STAFF REQUISTION FORM

Position Title: Program Specialist - TORP 19-042 **Submission Date:** 04/03/2019

Work Location (City, State): Washington, DC

Job Function: Engineering

Clearance Requirements:
Top Secret

Hiring Manager: Kameron Turner

Program Manager: Ty Taylor **Desired Start Date:** _____

Salary Range (to – from): _____

Contingency (please select all that apply):

- ☐ Contingent on Task Award and Funding
- ☑ Contingent on Customer Approval
- ☑ Contingent upon interim security clearance
- ☑ Contingent upon client-specific background check (i.e., DHS clearance)
- ☐ Not Contingent upon any of the above

Position Type : New Position **Employment Type:** Full-time
FLSA Status: Exempt (Salary) **Citizenship Required :** Yes
Number of positions : 1

Travel Required: minimal **Estimated Percentage:** _____

Certifications: _____

Notes to Recruiter:

*****Insert description on pg.2 before signing or requesting approvals***

Hiring Manager Approval/Date: _____

Program Manager Approval/Date: _____

Vice President Approval/ Date: _____

President Approval/Date: _____

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Job Description (Required Information: job duties, required skills, & required education):

SUMMARY:
The Program Specialist shall assist in coordinating all aspects of the Bureau's SCA/STA managed regional Economic Support Funds (ESF) for the Indo-Pacific.

POSITION DUTIES:
1. Assists in coordinating all aspects of the Bureau's SCA/STA managed regional Economic Support Funds (ESF) for South Asia.
2. As a member of the Indo-Pacific Program Management team, and in close coordination with the SCA/STA STAR team, prepares annual program recommendations for the trade and infrastructure sectors and presents these to the SCA/FO for decision.
3. Works with implementing partners to maintain oversight of activities and ensures the effective execution of SCA's trade and infrastructure programs.
4. Develops contacts with representatives of civil society, think tanks, and other government agencies working in the region to further create opportunities for the most effective possible programming.
5. Maintains, updates, and develops as necessary systems for the efficient and accessible retrieval of documents regarding the allocation, notification, transfer, and implementation of SCA's Indo-Pacific trade and infrastructure programs.
6. May assist, as needed, with other SCA/STA managed ESF programs under the governance and security pillars of the Indo-Pacific strategy, as well as SCA's Sri Lanka and Maldives program.
7. Manages complex budget requests to Congress, identification of implementers, project design, developing program plans and performance reports required by the Director of Foreign Assistance and the Office of Management and Budget, and monitoring and evaluation of program performance.
8. Following fiscal year allocations, develops goals, objectives, and programs.
9. Requests, summarizes and prioritizes funding programming proposals for front office approval through a draft Decision Memo. After approval, the incumbent drafts a Congressional Notification for Hill approval of activities, and drafts implementation agreements, which can be contracts, grants, or interagency agreements for review and approval by the SCA/STA Director.
10. Provides guidance to implementing partners.
11. Reviews implementer program and financial reports.
12. Assists the STAR Team in monitoring award parameters including scopes of work, budgets, timelines, and indicators to ensure program objectives are met.
13. May travel to assess early-phase project viability, monitor ongoing programs, and drafts evaluation reports.
14. Contributes to all bureau reporting required by the Office of the Director for Foreign Assistance for the South Asia Regional Operating Unit.
15. Communicates SCA/STA's Indo-Pacific trade and infrastructure program objectives to other State Department and U.S. government offices involved in programming and allotting foreign assistance funds including, but not limited to, regional bureaus, Office of Acquisitions Management, Office of the Legal Advisor, Congressional Liaison office, Office of Management and Budget, and USAID offices.
16. In coordination with the Indo-Pacific Program Management team, the STAR Team Lead and SCA leadership, responds to external requests for information, including from Congress, regarding SCA/STA's regional ESF funds.
17. Provides briefings, status reviews, and advice to the other SCA/STA staff, senior SCA personnel, and interagency partners on regional ESF programming.
18. Maintains, updates, and develops, as necessary, systems for the efficient and accessible retrieval of documents regarding the allocation, notification, transfer, and implementation of regional ESF funds.
19. Tracks the payments of implementers, and is responsible for maintaining the regional ESF program and organizational files.
20. Participates in policy and donor coordination meetings, as appropriate, and tracks current funding going into South Asia, both U.S. and non-U.S. funding.
21. Applies internal control measures to protect organizational integrity and prevent unauthorized use or misappropriation of sensitive and classified material; reports instances of security violations/problems to the appropriate supervisory/management official; assumes full responsibility for safeguarding all classified and sensitive but unclassified material and equipment in assignment area(s).

NECESSARY SKILLS & KNOWLEDGE:
1. Experience working within time constraints and under pressure.
2. Working knowledge of personal computers and general administrative practices.
3. U.S. Citizenship.
4. A Bachelor's degree from an accredited institution.
5. Superior attention to detail, strong multi-tasking and organizational skills.
6. Ability to communicate effectively, both orally and in writing.
7. Superior interpersonal skills and proven ability to work well with others.
8. Ability to work independently on projects and issues within overall policy guidelines.
9. Experience meeting tight deadlines in a fast-paced, office environment.
10. Knowledge of international affairs.