FF

U.S. Department of State
and
U.S. Agency for International Development

Franklin Fellows Program
2013 Positions

"An investment in knowledge always pays the best interest."
-Benjamin Franklin

Below are challenging positions for which the U.S. Department of State and U.S. Agency for International Development (USAID) wish to host Franklin Fellows. Most positions are in Washington D.C.; several in New York with the U.S. Mission to the UN. There is one position at the USAID Mission in Conakry, Guinea.

This list changes and is not necessarily fully inclusive, but it does represent most of the requests for Fellows.

Please note that some positions on this list may be filled at any given time. We have annotated the position descriptions in red to show which positions have been filled and when we expect them to open up again. If you are interested in a position that is now filled, we recommend contacting us about six months before the position becomes available again.

For details on the Franklin Fellows Program, please see http://careers.state.gov/FF.

New Positions

- **WHA-004 Colombia Desk Expert/Consultant (WHA/AND)**
- **EUR-005 Expert on U.S.-Russia Relations (EUR/RUS)**
- **EUR-006 Expert on U.S. Relations with Eastern Europe (EUR/UMB)**
- **IIP-001 Producer (IIP/CO.NX)**
- **IIP-002 Anchor/Moderator (IIP/CO.NX)**
- **IIP-003 Social Media Outreach Expert (IIP/OIE)**
- **AF-006 Foreign Affairs Officer (AF/EPS)**
- **AF-005 International Human Rights Expert (RSA/ACOTA)**
- **NEA-006 Advisor on Syria (NEA/ELA)**
- **S-037 Workplace Conflict Prevention and Resolution Center Consultant (S/O/WCPRC)**
- **S-036 Outreach Liaison (S/CPR)**
- **S-013 Muslim Engagement Specialist (S/SRMC)**
- **AID-013 USAID Civilian-Military Policy Advisor (USAID/DCHA/CMC)**
- **S-012 Advisor on Economic Policy and Governmental Affairs (S/USSESSS)**
- **INR-006 Foreign Affairs Officer for Humanitarian Emergencies (INR/GGI/HIU)**
- **IO-008 Economic and Financial Officer (IO/HS)**
- **NEA-005 Advisor on Middle East Peace Issues (NEA/IPA)**
- **L-001 International Claims and Investment Disputes (L/CID)**
- **HR-005 Industrial Psychologist (HR/REE/BEX)**

Table of Contents

- Office of the Secretary (S)
- Under Secretary for Civilian Security, Democracy and Human Rights (J)
- Office of the Under Secretary for Public Diplomacy and Public Affairs (R)
- Office of the Under Secretary for Economic Growth, Energy, and the Environment (E)
- Regional Bureaus
- Functional Bureaus
- U.S. Agency for International Development (USAID)
- Foreign Service Institute (FSI)
- Office of the U.S. Foreign Assistance Resources (F)
- U.S. Mission to the United Nations (USUN)

Office of the Secretary (S)

- **Afghanistan and Pakistan,** Office of the Special Representative for (S/SRAP)
  - **S-032 Private Equity Financing Specialist (S/SRAP)**
- **Civil Society and Emerging Democracies,** Office of the Secretary's Senior Advisor for (S/SACSED)
  - **S-015 Foreign Affairs Officer (S/SACSED)**
- **Chief Protocol,** Office of the
  - **S-036 Outreach Liaison (S/CPR)**
- **Cyber Issues,** Office of the Coordinator for (S/CCI)
  - **S-029 Senior Analyst for Cyber Policy Issues (S/CCI)**
- **Global AIDS,** Office of the U.S. Coordinator for (S/GAC)
- **Global Food Security,** Office of the Coordinator for (S/GFS)
  - **S-004 Global Food Security Advisor (S/GFS)**
- **Global Intergovernmental Affairs,** Special Representative for (S/SRGIA)
  - **S-005 Special Representative for Global Intergovernmental Affairs (S/SRGIA)**
- **Global Partnership Initiative,** Office of the (S/GPI)
- **Muslim Communities,** Office of Special Representative to (S/SRMC)
  - **S-013 Muslim Engagement Specialist (S/SRMC)**
- **Ombudsman, Office of the**
  - **S-037 Workplace Conflict Prevention and Resolution Center Consultant (S/O/WCPRC)**
- **Opportunity and Civil Rights,** Office of (S/OCR)
  - **S-035 Diversity Manager (S/OCR)**
- **Senior Advisor for Innovation,** Office of the (S/SAIT)
  - **S-008 Diplomatic Technology Advisor (S/SAIT)**
- **Sudan and South Sudan, Office of the U.S. Special Envoy (S/USSESSS)**
  - **S-012 Advisor on Economic Policy and Governmental Affairs (S/USSESSS)**

