional programs.

#### Nature and Scope of Work

Natural resource management positions are established to meet program needs, as defined in Sections 102, 103, 118 and 119 of the Foreign Assistance Act, for sound management and sustainable utilization of renewable natural resources to support economic and social development. Positions covered by this standard are concerned with a broad range of natural resources (forestry, rangelands, fisheries, soils, water resources, pest management, coastal resources, energy), and are responsible for addressing them as comprehensive natural systems within geographic areas or regions, such as river basins or watersheds. The production capabilities of these systems and their resources are of critical importance to the sustainment of development at national, regional, and local levels, and therefore require a coordinated, cross-sectoral approach to natural resources assessment and management.

Positions in natural resources management are concerned with ensuring that appropriate environmental analysis is incorporated in the design, implementation, and evaluation of USAID-assisted development projects and programs in the cooperating country or region. Through such analysis, USAID is better able to assist in developing and implementing alternative resource management practices and systems, to optimize sustained productivity and to prevent or minimize environmental degradation. They also assist missions to carry out their responsibilities under USAID Environmental Procedures (22 CFR Part 216) to examine project proposals for environmental soundness.

As outlined in Agency policies and strategies for the environment, forestry and energy, policy improvement, institution-strengthening, research, training, and technology transfer in all areas of renewable natural resource management are major concerns. The aim is to improve institutional capability in the cooperating country or region for undertaking policy analysis, research, training, and program development and evaluation, in the area of natural resources planning, management, and utilization as a major and essential component of the USAID and country development planning process.

#### Representative Duties

1. Participates with the mission and cooperating government in the planning, design, implementation, monitoring, assessment, and evaluation of projects concerned with forestry, energy, and environmental and natural resources utilization and conservation. Works closely with and, as required, supervises and provides guidance and advice to other technical staff members engaged in project design and implementation.
2. Advises on more effective techniques for identifying, appraising, and conserving natural resources for sustainable economic development, such as integrated land use planning, and pollution abatement and control.
3. In cooperation with the mission, host-government officials, technical staffs of other donors, and contractor groups, assesses national resources environmental policies, and institutional capacity and proposes programs or projects geared to host-government development objectives, available technology, and manpower.
4. Where the knowledge or technology does not exist that would enable the use of renewable natural resources to satisfy in-country needs, or where cost effective techniques have not been developed to manage them, advises the mission and national research institutions on the design, implementation, and evaluation of research geared towards addressing these needs. Assists in linking research institutions, obtaining literature and other information, and facilitating the training of local scientists.
5. Reviews proposed and ongoing activities in the field of natural resources utilization and conservation to evaluate the extent of the problem involved, and determines the methods required to overcome them including policy, legislative, administrative, and regulatory reforms.
6. Works closely with cooperating government and mission staff in evaluating training, and in the selection of persons nominated for training.
7. Monitors U.S. participating agency and private contractor activities to ensure that projects for which they are responsible are implemented in accordance with the terms of contracts, and recommends corrective action, if indicated.
8. Works closely with all mission project managers to assure environmental soundness of all other sectoral activities, as required by USAID environmental procedures, and encourages and advises on incorporation of natural resources concerns in the early stages of project design.
9. Where appropriate, promotes regional cooperation among countries and the exchange of scientific and technical information and expertise.

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

FINANCIAL ADMINISTRATION AND PROGRAM SERIES - 0501

Professional work of a fiscal, financial management, accounting, or budgetary nature which is not classifiable to another more specific series.

Position Titles Within Series

Senior Financial Sector Advisor\* Junior officer (Financial Management)

\* For AID/Washington use only.

Position Title: Senior Financial Sector Advisor

Increases access to capital and financial sustainability of USAID programs by partnering with development objective teams to create investment strategies, identify partners, conduct due diligence, present pitches and road-shows, and develop new approaches, facilities or programs that could help fund development work.

This position title is used for USAID/Washington positions only.

Nature and Scope of Work

The Senior Financial Sector Advisor provides guidance and counsel to global teams focused on specific problems and solutions the Agency seeks to scale, as well as USAID Missions and country offices who are focused on expanding the use of science, technology, innovation and partnerships to accelerate development impact. Working with technical experts in the areas of agriculture, health, environment and climate change, democracy and governance, and economic growth, the Senior Partnerships Advisor assists Missions in developing strategies to unlock capital and increase the scale and sustainability of USAID programs.

The Senior Financial Sector Advisor's duties may include development of investment strategies, partner identification and due diligence, pitches and road-shows, as well as development of new approaches, facilities or programs to increase access to capital and financial sustainability of USAID programs. The role will also include mentoring and coaching of USAID staff to improve overall knowledge and understanding of the roles that financial innovation can play in accelerating sustainable development impact at scale.

Representative Duties

1. Develops transaction ideas and pipeline by cultivating relationships with a broad range of external partners including private equity funds, corporations, donors, and other private sector actors.
2. Reviews Bureau or Independent Office ideas and project pipeline and identifies opportunities to enable greater scale and sustainability through innovative financial solutions and connections to capital markets.
3. Serves as an Agency thought-leader by generating creative financing solutions and financial

structuring advice to groups within USAID that are seeking to engage financial markets.

4. Prepares concept papers, briefings, background analysis and partner due diligence to support recommendations and guidance to internal and external teams.
5. Formally establishes partnerships with external stakeholders on initiatives related to financing and access to capital.
6. Executes deals and transactions in collaboration with Bureau or Independent Office project teams, Agency and U.S. government advisors (including General Counsel and Contracting Officers), and external partners and stakeholders.
7. Represents the Agency at industry conventions, international conferences, sector discussions, and other high level public and private events.
8. Advances thought leadership on impact investing and financial innovation for development through research and publication of articles, blogs and social media, and data sets.
9. Educates, mentors and coaches USAID staff and external partners to improve overall knowledge and understanding of the roles that financial innovation and access to capital markets can play in accelerating sustainable development impact at scale.
10. Based on project activities as well as thought leadership and research findings, makes recommendations on changes to law, regulation or policy related to USAID and U.S. government engagement with financial actors.
11. Develops work plans, budgets, and clearly defined roles and responsibilities for internal and external team members.
12. Manages project tasks to ensure on-schedule completion.
13. Manages financial, reporting, and accountability processes throughout the life of the project.
14. Evaluates project risk and develops risk mitigation strategies.
15. Fosters and promotes strong working relationships with team members and partners throughout the life of the project.
16. Promotes program goals and activities with a wide variety of stakeholders and potential partners, and identifies common goals and concerns and takes actions to build support.
17. Works with a wide array of entities to bring diverse thinking and the best expertise to solving development challenges.
18. Collaborates with other teams and experts focused on financial innovation across USAID and the U.S. Government to encourage sharing of knowledge, lessons-learned and coordination of efforts.
19. Promotes operational innovation by working with staff throughout the agency to help them better leverage new tools and approaches, and to aid them in integrating science, technology, innovation and partnerships into their strategies and operational plans.

20. Perform and/or evaluate analyses of program activities to determine success in achieving stated goals.

21. Identifies opportunities for further improvement and take steps to make appropriate changes.

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

FINANCIAL MANAGEMENT SERIES - 0505

Positions in this series are responsible for the overall financial management of a mission or regional program.

Introduction

The nature of the USAID program, the magnitude of its operations, and the size and scope of its accounting, budgeting, and auditing operations create unusual difficulties in the establishment of management controls required to carry out the mission's financial management program.

Basically, financial management embraces those elements of management which deal with budgeting, accounting, auditing, financial analysis, and reporting. Except for the audit function which is under the direction of the Assistant Inspector General for Audit, USAID/Washington, the mission Controller is responsible for the mission or regional financial management program.

Position Titles Within Series

Controller  
Financial Management Officer  
Supervisory Financial Management Officer  
Deputy Chief Financial Officer\*  
\* For AID/Washington use only.

Position Title: CONTROLLER

SUPERVISORY FINANCIAL MANAGEMENT OFFICER

The Controller administers the financial management program for a mission or region.

The Supervisory Financial Management Officer assists the Controller and acts in absence of the Officer.

Nature and Scope of Work

The Controller is directly responsible to the Mission Director for the financial management activities of the mission. The functions include budgeting, accounting, financial analysis, and financial and progress reporting.

The Controller, in addition to directing the day-to-day operations of the office, serves as a member of the Mission Director's senior management team, and is responsible for providing advice and guidance to the mission and the cooperating country on financial management practices, procedures, and reporting requirements, as well as on the financial soundness and status of USAID financial programs and projects.

The Supervisory Financial Management Officer participates in all mission financial management work and acts for the Controller during his/her absence.

## Representative Duties

1. Provides the mission with uniform guidance and procedures for financial management of all funds available to the mission, including USAID-appropriated dollar funding, USAID local currency, cooperating country currency funds advanced to the mission in a trustee capacity, and, to the extent applicable, counterpart funds.
2. Participates in the formulation and review of proposed programs before submission to USAID/Washington, and conducts reviews of financial performance relative thereto.
3. Provides the mission staff and cooperating country officials with assistance and advice relative to financial management practices, and procedures applicable to program implementation.
4. Serves as advisor to the Mission Director regarding the financial implications of the provisions of existing or contemplated agreements.
5. Provides advice and guidance to mission and cooperating country officials on financial management practices, the financial implications of provisions of existing or contemplated loan and grant agreements, the effect and significance of exchange rate changes upon local currency payments, etc.
6. Directs the maintenance of a comprehensive accounting system and provides necessary financial and statistical data to the Mission Director and mission staff.
7. Develops and prescribes appropriate systems of internal controls pertaining to all aspects of disbursement and collection of monies, control of receipts and allotments under which they are financed, and provides guidance on financial management principles and standards for joint undertaking entered into with other donor countries.
8. Reviews project implementation from the financial management point of view to determine whether project objectives are met economically and efficiently and determines the effectiveness of implementation based on analysis of the use of funds for manpower, supplies, equipment, and facilities for USAID and cooperating country funding sources.
9. Participates with the Program Officer, Executive Officer, and other concerned mission personnel in the formulation, preparation, and review of mission requests for program and operating expense funds, supplies fiscal data and the cost factors needed for budget formulation and estimates.
10. Provides advice, guidance, and supporting financial data to mission officials concerned with the preparation of program, technical, and capital assistance agreements and implementation orders. Provides advice on means and methods of financing, the interpretation of USAID accounting and financial reporting regulations, and contract reporting requirements. And, acts as mission liaison between U.S. banking institutions and the cooperating country, through USAID/Washington.
11. Participates in the review of proposed contracts executed or approved for financing by the mission.
12. Responsible for the financial aspects of loan servicing during the formulation phase, and in connection with loan implementation monitoring. Establishes procedures for monitoring collection of USAID loans and advises the Mission Director on the handling of loan defaults.

Position Title: DEPUTY CHIEF FINANCIAL OFFICER

Assists the Chief Financial Officer in the direction of the daily operations of the Office of the Chief Financial Officer and in maintaining liaison with affected fiscal and regulatory agencies.

This position title is used for USAID/Washington positions only.

#### Nature and Scope of Work

The Deputy Chief Financial Officer is responsible for developing, establishing and maintaining the Agency's financial management policies, programs and systems on a worldwide basis. The Officer advises and assists Agency management on the financial implications of legislation, plans, programs, policies, procedures and activities; and provides guidance for recruitment, selection, performance evaluation, development, recognition and promotion of qualified financial management personnel.

The Officer assists the Chief Financial Officer to provide technical leadership and guidance in maintaining the varieties of duties that requires varying and special set of skills applicable to each sets of responsibilities.

USAID is a Federal agency with a credit portfolio of approximately five billion dollars. Management of this portfolio is complicated by the variety of countries with different rules, regulations and laws, all of which must be interpreted and applied by our financial offices. The position requires significant professional accounting experience, international experience, and strong managerial talents and capabilities.

OMB has certified USAID as having increasing financial vulnerabilities. The incumbent requires the skill and ability to implement major changes in a program that, on a yearly basis, controls approximately fourteen billion dollars in Federal government expenditures. The agency works on a multi-year budget accounting with significant financial pipelines.

#### Representative Duties

1. Assures that organization staff at all levels is trained and fully complies with the provisions of federal financial laws, regulations and policies.
2. Directs or independently develops, conceives plans, and implements policies and guidelines affecting broad, emerging, and/or critical agency programs, such as in the Office of the Chief Financial Officer.
3. Directs or translates new legislation into financial goals, actions, and policies, interpreting the impact of new legislative requirements on agency programs.
4. Serves and functions as a recognized agency authority in formulating new financial policies and program objectives that have a broad or long-range impact on one or more significant programs of the agency.
5. Provides management and consulting services to agency top executives on change management and internal business process improvements that enhances and improves the efficiency and effectiveness of major agency operations and improves functions and economy.
6. Has overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical agency programs or operations in maintaining the Agency's financial

management practices, policies, and systems.

7. Provides technical expertise, leadership, guidance and is primarily responsible for the direction and management of large-scale agency programs and operations to efficiently achieve specified goals and objectives.
8. Evaluates current and proposed programs and operations and recommends actions to initiate, modify, or discontinue projects as needed.
9. Interviews and recommends candidates for vacancies, evaluates staff, handles grievances and disciplinary actions, recommends promotions and special commendations, and implements or recommends training programs as appropriate.
10. Promotes and encourages the spirit and practice of diversity and/or Equal Employment Opportunity programs, ensuring that the commitment to equal opportunity without regard to race, color, religion, sex, and national origin is carried forward in all aspects of Human Resources management.
11. Serves as the agency financial advisor on various programs and events.
12. Counsels the senior management staff and officials at multiple levels of USAID; senior staff of other Federal, state, and local government agencies; and private sector clients and vendors on agency matters.
13. Advises on the appropriate methods and techniques replicable in order to achieve program goals and objectives, and or resolve issues and/or problems encountered in dealing with varieties of countries.
14. Serves on inter-agency, national, and/or international special work groups, task forces, or expert panels on special projects or studies critical to the resolution of far-reaching operating issues and problems.
15. Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, executives of major corporations, and distinguished members of the public.
16. Establishes and maintains close and cooperative working relationships with USAID or department management and officials, government agencies, and other institutions with related interests, in order to advance the programs and objectives of USAID.
17. Communicates with the management team on the status of different work activities and efforts.
18. Reports regularly on the effectiveness of specific programs.
19. Actively participates in boards and committees as the representative of USAID in dealing with matters which extend well beyond the assigned program responsibility.
20. Serves as the principal representative and consultant for the agency at interagency and international meetings dealing with issues and information in the area of expertise and program responsibility.

Position title: FINANCIAL MANAGEMENT OFFICER

Provides organization (e.g., Bureau, Mission, etc.) with advice on day-to-day budgetary, financial and

procurement operations, financial and budgetary reporting; as well as technical support as it relates to financial accountability, financial resource planning and financial procurement system report.

#### Nature and Scope of Work

The Financial Management Officer serves as the Financial Management Specialist and provides the Bureau/Independent Office/Mission with advice on day-to-day budgetary, financial and procurement operations, financial and budgetary reporting. The Officer provides technical support as it relates to financial accountability, financial resource planning and financial procurement system support.

#### Representative Duties

1. As the recognized procurement expert for a major segment of the agency, advises on matters pertaining to contracting actions, including contracting procedures and policy interpretation, for major systems or programs.
2. Plans and advises on procurement actions with requesting offices.
3. Interprets procurement regulations and policies for USAID procurement activity.
4. Advises on contracting activities in formulating programs or concepts to reflect optimum utilization of resources and an efficient and effective organization.
5. Serves as an advisor for ratification of contracts for approval by higher-level authority.
6. Performs contract administration activities for significant, highly specialized procurements.
7. Exercises functions such as incremental funding, redirection of effort, coordination of time extension, incorporation of change orders issuance of stop work orders, approval of progress payments, and final payment to the contractor.
8. Reviews contractors performance through site visits, correspondence, and telephone conversation for completion of applicable contract clauses e.g., small business, patent rights, labor laws, and progress reports.
9. Recommends issuing cure or show cause notices when the contractor is not in compliance.
10. Conducts contract reviews to evaluate performance.
11. Monitors contractor activities through personal contact or review to ensure compliance with technical, financial, delivery, and other terms of the contract.
12. Works with Bureau Contracting Officer Representatives (CORs) to ensure they review official contract files to ensure no pending administrative action; contract is complete in every aspect and ready to close, and to obtain approval of all closeout documentation.
13. Works with CORs to coordinate contract administration activities for long-term, extensive technical service contracts.
14. Monitors status of contract performance, approval of progress payments, reviewing and providing

recommendations on contractor proposals, resulting from change orders, scheduling, problems that have arisen and proposed solutions, and similar activities.

15. Interprets contract provisions for contractors and for officials of USAID, and provides appropriate advice and guidance.

16. Conducts in-depth analyses of contractors' financial and management systems and facilities for ability to perform and for compliance with federal regulatory requirements.

17. Performs operational program budget execution work for substantive agency programs, such as global-level or exceptionally large and complex programs.

18. Analyzes and evaluates relationships between major operating program changes and the financial state of the assigned organization.

19. Analyzes and evaluates the effects of program plans and budget issues on mission objectives.

20. Takes action to ensure adequate funds for program coverage.

21. Prepares reports of analysis, making recommendations for remedial action.

22. Compiles and coordinates the presentation materials for assigned area of the budget.

23. Provides analysis and advice on financial matters to program officials, managers, and resource administrators.

24. Analyzes, evaluates, recommends, and revises annual and supplemental requests for all working capital fund accounts.

25. Reviews and coordinates accounting records and prepares apportionments, allocations, and operating budgets.

26. Monitors, tracks, and reports on program obligations.

27. Assures that program and operating expense funding data is entered into the USAID financial system.

28. Conducts annual year-end closing activities and reconciles with accounting records.

29. Oversees and manages the organization's budget operations, including both budget formulation and execution.

30. Receives the call for the budget. Interprets the call in light of OMB, Treasury Department, agency, and Congressional regulations, directives, and policies.

31. Reviews and formulates guidance for use in developing an integrated budget.

32. Ensures review of a variety of historical data and comparison to current spending information and trends for a consolidated budget estimate covering the complex and diverse programs administered at the facility.

33. Utilizes the budget system as an evaluation tool in measuring program performance and effectiveness.
34. Reviews and evaluates relationships between major agency administered program changes and the financial state of the organization.
35. Takes action to ensure adequate funds for program coverage.
36. Enters and adjusts data for the integrated agency administered program into a wide variety of reports, forms and schedules.
37. Consolidates data for viable overview of the financial status of operations.
38. Follows allotment to the organization in accordance with the agency fiscal plan.
39. Distributes cost ceilings to management officials responsible for programs, maintains accounting records to prevent over-obligation, and analyzes funds to identify possible trends which may result in surplus or shortage of funds.
40. Analyzes, evaluates, recommends, and revises annual supplemental requests for all working capital fund accounts.
41. Participates in setting objectives with senior managers to meet short and long-term budget needs of the organization's programs and assists in establishment of activity schedules to meet planned objectives.
42. Prepares fund status reports to senior management.
43. Provides guidance and direction in the analysis and strategic approaches to matters related to monitoring and tracking financial activities for highly dynamic and volatile agency-wide programs.
44. Establishes systems and analysis techniques to effectively monitor the financial status of resources.
45. Resolves a variety of complex problems involving novel or unprecedented issues requiring in-depth investigations and the development of new approaches.
46. Leads numerous and diverse cost studies for a wide variety of complex and critical decision-making processes involving program planning, procurement, contracting, budgetary actions, and financial resources.
47. Interprets highly controversial policies for program managers or directors on resource management planning, forecasting, and monitoring.
48. Provides recommendations that serve as the basis for new or modified policies or procedures.
49. Analyzes and resolves complex issues related to the financial aspects of programs where the resolution of problems requires an integrated financial approach.
50. Analyzes and provides recommendations for financial planning, policy formulation and implementation, and decision-making.

51. Projects complex program data to provide program managers with an overall financial status of the program, including the obligation and expenditure of funds.
52. Provides current and future year spending plans, and readjusts spending plans as unforeseen circumstances and changes in funding occur.
53. Advises senior management of the status of fiscal resources and future requirements.
54. Participates in the formulation of new or revised policies and programs as they relate to the economic development program.
55. Recommends the adoption of new and revised forms, rules, and regulations, and advises senior staff on pending and proposed legislation affecting the economic development program.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### AUDITING SERIES - 0511

This Auditing Series covers positions that apply professional accounting and auditing knowledge, standards, and principles.

#### Introduction

Positions in this series apply professional accounting and auditing knowledge, standards, and principles when performing the following duties:

- Advising on, supervising, or performing work consisting of a systematic examination and appraisal of financial records, financial and management reports, management controls, policies and practices affecting or reflecting the financial condition and operating results of an activity;
- Analyzing work related to developing and executing audit policies and programs;
- Conducting performance audits; or
- Conducting activities related to the detection of fraud, waste and abuse.

#### Position Titles Within Series

Auditor  
Supervisory Auditor  
Junior Officer (Audit)

#### Position Title: AUDITOR

The Auditor conducts examinations on the soundness and adequacy of financial transactions and management of USAID program, administrative, and financial management activities.

#### Nature and Scope of Work

Audit work within USAID missions involves performance of comprehensive audits and examinations of all types of mission programs, to determine compliance with applicable legislation, regulations, policies, and procedures; to determine and evaluate the extent and quality of program and project implementation; to determine the extent and quality of utilization of dollar, local, and third-country funds, goods, and services; and, to determine the definitive results of those programs.

The work of the Auditor also includes internal audit of mission activities, and comprehensive audits and examinations of contractor performance and compliance; and, the examination of USAID and cooperating country government procedures and controls, and their effectiveness in assuring the proper utilization of USAID-financed goods and services.