Back to Top

Under Secretary for Civilian Security, Democracy and Human Rights (J)

- **Global Criminal Justice,** Office of (J/GCJ)
  - **J-002 Foreign Affairs Officer (J/GCJ)**
- **Global Youth Issues,** Office of (J/GYI)
  - **J-001 Advisor (J/GYI)**

Mission of the Office of the Under Secretary (J):

The bureaus and offices reporting to the Under Secretary for Civilian Security, Democracy, and Human Rights contribute to the security of the American people and nations around the world by assisting countries to build more democratic, secure, stable, and just societies.

To achieve our mission, we work together, along with other U.S. Government agencies and foreign partners, to prevent and respond to conflict, promote peace and genuine stability, strengthen and develop the rule of law, achieve accountability for atrocities, counter terrorism and violent extremism, build democratic institutions, deepen respect for universal human rights, strengthen civilian protection and security, and advance the United States' humanitarian policies, practices, and programs around the world.

Back to Top

Office of the Under Secretary for Public Diplomacy and Public Affairs (R)

- **Under Secretary for Public Diplomacy and Public Affairs**, Office of (R/CSCC)
  - **Strategic Counterterrorism Communications, The Center for (R/CSCC)**
    - **R-001 Analyst for Metrics and Evaluation, Center for Strategic Counterterrorism Communication (R/CSCC)**

Mission of the Office of the Under Secretary (R):

The mission of American public diplomacy is to support the achievement of U.S. foreign policy goals and objectives, advance national interests, and enhance national security by informing and influencing foreign publics and by expanding and strengthening the relationship between the people and government of the United States and citizens of the rest of the world.

The Under Secretary for Public Diplomacy and Public Affairs leads America's public diplomacy outreach, which includes communications with international audiences, cultural programming, academic grants, educational exchanges, international visitor programs, and U.S. Government efforts to confront ideological support for terrorism. The Under Secretary oversees the bureaus of Educational and Cultural Affairs, Public Affairs, and International Information Programs, and participates in foreign policy development.

Back to Top

Office of the Under Secretary for Economic Growth, Energy, and the Environment (E)

- **Under Secretary for Economic Growth, Energy, and the Environment**, Office of (E/STAS)
  - **Science and Technology Adviser to the Secretary, Office of (E/STAS)**
    - **E-001 Senior Adviser on Complex Systems (E/STAS)**

Mission of the Office of the Under Secretary (E):

The Under Secretary for Economic Growth, Energy, and the Environment Robert D. Hormats leads the State Department's efforts to develop and implement economic growth, energy, agricultural, oceans, environmental, and science and technology policies to promote economic prosperity and address global challenges in a transparent, rules-based, and sustainable system. The bureaus and offices under his leadership work to:

- Advance the Department's economic statecraft agenda, using America's global leadership to strengthen our domestic economy;
- Elevate and intensify our efforts on energy security and environmental sustainability; and
- Foster innovation through robust science, entrepreneurship, and technology policies.

Back to Top

Regional Bureaus

- African Affairs (AF)
  - AF-004 Advisor on Equatorial Guinea, Cameroon (AF/C)
  - AF-005 International Human Rights Expert (RSA/ACOTA)
  - AF-006 Foreign Affairs Officer (AF/EPS)
- East Asian and Pacific Affairs (EAP)
  - EAP-001 Asian Economic Specialist (EAP/EP)
  - EAP-003 Macroeconomic and Finance Officer (EAP/J)
  - EAP-004 Advisor on Korean Environmental, Science, Technology and Health Issues (EAP/K)
  - EAP-005 Advisor for Pacific Island States (EAP/ANP)
  - EAP-006 Science and Technology Policy Advisor (EAP/RSP)
- European and Eurasian Affairs (EUR)
  - EUR-005 Expert on U.S.-Russia Relations (EUR/RUS)
  - EUR-006 Expert on U.S. Relations with Eastern Europe (EUR/UMB)
- Near Eastern Affairs (NEA)
  - NEA-004 Advisor on Iran (NEA/IR)
  - NEA-005 Advisor on Middle East Peace Issues (NEA/IPA)
  - NEA-006 Advisor on Syria (NEA/ELA)
- Western Hemisphere Affairs (WHA)
  - WHA-002 Advisor on the Columbia River Treaty Review (WHA/CAN)
  - WHA-003 Public Outreach Specialist (WHA/EPSC)
  - WHA-004 Colombia Desk Expert/Consultant (WHA/AND)

Back to Top

Regional Bureaus - Descriptions

- **The Bureau of African Affairs (AF)** is responsible for 48 countries in Africa south of the Sahara. The official languages (in additional to local languages) in these countries are French, English and Portuguese. Spanish is spoken in one country – Equatorial Guinea.

- **The Bureau of East Asian and Pacific Affairs (EAP)** plays an essential role in maintaining peace in the region. East Asia, in turn, has an enormous impact on the U.S., as the region is home to 30% of the world's population; generates 25% of world GDP; and holds 65% of world's foreign exchange reserves. East Asia is the destination for 27% of total U.S. exports (and 40% of our agricultural exports); and is a growing competitor for global resources. It has experienced some of the world's fiercest military conflicts in the past century. Despite strong U.S. military presence and alliances and relative peace in the region, EAP still includes some of the world's most dangerous flashpoints, including the Korean peninsula and Taiwan Strait. The flourishing of democracy in the region, including in Indonesia, the world's largest Muslim majority country, has given citizens a voice in their own governance and set an example for the rest of the world. Still, political repression and fragile democratic institutions continue to be the hallmark of many EAP countries. Governments in the region have greatly increased their capacity and cooperation against terrorism, but sophisticated terrorist organizations pose a serious threat to the interests of the United States and its allies. Infectious diseases, narcotics trafficking and criminal activity emanating from the region also continue to threaten Americans. America's deep engagement in the region has resulted in significant improvements; however, daunting challenges remain.

- **The Bureau of European and Eurasian Affairs (EUR)** is responsible for coordinating interaction with 49 countries of Europe with the aim of advancing U.S. national and global interests through the promotion of democracy and respect for human rights, market-based economies open to foreign investment, and stability and security through military cooperation and transparency. Our goal of a Europe that is whole, free and at peace has been advanced closer to reality through concerted engagement in all regions of Europe with countries and through multilateral organizations.

- **The Bureau of Near Eastern Affairs (NEA)** deals with U.S. foreign policy and U.S. diplomatic relations with Algeria, Bahrain, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, and Yemen. NEA handles some of the key issues of our time, including Iraq, Middle East peace, terrorism and weapons of mass destruction, and political and economic reform.

- **The Bureau of Western Hemisphere Affairs (WHA)** is responsible for managing and promoting U.S. interests in the region by supporting democracy, trade, and sustainable economic development, and fostering cooperation on issues such as drug trafficking and crime, poverty reduction, and environmental protection.