#### Representative Duties

1. Participates in scheduling and establishing the scope of comprehensive audits of mission, contractor, cooperating country, and borrower/grantee financial transactions, and utilization of U.S., cooperating country, and third-country funds, goods, and services.
2. Schedules and makes work assignments to assigned local employee staff; provides guidance and training on methods they are to follow in planning, scheduling, and conducting audits and in reporting on audit findings; and, reviews and evaluates work progress and determines acceptability of audit findings and reporting to insure completeness, adequacy, and compliance with USAID and mission policies and regulations.
3. Edits and revises audit reports and prepares transmittal letters for dissemination of audit reports within the mission, USAID/Washington, cooperating government ministries, contractors, and others as required by the audit.
4. Maintains a follow-up system on audit report recommendations and prepares all necessary follow-up documents to assure completion of the corrective action required by the audit.
5. Conducts comprehensive loan audits directed toward solving specific, complex loan audit problems; determines extent and nature of audit tests and samples required in connection with management controls within the mission and borrower organization; and, prepares audit drafts, which include supported findings and appropriate recommendations.
6. Conducts internal audits of all mission activities to advise mission officials of financial management, management operation, and overall project effectiveness.
7. Analyzes organizations, programs, operations, financing, and use of resources at all levels of program and project planning and implementation, and prepares reports on results of reviews, evaluations, and findings for submission to responsible operating offices.
8. Reviews cooperating country fiscal procedures to insure that adequate controls are provided for USAID-financed imports, and that effective end-use audits are carried forward.
9. Conducts extensive end-use audits, observations, and investigations, or directs assigned staff in the conduct of such audits with respect to implementation of both commodity import and project-type programs. Reviews operations with respect to the propriety of procurement methods, and for compliance with statutory provisions of controlling legislation and USAID and GAO regulations.
10. Works closely with mission and cooperating country government officials, to ascertain whether or not audit findings and recommendations are properly implemented, and reports on and makes recommendations on need for higher echelon action if delays in implementing audit recommendations occur.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### GENERAL HEALTH SCIENCE SERIES - 0601

The General Health Science Series includes positions where the work is specifically health-oriented in character and that is not classifiable to another more specific series.

#### Introduction

Positions in this series involve research or other professional and scientific work that is specifically health-oriented in character, when the work is of such generalized or miscellaneous specialized nature that the positions are not more appropriately classifiable in any other existing series in these Foreign Service Position Classification Standards. The work requires a background of knowledge, skills and techniques gained from professional training in a health science or allied scientific field, but has no paramount, rigid or continuing requirement for the knowledge, skills and techniques characterizing any of the established series that reflect one or more of the academic disciplines or recognized professions. Such work may cut across and require understanding of scientific methods and techniques common to several recognized professional fields in the health, medical or allied sciences (e.g., work in the field of health research administration requiring knowledge of research methodology common to a number of different scientific fields); and/or the work may represent a new, emerging or miscellaneous professional occupational area of a health science not readily identifiable with established series. This series is not intended for use for interdisciplinary professional positions (and the paramount qualification needed to perform the work) that are readily identifiable with existing series.

#### Position Title Within Series

Health Science Officer\*

\* For AID/Washington use only.

Position Title: HEALTH SCIENCE OFFICER

The Health Science Officer applies knowledge of biomedical, health systems, and/or implementation science towards policy and programming decisions and guidance that drive public health-related projects in missions, regions, and across the globe.

This position title is used for USAID/Washington positions only.

#### Nature and Scope of Work

The Health Science Officer serves as the principal advisor to the Agency and the Administrator on broad technical and operational matters relating to the mandate of the Bureau for Global Health

#### Representative Duties

1. Serves as the agency expert and coordinator in providing intellectual leadership and focus to initiate dialogue; generate policy recommendations, interventions, and agency mechanisms; and initiate research activities which will be economically feasible to support sustainable development within the health science area.

2. Explores and evaluates intellectual, academic, and other resources which can be concentrated on identifying the concept of solutions to critical problems in the sector.
3. Seeks the latest substantive thinking in the sector, from sources within and outside the U.S., relating such findings and knowledge to policies and programs of USAID.
4. Provides continuing coordination of review and evaluation of worldwide research on sustainable development within the health science area, being undertaken in the U.S. and abroad, and effectively applying results to USAID assistance programs.
5. Provides direct advice and guidance to USAID Missions and senior Regional Bureau personnel, to ensure that sustainability is integrated in sectoral programs.
6. Enhances and coordinates effective working relationships across sectoral lines, identifying important areas of interaction and impact between program areas and ensuring that programs are managed to gain the greatest possible benefit from such interactions.
7. Provides expert technical leadership, policy, and program guidance to the Pillar Bureaus, Missions, and to Regional Bureaus working in the sector.
8. Develops and/or reviews Bureau, Regional Bureau, and Mission policies, strategies, or programs in the health science area.
9. Undertakes background studies or analyses to carry out policy development responsibilities, including searches of professional literature, and review and assessment of research in the sector.
10. Plans, designs, and oversees execution of analysis and research needed to improve USAID and/or Mission understanding of policy and programming issues and problems.
11. Develops policy/programming options, and recommends appropriate choices, on the basis of a comprehensive analysis of development problems, alternative actions, objectives, and consistency with overall U.S. domestic and international policy and law.
12. Performs backstopping duties within the Bureau for project managers whose activities are in related fields.
13. Initiates and coordinates agency-wide analysis efforts and dialogue sessions, for the purpose of devising Agency public health strategy, which assist Agency and partner-country policy-makers to channel funds and activities toward sectoral development goals.
14. Initiates and leads interdisciplinary task forces within and outside the U.S., or organizes and chairs seminars on sectoral problems, development projects, policies, and strategies, and identification of participants.
15. Monitors developments and literature with a view to bringing useful information to the attention of the Global Bureau, Regional Bureaus, and Mission.
16. As the leading authority and expert in an area of expertise, integrates knowledge and experience to resolve problems, modify procedures, develop, and interpret complex policies to meet new and novel

conditions. Actions taken and solutions devised cut across other functional areas within the organization.

17. Directs the implementation of new laws and regulations that influence the mission of the organization. This includes responsibility for the initiation and implementation of new policies, systems, procedures, and organizational structures.
18. Leads task forces and study groups charged with considering problems or directions in an area of expertise. As required, conceives of the mission for such groups and develops propositions for study and presents the task force's recommendations to senior staff.
19. Chairs organization-wide special interest advisory, planning, and steering committee meetings with top-level administrators, senior scientific and subject matter experts, and others.
20. Leads or serves on committees charged with the review of federal policies and procedures that cross organization lines. Delivers briefings on findings and recommendations.
21. Defends positions, interpretations, and policies before international organizations, government agencies, state and local governments, industry, academia, consumer organizations, Congress, and the scientific community. Coordinates and provides interpretation and guidance on overall policy and special issues pertaining to area of specialization.
22. Serves as a lead in coordinating the actions of multiple agencies in the pursuit of Global Health objectives, planning and developing major agency programs of national scope and impact.
23. Participates in the development and documentation of long- and short-range planning efforts. Reviews long- and short-range plans, resource projections, priorities, justifications, etc. Makes recommendations on planning efforts that can be undertaken within existing resource levels and advises on the impact of efforts that require additional resources.
24. Prepares and contributes to reports and other presentations on program planning and evaluation.
25. Designs and conducts a wide variety of comprehensive studies and detailed analyses of complex functions and processes related to long-range planning.
26. Identifies and proposes solutions to management problems which are of major importance to planning program direction. Prepares recommendations which impact the way in which planning is carried out.
27. Develops, coordinates, and implements strategic plans to include mission goals, objectives, and implementation strategies. Formulates and implements plans to improve program policies, practices, methods, and organizational structure. Assigns responsibilities for carrying out objectives, coordinates and directs the work among several organizational units, sets performance targets, and resolves differences where required.
28. Handles complex program issues and provides authoritative guidance.
29. Coordinates requirements among organizational units in the formative stages of program initiation, project design, project implementation, and management of ongoing programs.
30. Translates management goals and objectives into effective operations and establishes control

systems and progress reporting requirements that monitor production goals or program priorities in order to evaluate progress and results. Adjusts progress schedules and priorities to meet new requirements or unforeseen situations.

31. Coordinates, develops, and implements strategic plans for the implementation of major agency international development programs.

32. Develops and documents long- and short-range planning efforts, reviewing the process of implementing country compacts and ensuring that information on performance is transparent, accessible, and easy to understand.

33. Reviews long- and short-range plans, resource projections, priorities, and justifications. Makes recommendations on planning efforts that can be undertaken within existing resource levels and advises on the impact of efforts that require additional resources.

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

MEDICAL OFFICER SERIES - 0602

The Medical Officer Series includes positions which provide advisory support in planning and administering the medical aspects of the country's health and population programs.

Introduction

Positions in the field of health and population which are included in the Medical Officer Series require a degree in medicine. In a mission or region where the health and/or population programs require a medical officer for the effective operation of the program, the following titles are used.

Position Titles Within Series

Health and Population Development Officer (Physician)

Health Development Officer (Physician)

Supervisory Health and Population Development  
Officer (Physician)

Nature and Scope of Work

The general statement of duties listed for Health and Population Development Officer is applicable and should be referred to when developing the duties statements for Health and Population Development Officer (Physician) positions.

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

HEALTH AND POPULATION DEVELOPMENT SERIES - 0685

The Health and Population Development Series includes positions concerned with planning, directing, and advising on health development and population programs.

Introduction

Health development, population, and family planning programs and services are of major concern in developing countries. Improvement in general health, sanitation, potable water supplies, adequate medical care and facilities, and disease prevention and control are necessary to maintain a productive work force and to improve the quality of life. Population and family planning programs are often in close alliance with health programs and may include demographic studies, medical, psychological, and operations research personnel training; construction and staffing of clinics and rural health centers; specialized training of doctors and paramedical personnel; dissemination of information; provision of family planning services, including contraceptives and other commodities; and, participation with cooperating governments and institutions in areas where advice and assistance are desired by the cooperating governments.

Position Titles Within Series

Health and Population Development Officer  
Health Development Officer  
Supervisory Health and Population Development Officer  
Supervisory Health Development Officer  
Population Development Officer  
Supervisory Population Development Officer  
Supervisory Public Health Advisor\*  
Junior Officer

(Health/Population/Nutrition)

\* For AID/Washington use only.

Position Title: HEALTH AND POPULATION DEVELOPMENT OFFICER

HEALTH DEVELOPMENT OFFICER

POPULATION DEVELOPMENT OFFICER

SUPERVISORY PUBLIC HEALTH ADVISOR

The Health and Population Development Officer plans and administers the combined health and population planning program at the mission or regional level.

The Health Development Officer and the Population Development Officer plan and administer the health or the population program at the mission or regional level, respectively. These officers typically report to the chief of the combined health and population office or, in missions where the health or population program is a part of a multi-sector office, the Health Development Officer and the Population

Development Officer may report to an organizational head below the level of Deputy Mission Director.

Work in health development or population may include responsibility for the nutrition sector.

The Supervisory Public Health Advisor directs a staff that leads programs, projects, and tasks designed to address issues related to child survival; maternal health; nutrition/micronutrients; infectious diseases; environmental health; health policy, monitoring, reporting, and performance management; and biomedical, applied, and operations research. This position title is used for USAID/Washington positions only.

If a position requires the assignment of a physician for effective operation of the program, the appropriate title and AOSC is chosen from the Medical Officer Series, 0602.XX.

#### Nature and Scope of Work

The principal goals of the health and population sectors are to improve the health and well-being of people in less developed countries, and to assist them in identifying and developing voluntary population/family planning programs.

Program designs will vary according to conditions and circumstances within a country or region, the size and program, emphasis of the Agency's involvement, the extent of loan and grant commitments, and those of other donors, and the degree to which the cooperating government can support and manage the projects.

Depending on the needs of the country, and the organizational structure of the mission or regional office, full responsibility for the health and population programs (and often nutrition) may be combined in one office. The Health and Population Development Officer title is to be used in such instances.

#### Representative Duties

1. Participates with cooperating government officials in the planning, analysis, design, implementation, monitoring, and evaluation of programs/projects for all of the diverse activities involved in health, nutrition, and population/family planning development. Based on cooperating country plans and identified needs and problems, collaborates with appropriate officials on detailed analysis of the overall sectors, policy formulation, and design of specific projects.
2. In consultation with cooperating government officials, recommends, required amounts, types, and timing of human, financial, and material resources inputs for specific projects. Directs, or advises on, the preparation of project documentation and related agreements with the cooperating country government.
3. Advises the Mission Director and staff on all matters pertaining to policy, administration, and operation of health, nutrition, and population/family planning development programs, and administers mission assistance to these programs. Provides administrative and technical supervision to U.S. and non-U.S. mission personnel engaged in these programs.
4. Maintains constant awareness of relationships of health, nutrition, and population development as these interact with the technical fields of agriculture, rural and urban development, and housing. Coordinates with and draws from among other mission elements and regional offices for technical and administrative support and assistance.

5. Provides expertise and leadership in health, nutrition, and family planning/population development support, by working through intermediaries of the cooperating government, contractor groups, PASAs, and other project implementation personnel.
6. Monitors project implementation efforts of mission staff, cooperating country personnel, and intermediaries, and recommends action to resolve problems. Participates with cooperating government officials in redesigning or modification of projects.
7. Collects and evaluates data on economic, social, and political factors in the cooperating government relevant to long and short-term planning and administration of development assistance.
8. Designs, conducts, analyzes, and reports studies for mission use in sector program planning, with the cooperation and assistance of cooperating country researchers and officials.
9. On the basis of such studies, evaluates effectiveness, efficiency and relevance of the U.S. assistance programs and components in terms of their economic, social, and political impact, and in relation to U.S. and cooperating government objectives in the area of health, nutrition, and population development.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### GENERAL ENGINEERING SERIES - 0801

The General Engineering Series includes positions concerned with the planning and direction of mission and regional programs.

#### Introduction

The General Engineering Series includes those positions in the Mission which are responsible for planning and directing national or regional level engineering programs. The series also includes positions which are responsible for engineering programs, encompass a number of different engineering projects, and require the application of varied specialized engineering experience. Such programs may include providing advice on the civil engineering work involved in the development of water resources, power, roads, and other transportation facilities, as well as advising on the engineering aspects of soil and water conservation, mechanical power and machinery, and construction of facilities. The General Engineering Series is normally used, however, for positions which have broad developmental and managerial responsibility for the planning, programming, and direction of country or regional engineering operations.

#### Position Titles Within Series

Engineering Officer  
Supervisory Engineering Officer  
Junior Officer (Engineering)

#### Position Title: ENGINEERING OFFICER

The Engineering Officer serves as the principal officer for planning and administrating the engineering program of a mission or regional office which has diverse engineering activities.

#### Nature and Scope of Work

The Engineering Officer has primary responsibility at the mission or regional office level for the developmental, managerial, and operational aspects of engineering programs which involve projects in several fields of engineering work. Engineering activities may range from major capital projects through smaller infrastructure projects under food and nutrition, health, human resources development, etc.

The Engineering Officer works with cooperating country and mission or regional officials in analyzing the economic priority and feasibility of undertaking engineering programs and in the planning, design, implementation and monitoring of a wide variety of engineering projects. The Engineering Officer also provides advice and guidance on the scope of work for feasibility and engineering studies and on the development of data required for loan and grant authorizations.

Engineering project planning may involve coordination with the responsible geographic bureaus' Engineering Division in USAID/Washington. It requires close collaboration with mission and regional office sector chiefs and staffs, from the initial stages of country program development and planning through implementation of agreed upon projects.

Depending on its organizational structure and size, mission or regional office engineering activities may be centralized in one office reporting to the Mission Director or Regional Director, or may comprise a major subdivision of a large program sector.

#### Representative Duties

1. Participates actively with mission and cooperating country officials in analyzing and evaluating country or regional engineering project components of all program sector country proposals, and has full management authority for approved engineering programs and projects.

Programs may involve engineering projects in rural, urban, industrial, agricultural, health, education, and other development areas. Provides professional engineering analyses and advice. This involves: providing guidance on the economic, financial and technical soundness of program proposals; assessing the anticipated benefits of projects on the country's general economy; and, evaluating the estimated users market, capital costs, working capital requirements, and the ability of the country to support and maintain the project without continued USAID or other donor assistance.

2. Based on mission/cooperating-country decisions to proceed with loan, grant, or supporting assistance proposals, develops and prepares required engineering appraisals on the economic and technical soundness of engineering project components including: cost estimates; preliminary engineering investigations and surveys to identify potentially significant technical problems; justification for location of projects; preliminary designs; and, analyses of construction operations and impediments such as local customs, laws, and regulations which may delay or increase the project cost. Develops other engineering analyses and reports on cost allocation, environmental impact, and peripheral benefits.

3. Subsequent to USAID/Washington authorization of loan, grant, or supporting assistance funding of capital projects, develops scope of work for feasibility studies for obtaining necessary engineering services, and for final design, construction drawings, preparation of specifications, and awarding of contracts.

4. Advises the cooperating country and program sector staff on engineering construction plans, sources and cost of contractor, sources of trained operating personnel, and on the recruitment and training of indigenous workers.

5. Monitors or directs the monitoring of USAID funded mission, cooperating country, and PASA engineering contractors; maintains continuing surveillance of performance, progress, and effectiveness of work; provides professional engineering guidance, where required; and, notifies the Mission Director or other responsible officials of problems areas. Performs on-site inspections and may provide on-site monitoring assistance, if required.

6. Works with Auditors and Inspectors on resolving questions raised in audit findings on contractor performance, and submits necessary documentation and reports for audit evaluation.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### GENERAL ATTORNEY SERIES - 0905

The General Attorney Series includes positions which are responsible for rendering legal advice and services on statutory, regulatory, contractual, and other legal matters arising from United States and cooperating country laws, intergovernmental agreements, and international law relating to foreign assistance programs.

#### Introduction

The principal work of this series is to provide legal counsel to planners and administrators of USAID programs overseas. Typical of the kinds of concerns are: interpretation and counsel on application of U.S. and cooperating country laws and regulations, Agency directives and delegations of authority, bilateral agreements, loan and grant agreements, contracts, and other agreements pertaining to country or regional programs; advice on reconciliation of problems resulting from differences between U.S. and cooperating country law; advice to mission or regional personnel on the drafting and promotion of legislation and regulations to be proposed for enactment or adoption by the cooperating country government Ministry of Justice; and, advice to regional staff on U.S. support for multi-country programs, treaties and agreements.

The work of this series requires that incumbents have passed the bar examination and be licensed to practice law.

#### Position Title Within Series

Deputy General Counsel\*

Legal Officer

\* For AID/Washington use only.

Position Title: DEPUTY GENERAL COUNSEL

The Deputy General Counsel serves as full Deputy and acts in the absence of the General Counsel.

This position title is used for USAID/Washington positions only.

#### Nature and Scope of Work

Provides legal and policy direction, supervision and coordination through the Assistant General Counsels, who in turn are responsible, along with their staffs, for furnishing legal advice and guidance to the Agency's Assistant Administrators and their staffs.

#### Representative Duties

1. Advises the Administrator, his Deputy and Assistant Administrators and other USAID staff on legal and policy questions arising in the conduct of the foreign assistance program.
2. Responsibility, as well as delegated authority, for the oversight and administration of broad, emerging,

and/or critical agency programs or operations.

3. Approves and negotiates drafts of bilateral and multilateral agreements.
4. Interprets agreements to which the U.S. Agency for International Development is a party or in which the U.S. Agency for International Development financing plays a role.
5. Develops, negotiates, reviews financing documents with governments and private borrowers to achieve the policies and purposes of the Foreign Assistance Act.
6. Develops, negotiates and reviews investment guaranty arrangements with governments and private investors.
7. Performs special assignments, as requested by the Administrator, in legal, administrative, Congressional and policy areas.
8. Approves and negotiates drafts of bilateral and multilateral agreements.
9. Interprets agreements to which the Agency for International Development is a party or in which Agency for International Development financing plays a role.
10. Counsels senior management staff and officials at multiple levels of USAID.
11. Advises the Administrator, Deputy Administrator and Assistant Administrators and other USAID staff on legal and policy questions arising in the conduct of the foreign assistance program.
12. Interprets all statutory law, especially the Foreign Assistance Act, as amended, predecessor legislation and other legislation affecting the U.S. Agency for International Development, Executive Orders and other regulations. Advises on questions of private and public international law affecting USAID operations.
13. Develops, negotiates and reviews investment guaranty arrangements with governments and private investors.
14. Provides professional supervision and gives general professional guidance to the field attorneys of the Agency.
15. Represents the Administrator in high level contacts with policy making officials of the White House staff, Department of State, Treasury, Commerce and Justice, and other Government agencies as required.
16. Maintains liaison with the Office of Management and Budget, the General Accounting Office, and Congressional Committees to provide advice and assistance in interpreting or applying the legal authorities of the Agency; represents USAID before such agencies in connection with legal matters affecting USAID.
17. Establishes and maintains effective working relationships with various high-level individuals.
18. May represent the Administrator in high level contacts with policy making officials of the White House staff, Department of State, Treasury, commerce, Justice, and other Government agencies as required.

19. As required, maintains liaison with the Office of Management and Budget, the General Accounting Office, and congressional committees to provide advice and assistance in interpreting or applying the legal authorities of the Agency; represents USAID before such agencies in connection with legal matters affecting USAID.

20. Serves in a liaison capacity with members of Congressional committees and their professional staffs for the purpose of providing information on specific legislation, formulation of proposed legislation affecting USAID consultation on impending developments in connection with legislation, learning the views of Members of Congress, and taking action within USAID in light of negotiation and liaison conducted with Congressional personnel, including testifying before Congressional Committees and counseling Agency witnesses.

Position Title: LEGAL OFFICER

The Legal Officer provides advice and counsel on all mission matters requiring professional legal expertise.

#### Nature and Scope Of Work

The Legal Officer provides general counsel and legal services to Mission Directors and their staffs on all aspects of mission activities. On request, may also provide legal advice and services to the Ambassador and Embassy staff. The Legal Officer may have regional responsibilities, serving a group of USAID missions. The Legal Officer serves under the general supervision of the Mission Director or the Director of the Regional Development Office, but receives professional guidance from the General Counsel, USAID/Washington.

#### Representative Duties

1. Provides legal advice and counsel to the Mission Director and the mission or regional staff on all legal matters relating to mission programs, projects, and operations.
2. Assists mission and regional office staff in the formulation of policies, practices, and procedures.
3. Negotiates and drafts project loan agreements, and less routine project grant agreements, as well as other project documentation agreements, leases and contracts. Reviews the same for legality, sufficiency, compliance with Agency policy, and conformance with local operational requirements.
4. Interprets, advises, counsels, and performs legal research on the application of U.S. and cooperating country laws and regulations, and Agency regulations and directives. As required, arranges for local legal counsel and opinions where cooperating country laws and regulations are involved. Takes the lead in reconciling differences of opinion with respect to laws and regulations.
5. Provides the legal expertise and counsel for a wide range of transactions involving bilateral agreements, contracts, loan and grant agreements, and other legal instruments related to project design, implementation and administration; and, for legal problems concerning claims, leases, internal operations, program issues, privileges and immunities of mission personnel, issues raised by Foreign Service National employees, etc.
6. Drafts, revises, reviews, and negotiates bilateral agreements in collaboration with U.S. Embassy representatives.

7. Advises and informs the Mission Director and staff concerning the status of legislation affecting the USAID program generally, and the mission program specifically, and furnishes advice and counsel thereon.
8. Establishes and maintains professional relationships with senior officials in the mission, U.S. Embassy, and the cooperating government, including the Ministry of Justice, Ministry of Finance, and Ministry of Planning. Serves as primary contact with the Ministry of Justice.
9. Establishes and maintains professional relationships with members of the private bar, in order to stay abreast of matters of local law, particularly including those relating to foreign and local investment and national and local commercial transactions.
10. Develops and manages legal development projects undertaken by the mission or region.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### GENERAL BUSINESS AND INDUSTRY SERIES - 1101

The General Business and Industry Series includes positions concerned with administering, supervising, or performing work properly classified in this group for which no other series have been provided.

#### Introduction:

Positions within this series are concerned with advising USAID and cooperating countries on strategies for promoting economic growth and development through the expansion of private enterprise in developing countries, with special attention to mobilizing resources to expand small business; identifying constraints to private market operations in the form of policies, laws, and administrative practices; developing and implementing interventions to reduce these constraints, thereby improving a country's environment for private business; increasing private sector participation in development, generally, as well as participation in USAID-financed projects; defining opportunities for technology transfers, employment generation, training, and management development; and, involving the U.S. business and international financial communities in complementing U.S. Government efforts to accelerate development.

#### Position Titles Within Series

Private Enterprise Officer  
Supervisory Private Enterprise Officer  
Junior Officer (Private Enterprise)

#### Position Title: PRIVATE ENTERPRISE OFFICER

The Private Enterprise Officer is the principal mission official concerned with providing advice, guidance, and direction to the mission and the cooperating government in: formulating cohesive strategies to employ all types of USAID resources (e.g., DA, ESF, P.L. 480, local currency generations), to improve host country policies, laws, and administrative practices necessary for the expansion of private enterprise; and, in planning, design, development, negotiation, analysis, and implementation of grant and loan funded private enterprise projects and initiatives.

#### Nature and Scope of Work

It is the USAID policy and belief that a vigorous private enterprise economy can be a force for economic growth and higher living standards in developing countries. Third World countries that have encouraged private enterprise have generally registered impressive gains. They have also weathered recent high energy costs, falling export demand, and other shocks better than many developing countries with centrally controlled economies. This point has not been lost on Third World leaders who show increased willingness to support local private business development for their own economic betterment, as well as to increase trade and investment from the U.S.

Our U.S. bilateral aid program is intended to encourage that trend. This thrust complements existing programs which employ host country public sector mechanisms for delivery of goods and services with attendant recurrent costs. It views private enterprise not as a sector but as a philosophy of action and

problem solving; a mechanism to provide many of the goods and services that people want and need, as a means for addressing the main policy objective of USAID, which is to improve the quality of life of the status of the poor majority of the developing world.

The Foreign Assistance Act directs USAID to provide assistance that alleviates constraints to private enterprise. Accordingly, a principal focus of the USAID private enterprise approach is identifying, evaluating, and removing constraints to private enterprise development and growth. The most severe constraints are host government policies (controlled markets, administered prices including interest rates, etc.), often exacerbated by poorly functioning markets, inadequate managerial and entrepreneurial skills, lack of physical infrastructure and innovative technology, untrained labor force, and insufficient market information.

The USAID policy is to focus its private enterprise initiatives in the three priority sectors of agricultural/agribusiness, health/medical services, and small and medium scale industry. It need not, however, be limited exclusively to these three priority sectors.

In implementing private enterprise programs, USAID will encourage development and utilization of private business as a means toward greater employment, productivity, income, equitable growth, and technical capability. This will be done through the involvement of U.S. business, local entrepreneurs, commercial banks, international lending institutions, and others involved in development and business investment.

The Private Enterprise Officer serves primarily as a catalyst, enabling USAID to formulate and carry out cohesive strategies for private enterprise development throughout the overall USAID assistance program, and to apply available U.S. resources for that purpose. This Officer is directly involved from the earliest stages in the planning and development of new program initiatives and projects, and participates with senior level mission technical and other responsible officers in the conduct of negotiations at executive and ministerial levels within the cooperating country government. This Officer advises and assists on the comprehensive planning and setting of priorities in negotiations for grant, loan, and P.L. 480 programs; advises on establishing levels of material, technical, and financial assistance required for implementing development strategies, reforms, and projects; and, recommends sources to be developed in providing foreign and local financing and technical assistance. This officer also assures that USAID assesses and evaluate such as factors as:

- a. Private/public sector roles in production, processing, and marketing of goods and services;
- b. Elements of host government policies, including fiscal and monetary policies, which limit the private enterprise role in the production, processing, and distribution of goods and/or services; and
- c. Identifying suitable interventions for improving prospects of sustained growth where USAID could have an influence. Alternative interventions could include but are not limited to: policy dialogue and business climate assessment (aimed at reform, and designed to improve the environment for private enterprise, indigenous and joint/foreign); expansion of markets (e.g., information, operations, facilities, and services, including capital market services); export development (with host government deregulation to induce trade); technology transfer and improvements in productivity and quality control; institution building (i.e., legal systems, credit systems); management/vocational training needed to run businesses; stimulation of entrepreneurship; direct assistance to local private enterprises, including feasibility studies; and, new methods of financing, e.g., co-financing with U.S. banks, capitalization of financial intermediaries (merchant banks, leasing companies, venture capital firms, commercial credit lines, local nongovernmental organizations, etc.), and, to a lesser extent, direct loans to local businesses.

## Representative Duties

1. Participates as a member of mission or regional senior staff in planning and developing private sector strategy and programs to establish business climates conducive to expansion of private enterprise and to increase business activity.
2. Enables USAID to assess and evaluate public/private sector operations and capabilities and policy and administrative constraints to market-based economic development. Participates in the design and implementation of initiatives that will employ all types of USAID or other resources to effect changes in policy and law, as well as regulatory, financial, technical, and other constraints on private enterprise.
3. Recommends and participates in mission decisions to undertake and carry out suitable interventions for expansion of the role of business associations and international financial institutions, expansion of market services and facilities, export development, technology transfer, direct assistance to local private enterprises, and new financing methods.
4. Identifies constraints to the growth of private enterprise which missions should raise as policy issues during negotiations for new USAID assistance (DA, ESF, food aid, local currency generations) or in international consultative groups. Examples of constraints which inhibit private enterprise are pricing policies, foreign exchange controls, interest rates, and government monopolies of market functions, such as farm inputs and outputs.
5. Makes recommendations on policy and administrative issues to form the basis of U.S. positions to be advanced by U.S. Government representatives to the IBRD, IFC, regional banks, etc.
6. Helps to strengthen the growth and development of non-governmental units which serve the local business community and which interface with host country ministries and other public agencies.
7. Proposes ways and means to expand host country market and financing facilities, including creation or expansion of market news services; institutions for making loans and equity available to small and medium-sized private enterprises; venture capital firms; institutions needed to publicize, promote, and attract local and foreign investment in indigenous enterprise; leasing companies and commodity and stock exchanges; and, institutions of training, technical assistance, and technology transfer.
8. Assists cooperating country nationals in forming and pursuing export development strategies, including provision for policy change, creation of economic incentives, foreign market assessment, and exploitation of trade opportunities.
9. Helps indigenous enterprise identify, develop and pursue business opportunities by advising them on conducting feasibility studies, forming business plans and marketing strategies, and obtaining financing from local sources, U.S. businesses, U.S. banks, USAID, and/or international agencies such as IFC.
10. Works with other USAID bureaus/offices in designing and administering programs and projects, and identifying opportunities for private enterprise participation in implementation; participates in project negotiation with host governments; and, may serve as chairman of the Mission's project committee for private enterprise projects.
11. Maintains contact with host country businesses and business organizations to facilitate understanding of local business development issues and practices.

12. Maintains contacts with U.S. business organizations and international development and financial institutions (IFC, IBRD, regional banks), to facilitate growth of private enterprise.

13. Enables USAID to collect information and evaluate impact of USAID private enterprise development initiatives. Develops and applies measures of evaluating the: effect of USAID policy dialogue on facilitating growth of private enterprise; and, ways and means USAID involves private business associations and international financial institutions in the policy dialogue process.

14. Directs and supervises subordinate officers assigned to the private enterprise office, and may serve as project manager for one or more private enterprise projects.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### CONTRACT AND PROCUREMENT SERIES - 1102

The Contract and Procurement Series includes positions responsible for the coordination and direction of mission activities related to contract services for program implementation.

#### Introduction

Positions within this series are concerned with the administration of contractual activities and services required for the implementation of mission and regional programs and projects. These include obtaining contractual agreements through negotiation with individual consultants, private firms, educational institutions, and nonprofit organizations. In addition, functions include assisting the cooperating government in all matters pertaining to USAID-financed contracts negotiated by the borrower/grantee.

The various types of contracts used by USAID overseas are defined in broad terms as follows:

#### Individual Consultants and Experts (Personal Services Contracts)

This type of contract is usually limited to the specialized advisory services of consultants and experts, in conjunction with the implementation of a particular project or as advisors to an operating entity of the cooperating government. On occasion the services of individual consultants or experts are also contracted to perform prefeasibility studies.

These contracts are either executed in USAID/Washington or directly by the mission or region under delegated authority, provided they meet the criteria set forth in pertinent USAID regulations. In essence, in addition to meeting the qualification requirements these services must be of the types that would not be performed by direct-hire employees because of the temporary nature and the specialized and qualified objectives of the work assignments.

#### Private Firms (Commercial-type Contracts)

Contractual arrangements are entered into with selected firms for the performance of architectural, engineering, economic, and other professional services. These types of USAID-financed contracts may be fixed-price or time-rate, depending upon the precision with which the required services can be defined. However, under certain circumstances a single contract may include a combination of contract types.

- a. Fixed-price contracts must be utilized whenever the objectives and scope of work to be performed can be defined with sufficient precision to enable both parties to the contract to identify and evaluate the manpower and other requirements necessary for the performance of the contract.
- b. Time-rate contracts, providing for a fixed daily or monthly rate for specified services, are applicable to services tied to schedules, performance of construction contractors, and to advisory and investigative-type services when the number and types of skills are known reasonably well, but the duration of the job is not sufficiently firm for agreement on a fixed-price contract.
- c. Cost-plus-fixed-fee contracts are advisable and are given preference to time-rate contracts, only when

uncertainties in the amount of work or conditions under which work performed under the contract are so uncertain that it is impossible to predict cost.

It is that policy of USAID that contracts for construction will generally be fixed-price (lump-sum or unit price) and awarded on the basis of competitive sealed bids in accordance with USAID contract regulations, or publicly opened.

#### University Contracts

Basically, USAID uses two types of university contracts. These are: the "Cost Reimbursement Contract with Educational Institutions for Technical Cooperation Programs Overseas," and the "Cost Reimbursement Contract with Education Institutions for Research and Development." The former covers direct technical assistance by a U.S. university to an educational institution in a cooperating country. This can be in the form of assistance to a Ministry of Education in organizing or reorganizing a nationwide elementary, secondary, or nonformal school system; developing or strengthening curricula and modernizing teaching methods of teacher-training institutions; organizing or strengthening overall university curricula and teaching techniques; or, in departments within an established university, such as economics, agriculture, etc. Contracts may involve the services of one or a team of two or more long-term professors, depending on the scope of work and the exchange of professors between the U.S. university and the cooperating country's educational institution. Emphasis is placed on intensive training in the U.S. for cooperating country professors.

The second type of contract is used for research and development projects which involve work with cooperating country entities concerned with economic and social research studies. For example, contracts may cover the rendering of assistance and advice to a Ministry of Agriculture in establishing or improving research facilities and carrying out actual research and experimentation in crop breeding, investigation of soils, etc., to expand agricultural production; work with ministries of education and institutions of higher learning in carrying out research to establish existing educational needs, and determine remedial action in connection with national plans for expansion and improvement of educational programs and facilities; or, programs which involve sector studies, i.e., economic and fiscal analyses related to national development plans, etc.

U.S. university contract personnel work closely with and provide in-service training to cooperating country counterparts while carrying out actual research studies. As in the case of the technical cooperation contracts, provision is usually made for training of counterparts in the United States to assure program continuity by the cooperating government.

Almost all university contracts are negotiated and executed by USAID/Washington, following the program and scope of work required for procurement documents submitted by the responsible mission. However, missions are also delegated authority to enter into negotiations and execute university contracts under certain fixed financial limits. Contract Officers are charged with certain field implementation responsibilities for both USAID/Washington and mission-executed contracts.

#### Position Titles Within Series

Contract Officer  
Officer

Junior Officer (Contract Specialist)

Supervisory Contract

Position Title: CONTRACT OFFICER

The Contract Officer is responsible for the USAID contract management program at the regional or mission level.

#### Nature and Scope Of Work

The Contract Officer is the principal advisor on and the focal point for planning, directing, and implementing the mission or regional contract management program.

USAID contract management overseas is generally administered by Contract Officers assigned on a regional basis. These officers provide expertise, leadership, and staff advisory services to one or more regions, missions, or countries for the purpose of negotiating, administering, or terminating direct USAID contracts or country contracts for services, supplies, equipment, and other program materials.

Contract management responsibilities vary according to: the number, size, and geographic location of regions, missions, and cooperating countries assigned; the kind and dollar amount of contractual authority delegated; the capability of the cooperating country's representatives and contract personnel to negotiate and administer country contracts; the social, economic, cultural, physical, and technical level and circumstances within the cooperating country which affect the negotiation of contract terms or the selection of the contractor; and, the scope, emphasis, and extent of involvement in U.S. assistance programs/projects for the less developed countries which affect contract management.

#### Representative Duties

1. Directs the planning, design, negotiation, administration, and termination of contract, procurement, purchase, and grant agreements for USAID development assistance projects for less developed countries. Advises on, negotiates, and coordinates the contract management program, policy, regulatory, and statutory issues across regional, mission, and country lines of authority. Develops a contract plan for each project which may require one or several methods of procurement; a variety of procurement contracts, purchase, and grant agreements; and, negotiation with several different procurement sources.
2. Serves as the principal advisor to mission and regional offices and provides staff support on all aspects of contract management, relating to and affecting USAID assistance programs, policy, and project planning, design, implementation, and evaluation. Participates in regional or mission policy formulation, program/project design, resource assessments, sector analysis, and studies. Plans for and provides contract management support to achieve regional or mission objectives.
3. Serves as the principal advisor to officials, representatives, and contract personnel of cooperating countries on the principles and techniques of implementing a country contract management program for negotiating, administering, and terminating country contract, procurement, and purchase agreements for supplies, services, commodities, equipment, and other materials. Monitors and evaluates the country or regional contract management performance.
4. Maintains a constant awareness of the relationships of contract management as it interacts with the technical field of: capital resources assistance; financial management; legal administration; capital project development; engineering program and economic management; social and physical sciences; environmental protection; agriculture, rural, urban, and industrial development; education, health, population, and family planning; administrative management; logistic support; and, supply management. Coordinates with and draws from among mission elements, regional offices, and USAID/Washington for technical and administrative support and assistance.

5. Serves as the USAID representative for contract management of U.S. development assistance programs/projects for less developed countries. Maintains effective liaison with officials and representatives of cooperating countries, private industry, education and research institutions, international organizations and agencies, and other contractual groups to: stimulate interest, present contract plans and proposals, promote the contract management program/projects, and obtain and coordinate participation and commitment; develop an awareness to and competence within the cooperating country to develop and implement a contract management program for country specific bilateral project assistance (loan or grant), project assistance, and non-project procurement; coordinate, manage, and negotiate contract, procurement, purchase, and grant agreements; renegotiate proposed contract changes and amendments to redirect or reemphasize contract objectives; and, monitor and evaluate contract implementation and, as delegated, terminate contracts for non-compliance by either party.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### TRADE SERIES - 1140

The Trade Series includes positions concerned with administering or performing promotional, advisory, or analytical functions pertaining to commercial distribution of goods and services.

#### Introduction

Included in this series are trade development activities which promote the sale of U.S. technology, goods and services for development projects on a reimbursable basis.

Excluded from the functional responsibilities described above are activities focusing on: procurement by a General Services Officer for mission administrative support; and, procurement for the Food for Peace Program.

#### Position Titles Within Series

Trade Development Officer  
Supervisory Trade Development Officer  
Junior Officer (Trade)

#### Position Title: TRADE DEVELOPMENT OFFICER

The Trade Development Officer promotes the sale of U.S. technology and technical assistance to friendly countries.

#### Nature and Scope of Work

The Trade Development Officer provides advice and support in promoting and achieving reimbursable development program objectives: to promote economic and social development of friendly countries based on their own needs and development priorities; to facilitate access to production capabilities and technology available in both the U.S. public and private sectors; and, to expand the markets for U.S. goods and services.

The Trade Development Officer functions under the USAID Reimbursable Development Program, which by legislation authorizes entities of the U.S. Government to provide goods and services. This program encompasses a wide range of commodities and services in such areas as public works and transportation, communications, housing, public administration, agriculture, health, education, manpower training, and mineral and water resources development.

The Office of the Assistant Director for Operations, Trade and Development Program, Washington, D.C., is organized geographically with Regional Desk Officers who backstop Trade Development Officers posted to key positions in each geographic region. The Trade Development Officer is generally accountable to the Ambassador and reports to the Assistant Director for Operations, Trade and Development Program.

## Representative Duties

1. Develops contacts with cooperating country government officials, private institutions, international organizations, and voluntary and non-profit relief agencies and their senior administrators, in order to stimulate the purchase of U.S. services and commodities.
2. Advises and assists the cooperating country and its institutions in identifying goods and services which can be purchased from the U.S.
3. Coordinates and works closely with U.S. Embassy personnel, particularly those in the Economic/Commercial section, on matters affecting the sale of goods and services from the U.S. public and private sectors.
4. Advises and assists institutions and agencies of the cooperating country in securing U.S. technical expert teams to define requirements or project specifications, and to advise on the kinds and sources of U.S. technology applicable to the project in question.
5. Monitors on-going Reimbursable Development Programs in the cooperating country, and advises the Embassy and the Assistant Director for Operations, Trade and Development Program, on the status of activities. Prepares reports on special activities, market potential, and recommendations for improving policies and procedures which affect the efficiency of the reimbursable development program.
6. Advises U.S. technical teams, contractors, and advisors implementing reimbursable development programs, and, in cooperation with Embassy, cooperating country personnel, and the U.S. private sector, identifies major projects and export opportunities for the U.S. private sector. Proposes activities using section 661 funds, such as feasibility studies, invitational travel, etc., which will enhance the access of the U.S. private sector to such opportunities.

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

AGRICULTURAL PROGRAM SPECIALIST SERIES – 1145

Work is concerned with developing, reviewing, administering, and coordinating programs for direct farmer-producer participation in production adjustment, price support, land conservation, and similar programs.

Introduction

This series covers work that requires a knowledge of agricultural stabilization, conservation, and related programs; farming customs and practices; crop cultivation; production and marketing methods; and related agricultural activities.

Position Title Within Series

Senior Agricultural Program Officer\*

\* For AID/Washington use only

Position Title: SENIOR AGRICULTURAL PROGRAM OFFICER

The Senior Agricultural Program Officer administers and oversees programs that seek to promote advanced agricultural science and technology, improved agricultural policies, and agribusiness development.

This position title is used for USAID/Washington positions only.

Nature and Scope of Work

The Senior Agricultural Program Officer is responsible for oversight of programs that seek to promote advanced agricultural science and technology, improved agricultural policies, and agribusiness development. The Officer serves as liaison with regional and pillar bureaus, other donors, and private sector entities to support the development of agricultural sector programs and interventions and ensures policy coherence with other USG agencies and key donors.

Representative Duties

1. Serves as the primary advisor to senior Agency management on policies as they affect Agency programs and inter-agency initiatives in agriculture.
2. Leads analysis of agriculture, food security, and poverty reductions issues and policies and coordinates with bureaus within USAID and relevant USG agencies to ensure broad policy coherence and establish negotiating positions to further the USG's development agenda.
3. Counsels senior management staff and officials at multiple levels of USAID; senior staff of other Federal, State, and local government agencies; and private sector clients and vendors on agency matters.
4. Advises on the appropriate methods and techniques to use in order to achieve program goals and

forces, or expert panels on special projects or studies critical to the resolution of far-reaching operating issues and problems.

5. Serves as the agency expert and coordinator in providing technical and intellectual leadership in areas related to the agricultural enabling environment and agricultural sector productivity. His/her initiatives and interventions focus dialogue, generate policy and strategy recommendations, identifies appropriate agency mechanisms, and initiates research activities.

6. Serves as an expert advisor and technical authority on complex and precedent-setting agricultural policy, strategic, and program issues under the Economic Growth Objective of the Foreign Assistance Framework.

7. Identifies, designs, develops, implements and manages projects and programs to promote the expansion of rural enterprises and income generation economic activity in USAID assisted countries.

8. Provides support for analytical and policy work on food security, agricultural markets and trade, and investment.

9. Provides leadership and coordination for monitoring and evaluation for strategic planning and budgeting, and special studies of interest to overseas posts or to the Bureau.

10. Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, other legislative and executive agencies, executives of major corporations, and distinguished members of the public.

11. Establishes and maintains close and cooperative working relationships with USAID or department management and officials, government agencies, and other institutions with related interests, in order to advance the programs and objectives of USAID.

12. Leads consultations with Agency stakeholders (field missions, universities, non-governmental organizations, developing country counterparts, and the U.S. International private sectors) to obtain input an assure agreement on content and coherence on strategic approaches.

13. Communicates with the management team on the status of different work activities and efforts. Reports regularly on the effectiveness of specific programs.

14. Participates in boards and committees as the representative of USAID in dealing with matters which extend well beyond the assigned program responsibility.

15. Serves as the principal representative and consultant for the agency at interagency and international meetings dealing with issues and information in the area of expertise and program responsibility.

16. Incumbent manages the appropriate and timely responses to field support requirements.

17. Has overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical agency programs or operations. Primarily responsible for the direction and management of large-agricultural scale agency programs and operations to effectively achieve specified goals and objectives. Evaluates current and proposed programs and operations and recommends actions to initiate, modify, or discontinue projects as needed.

18. Develops, conceives, plans, and implements policies and guidelines affecting broad, emerging, and/or critical agency programs.
19. Translates new legislation into program goals, actions, and policies, interpreting the impact of new legislative requirements on agency programs.
20. Provides management and consulting services to top executives of the agency on change management and internal business process improvements to improve the effectiveness of major agency operations and functions.
21. Directs the formulation of Agency's technical agenda for agricultural programs. Provides advice on developing new and innovative approaches in planning, designing, evaluating, and providing leadership for Agency agricultural programs worldwide.
22. Recommends activities and approaches to achieve a broad range of objectives to further Agency development goals and U.S. Foreign policy objectives.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### GENERAL PHYSICAL SCIENCES SERIES - 1301

The General Physical Science Series includes positions concerned with advising on, planning, administering, and performing professional and scientific work in any of the fields of science dealing with matter, energy, and related resources.

#### Introduction

The work performed by the positions in the Physical Sciences Series involves the practical interpretation and application of a body of knowledge about the earth, and its physical and chemical properties, its structure, and its behavior in its spatial environment. Such knowledge has application to a variety of practical as well as theoretical problems. In the context of a developing country, the evaluation and interpretation of data gathered locally can be the basis for, or used in support of, recommendations for programs or projects designed to help achieve U.S. and cooperating country economic development objectives. Positions in this series are in specialized fields of physical science not generally identified with other existing series (e.g., energy, and science/technological research and development).

Assignment of direct hire USAID employees in these specializations is generally directed toward advising on feasibility and need for undertaking studies in these fields, developing the nature and scope of work under projects, providing general surveillance over contractor operations, and evaluating contractor performance and accomplishments.

#### Position Titles Within Series

Energy Officer  
Supervisory Energy Officer

#### Position Title: ENERGY OFFICER

The Energy Officer is the principal advisor, and provides staff support to, the cooperating country government, mission, or regional office concerning energy resources, management, conservation, and technology as these relate to USAID sponsored programs and projects.

#### Nature and Scope of Work

The Energy Officer provides professional and scientific expertise, advice, and direction in the design, management, coordination, and implementation of energy programs, projects, and studies as these relate to: the development, management, conservation, and utilization of current energy sources; assessment of energy potential and establishment of priorities for energy development; identification of alternative energy sources which can be exploited with existing technologies; development of manpower to meet increasing demands for cooperating government personnel trained in the energy field; and, assistance to pilot programs/projects that will determine the feasibility of selected procedures or technologies.

The scope of the Energy Officer's function encompasses coordination with all mission programs and projects in which energy resources are involved. Coordination with such disciplines as economics, financial management, engineering, environmental sciences, and project development is required.

## Representative Duties

1. Advises the Mission Director and provides staff support in all energy matters relating to program and project planning, analysis, design, implementation, and evaluation.
2. Advises on and encourages the cooperating government to: develop and foster programs and institutions which assist in making and implementing better technological choices, in such fields as waste utilization, solar energy, wind power, and small hydro-power plants; develop programs to alleviate the effects of energy constraints on food production, industry, transportation, health, population/family planning, education, and employment; examine development projects in light of higher energy costs; improve knowledge of potential energy resources, both conventional and unconventional; develop ways to conserve energy resources; assess energy potential and establish priorities for energy development; develop manpower to meet increasing demand for cooperating country experts in the energy field; and, strengthen the cooperating country's capacity to protect and manage their environment, and to consider environmental impact on energy resources.
3. Provides surveillance over PASA and contractor assistance projects and assures compliance with contractual agreements and USAID policy. Provides advice to U.S. and non-U.S. mission personnel engaged in energy and energy related activities within the mission.
4. Cultivates and maintains professional contracts outside the cooperating country to secure cooperation of leading organizations and experts in the energy field, to develop personnel resources for energy projects, and to transfer technology and scientific knowledge.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### GENERAL EDUCATION AND TRAINING SERIES - 1701

This series includes positions concerned with planning, developing, and administering programs in the field of education and general and participant training.

#### Position Titles Within Series

Development Training Officer  
Supervisory Development Training Officer  
Human Resources Development Officer  
Supervisory Human Resources Development Officer

#### Position Title: DEVELOPMENT TRAINING OFFICER

The Development Training Officer is responsible for planning and administering the participant training program in a country or on a regional basis.

#### Nature and Scope of Work

The development training program provides formal and informal training assignments for cooperating country nationals locally, in third countries, or in the United States. These training programs are designed to upgrade skills and professional competence of a carefully selected group of cooperating country nationals, which will form a cadre of trained manpower and provide the cooperating country with the capacity to manage its own development program.

It is USAID policy that participants be trained in skills most essential to the accomplishment of sector, project, or overall cooperating country development goals. This requires the full participation of the Development Training Officer in the planning and design of sector programs, to ensure that full consideration is given to local manpower requirements and availability, before final sector program/project approvals are granted.

Mission participant training programs and activities are concerned with: assisting in determining training requirements in relevant sectors or projects; analysis of training needs and cooperating country utilization of available manpower in economic and social development programs; ensuring interpretation and application of policy in accordance with all applicable laws and regulations; maintaining cognizance of mission programs and objectives and USAID policy requirements, for inclusion of participant training to meet these objectives; implementing and managing participant training programs to achieve maximum effectiveness; developing training budgets and establishing funding and training levels for projects having training components; maintaining effective liaison with USAID/Washington on participant training assistance programs/projects; participation with mission and cooperating government officials in the selection of personnel for training; administration of English language training programs; establishing continuing follow-up and evaluation of utilization of returned participants; and, providing for pre-departure orientation.

#### Representative Duties

1. Keeps the mission and the cooperating government ministries fully informed on USAID policies and regulations relating to the inclusion of participant training as a required component of sector programming, in meeting development goals.
2. Participates with ministry and mission officials in evaluating manpower requirements for proposed sector program/projects, and advises on manpower training components, the availability of local training opportunities, or the need to provide for third country or U.S. training or contractor administered participant training programs to accomplish program objectives.
3. Develops training proposals for individual programs/projects, prepares funding cost estimates, and recommends training sites and training courses. Coordinates training proposals with sector/technical offices, advises on the number of participants required and the duration of training assignments, and prepares necessary program/project documentation to support proposals.
4. Participates with the mission and cooperating government in the selection process, taking into consideration participant competence in English, educational background, work experience, growth potential, and personal qualifications and attributes.
5. Reviews training plans developed by USAID/Washington for U.S. or third-country training programs. Following review of mission training proposals, works with mission and cooperating government officials in resolving differences. Makes arrangements for pre-departure orientation, and handles necessary administrative details for participants to begin training program in the United States or in a third country.
6. Manages and implements the participant training program, by reviewing progress reports and maintaining records and documentation on the utilization of participants upon completion of their training assignments.

Position Title: HUMAN RESOURCES DEVELOPMENT OFFICER

The Human Resources Development Officer serves as the principal officer at the mission or regional level responsible for advising on and directing USAID programs which involve learning, behavioral change, and social growth, as well as those which promote organizational and skills acquisition competencies relating to personal and institutional development.

#### Nature and Scope of Work

The principal goals of the human resources development program are to improve the economic, social, and cultural life and expectations of people in less developed countries, through program and project disciplines which include education, public and private institutional management, labor-resources, and the integration of women into the national economy. Although human resources development essentially involves these sectoral and cross-sectoral disciplines, it frequently interacts with other program areas such as agriculture, rural and urban development, population and health, development administration, research, and innovation.

Human resources programs serve as the means for integrating other development assistance program activities, and for assisting countries in identifying development assistance problems which are impeding progress of the country to achieve economic and social development goals.

The Human Resources Development Officer participates actively with cooperating country and mission

officials in broad sectoral analyses of human resource development needs, and assists countries and other mission or regional office staffs in identifying and attacking problems which are impeding the progress of the country or countries to achieve economic and social development goals. The Human Resources Development Officer works directly with senior level ministry and mission or regional office staffs in broad sectoral analyses and studies; advises on the allocation of available assistance funds and services among or between sectoral programs; and, participates in the development, planning, design, and evaluation of programs and projects which provide for and extend essential social institutions and services to the most needy poor, particularly through extending educational and training facilities by creating improved public and private institutional management and public administration programs at the national and local levels.

The Human Resources Development Officer normally reports to the Mission Director, and draws from other mission elements, regional offices, and USAID/Washington for technical and administrative support and assistance. The officer maintains close contact with mission organizations, for the purpose of coordinating programs exchanging information and identifying human resource needs and priorities, for both self-help and external assistance and may be responsible for managing and directing the mission or regional education, public administration, and behavioral science programs.

The Human Resources Development Officer provides expertise and leadership in the human resources field, which may involve any of the following types of assistance projects:

1. Educational development and research; planning, analysis, and design of formal and non-formal education projects; introduction of innovative techniques; identifying learning needs for all levels and types of people; cost effectiveness; education economics; curricula development; and, integration of education and training programs with mission technical staffs;
2. Government administration, management analysis, planning, and organization; financial analysis; analysis of cooperating government development status and potential;
3. Research studies of economic, social, and political conditions affecting human resources development;
4. Development of approaches to employment and income producing opportunities for the poor;
5. Improvement of local administrative and financial capacity to support essential services and development activities;
6. Improvement of labor relations, studies of labor unions, and labor legislation, particularly laws affecting women and children; and,
7. Development of opportunities for the participation of women in the social, economic, and political aspects of the country, to enhance their industrial productivity and upward mobility.

#### Representative Duties

1. Participates with cooperating government officials in the planning, analysis, design, implementation, monitoring, and evaluation of programs/projects for all of the diverse activities involved in human resources development. Based on cooperating country plans and identified needs and problems, collaborates with appropriate officials on detailed analysis of the overall sector, on policy formulation, and on design of specific projects.

2. In consultation with cooperating government officials, recommends required amounts, types, and timing of human, financial, and material resources inputs for specific projects. Directs or advises on the preparation of project documentation and related agreements with the cooperating country government.
3. Advises the Mission Director and staff on all matters pertaining to policy, administration, and operation of human resources development programs, and administers mission assistance to such programs. Provides administrative and technical supervision to U.S. and non-U.S. mission personnel engaged in human resources development and social science research activities within the mission.
4. Maintains a constant awareness of relationships of human resources development, as these interact with and depend upon the technical fields of agriculture, nutrition, health, population/family planning, rural and urban development, and housing. Coordinates with and draws from other mission elements and regional offices for technical and administrative support and assistance.
5. Collaborates with other sectoral and cross-sectoral assistance programs in the integration of education programs which are designed to advance social and economic progress, and extend and expand basic education and training opportunities to meet essential learning needs of the rural and urban population.
6. Provides expertise and leadership in human resources development support, by working through intermediaries of the cooperating government, contractor groups, PASA, and other project implementation personnel.
7. Monitors project implementation efforts of mission staff, cooperating country personnel, and intermediaries, and recommends action to resolve problems. Participates with cooperating government officials in re-planning or modification of projects.
8. Collects and evaluates data on economic, social, and political factors in the cooperating government relevant to long and short-term planning and administration of development assistance.
9. Designs, conducts, analyzes, and reports studies for mission use in sector program planning, with the cooperation and assistance of cooperating country researchers and officials.
10. On the basis of such studies, evaluates effectiveness, efficiency, and relevance of the U.S. assistance programs and components, in terms of their economic, social, and political impact, and in relation to U.S. and cooperating government objectives in the area of human resources development.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### EDUCATION SERIES - 1710

The Education Series includes positions which are responsible for planning and managing education programs and projects for developing countries.

#### Introduction

The principal work of this series is to provide professional assistance and support to education programs in developing countries. This assistance and support is directed toward helping developing countries to expand specialized technical and basic education opportunities and training, on as broad a base as possible.

Emphasis is placed on the development of educational programs to meet the learning needs of the school age and adult population. Special attention is directed to the use of communications resources, educational technology, and non-formal education, as well as the formal or traditional educational systems.

Positions which are included under this series are those which are involved with the analysis, planning, design, and development of regional and country-wide educational programs, and those responsible for the management of educational projects.

Depending upon the organizational structure of the mission or regional office, the education program may be assigned within the Human Resources Development Division, or may be established as a separate Education Officer which reports directly to the Mission Director.

#### Position Titles Within Series

Education Development Officer  
Supervisory Education Development Officer  
Junior Officer (Education)

Position Title: EDUCATION DEVELOPMENT OFFICER

The Education Development Officer plans and administers the education development program of the mission or region.

#### Nature and Scope of Work

The USAID education development program is designed to improve the economic, social and cultural life expectations of the poor in less developed countries. The thrust of the program is to improve the quality of life, increase access of the poor to income producing opportunities, and to promote greater participation of local groups and communities in development decision making and resource allocation.

Program designs will vary according to conditions and circumstances within the country or region, the size and program emphasis of Agency involvement, the extent of loan and grant commitments and those of other donors, and the degree to which the cooperating government can analyze development problems

and support and manage educational development projects.

To meet the educational needs of the poor, priority is given to basic educational programs for children, which include functional literacy, numeracy, and an elementary understanding of science and the environment; and, basic life skills programs for adults, to improve their performance of family work, business skills and acumen, and societal roles.

To realize these needs and objectives, the Education Development Officer is concerned with activities which encompass the full range of non-formal education and training; formal academic education at the primary, secondary, and university levels; and, the development and application of innovative educational methods and technology.

The Education Development Officer works closely with the professional, scientific, and educational community in evaluating the cooperating country's ability to utilize and adapt research; communications and mass media; economics as related to education; cost-effectiveness analyses; community resources; learning materials, including audiovisual techniques; curricula development; and, teacher and staff training.

The Education Development Officer provides expertise and leadership in educational development support, working through or with intermediaries of the cooperating government, contractor groups, PASA, and other project implementation personnel in the development and monitoring of educational programs and projects; may also serve as the Project Manager of those educational projects for which personally responsible.

#### Representative Duties

1. Participates with cooperating country government and other USAID officials in the analysis, planning, design, implementation, monitoring, and evaluation of education programs and projects for rural and urban areas of less developed countries. Assists in identifying needs and priorities; advises on project design and development of mission generated education projects; and, negotiates, coordinates, and interprets educational program and policy issues across mission and cooperating country lines of authority.
2. Serves as advisor to the Mission Director and other senior staff in establishing priorities on development assistance resources for educational components of sectors, and provides staff support on all aspects of education programs, projects, and activities, with respect to planning, design, implementation, evaluation, status, and progress of projects. Participates in mission policy formulation, resource assessments, and sector analysis and studies.
3. Maintains a constant awareness of relationships of educational development activities as they interact with and depend on the technical fields of food and agriculture, rural development, nutrition, health, population/family planning, science and technology, and business and industry, and ensures that training and education in sector planning is built into the program and project design of development assistance sector specializations.
4. Serves as the mission representative for U.S. assistance in educational development with officials and representatives of the cooperating country, the United Nations, other donor countries, international and private foundations, voluntary agencies, and institutions and contractual groups to: stimulate interest, present plans and proposals, promote programs/projects, and coordinate other donor participation and commitment, to prevent duplication of effort and ensure continued support for projects; develop an

awareness of and competence by the cooperating country, to identify self-help and external assistance needs, establish priorities, develop objectives, determine resource requirements, recognize and solve problems, present innovative programs in formal and non-formal education, conduct sector analyses and studies, and manage and evaluate assistance project implementation; provide consultation on, and examine and analyze, program policies and projects as they relate to the country's economy, development objectives, social and political aspirations of the rural and urban poor, and the constraints placed on these programs and policies by various levels of policy authority, local autonomy, resource inputs, cost/benefits, available technologies, management training, and evaluation; reassess ongoing programs in light of current national economic and social needs, including the application of multi-disciplinary approaches, expected work opportunities, training requirements, including facilities for training and wider participation through radio and other innovative techniques, utilization of private voluntary organizations; and, greater local community involvement.

5. In missions where Development Training Officers are not regularly assigned, the Education Development Officer may plan, implement, administer, and evaluate the participant training program and the related Language Training programs. Participates with appropriate mission staff and cooperating government officials in the development of training programs, the selection of participants, and the evaluation of training activities.

## UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

### POSITION CLASSIFICATION STANDARDS -- FOREIGN SERVICE

#### FOREIGN ASSISTANCE INSPECTOR SERIES - 1811

The Criminal Investigating Series includes those positions engaged in the close examination of, or systematic inquiry into, acts of alleged or suspected violations of criminal statutes by persons or firms having business connections with USAID.

#### Introduction

Criminal investigations are planned, systematic, and thorough searches for facts concerned with possible violations of the law which involve inquiry into circumstances causing, affecting, surrounding, or growing out of acts of misfeasance or malfeasance. Particular attention is paid to details, and the relationships of the events, people, and physical circumstances involved.

Foreign Service investigation positions in USAID are established in the Office of the Assistant Inspector General for Investigations, to develop information required to prove or disprove possible criminal acts on the part of USAID employees, contractors, or outside firms having official business connections with USAID. Duties may include participation in internal and external audits which appear to develop possible criminal violations of Agency regulations during the course of the audit.

#### Position Titles Within Series

Inspector  
Supervisory Inspector  
Junior Officer (Inspection)

#### Position Title: INSPECTOR

The Inspector conducts inspections and investigations of suspected violations of USAID Regulations and Federal Criminal and Civil Fraud Statutes by USAID employees, and contractors, and their employees on USAID-funded projects.

Under Section 239 (c) of the Foreign Assistance Act of 1961, as amended, the Office of the Assistant Inspector General for Investigations (IG/I), in addition to investigation and inspection of USAID operations, conducts inspections and investigations for the Overseas Private Investment Corporation (OPIC). IG/I has the same responsibilities to OPIC as it has to USAID.

#### Nature and Scope of Work

The Inspector is primarily responsible for planning, conducting, coordinating, and supervising domestic and overseas criminal investigations and inspections affecting the integrity and efficiency of USAID and OPIC-financed activities, and agency personnel in an assigned regional area. The full range of investigative and inspection work performed includes: detailed review of criminal acts or civil fraud; research and analysis of sources of information following rules of criminal procedure, applying investigative techniques to develop confidential and other informational sources, the conduct of appropriate inquiry, and obtaining depositions and signed, sworn statements; gathering and preserving legal evidence; maintaining contact and coordination with U.S. and cooperating government officials;

and, evaluating investigative data and correlating these with other available information.

IG/I investigation cases involving civil or criminal fraud are referred to the General Counsel, USAID or the General Counsel, OPIC for legal review and further referral to the Department of Justice, where determination is made as to whether or not the facts disclosed warrant criminal or civil prosecution.

#### Representative Duties

1. Conducts investigations related to violations of Title 18 of the U.S. Code, related Executive Orders, Code of Federal Regulations, and the Foreign Assistance Act, as amended, within the authorities and jurisdiction to perform law enforcement and investigative activities involving U.S. Government personnel or USAID-financed activities.

Upon assignment of a case or development of specific leads, obtains information using a variety of investigative techniques to develop confidential and other information sources.

Gathers evidence and obtains documents legally sufficient for presentation in U.S. Court proceedings.

Maintains contact with senior Agency and mission officials, overseas Ambassadors, cooperating country representatives, and other law enforcement/investigative officials, including U.S. agencies, Interpol, and Foreign National law enforcement officials.

Contacts USAID suppliers, shippers, contractors, importers, and exporters in the conduct of investigations, to ascertain compliance with USAID and other U.S. Government regulations, and to ascertain if misfeasance or malfeasance action is involved.

2. Conducts inspections of Agency world-wide operations, as required to determine the extent of misfeasance or malfeasance, such as fraud or related irregularities, including USAID and OPIC-funded activities and USDA-funded distribution of Title II, P.L.480 Commodities.

3. In utilizing the services of technical experts and consultants, the Foreign Assistance Inspector establishes definitive scopes of work to be performed.

4. Responsible for the preparation of written reports of cases investigated.

5. In consultation with the Mission Director or Deputy Mission Director, establishes and implements standards, policies, and procedures for the office, including criminal investigations practice; case file management; application of statutory and regulatory constraints; administrative and management procedures including contracts, travel, and correspondence; the IG/I criminal law enforcement record system; monthly and other required activity reports; training, evaluation and performance of personnel; and, coordination of efforts with other Auditor General, USAID, and OPIC activities.