Back to Regional Bureaus Jobs | Back to Top

Functional Bureaus

- Administration (A)
  - A-001 Foreign Affairs Manual Analyst (A/GIS/DIR)
  - A-002 Rules Analyst (A/GIS/DIR)
  - A-005 Human Resources Specialist (A/EX/HRD)
- Arms Control, Verification and Compliance (AVC)
  - AVC-002 Technical and Policy Officer (AVC/VTT)
- Comptroller and Global Financial Services (CGFS)
  - CGFS-001 Financial Management Advisor (CGFS)
- Conflict and Stabilization Operations, Bureau of (CSO)
  - CSO-001 Foreign Affairs Officer (CSO)
  - CSO-002 Advisor on Conflict Theory and Prevention (CSO/CP)
- Consular Affairs (CA)
  - CA-003 Performance Management Analyst (CA/PPT/MAC)
  - CA-004 Audit and Risk Assessment Analyst (CA/PPT/A/AO)
  - CA-007 Performance Management Analyst
- Counterterrorism (CT)
  - CT-002 Program Evaluation Officer, Counterterrorism Finance Unit (CT/CTF)
  - CT-003 Counterterrorism Expert (CT/TDS)
- Democracy, Human Rights and Labor (DRL)
  - DRL-002 Human Rights/Democracy Promotion Specialist (DRL/AF)
  - DRL-003 Human Rights/Democracy Promotion Specialist (DRL/EAP)
  - DRL-004 Human Rights/Democracy Promotion Specialist (DRL/SCA)
  - DRL-005 Religion Freedom Promotion Specialist (DRL/IRF)
  - DRL-008 International Labor Officer (DRL/ILA)
  - DRL-009 Bureau Planning Officer (DRL/PPD)
  - DRL-010 Human Rights/Democracy Promotion Specialist (DRL/WHA)
  - DRL-011 Human Rights/Democracy Promotion Specialist (DRL/EUR)
  - DRL-012 Specialist on Disability Rights and Inclusive Development (DRL/SADR)

Back to Top

- Economic and Business Affairs (EB)
  - EB-001 International Economist (EB/EPPD)
  - EB-004 Foreign Affairs Officer – Regional (EB/TPP/IPE)
  - EB-005 Foreign Affairs Officer – Scientific (EB/TPP/IPE)
  - EB-006 Senior Advisor for Global Women's Business Initiative (EB/CBA)
  - EB-007 Counselor to the U.S. Coordinator for Communications and Information Policy (EB/CIP)
  - EB-008 Counselor to the U.S. Coordinator for Communications and Information Policy (EB/CIP)
  - EB-009 Counselor to the U.S. Coordinator for Communications and Information Policy (EB/CIP)
  - EB-011 Sanctions Officer (EB/TFS)
  - EB-012 Intellectual Property Rights Expert (EB/TPP/IPE)
  - EB-013 U.S.-International Investment Consultant (EB/IFD/OIA)
- Educational and Cultural Affairs (ECA)
  - ECA-001 Business Advisor (ECA/EP)
- Energy Resources (ENR)
  - ENR-001 Energy Market Economist (ENR)
  - ENR-002 Alternative Energy Economist (ENR)
  - ENR-003 Electric Power Sector Reform Expert (ENR)
  - ENR-004 Alternative Energy Technology & Financing Expert (ENR)
  - ENR-005 Energy Development Expert (ENR)
- Human Resources (HR)
  - HR-002 Public-Private HR Specialist (HR/RMA)
  - HR-003 HR Disabilities Specialist (HR/ER)
  - HR-004 Marketing Expert – Employee Relations (HR/ER)
  - HR-005 Industrial Psychologist (HR/REE/BEX)
- Information Resource Management (IRM)
  - IRM-001 Entrepreneur-in-Residence (IRM/BP/eDip)
  - IRM-002 Networking and Metadata (IRM/BP/eDip/DID)
  - IRM-003 International Liaison Practitioner (IRM/BP/eDip/EA)

Back to Top

- Intelligence and Research (INR)
  - INR-003 Senior Analyst for Cybersecurity (INR/CYBER)
  - INR-004 Advisor for Korean Military Issues (INR/EAP/NA)
  - INR-006 Foreign Affairs Officer for Humanitarian Emergencies (INR/GGI/HIU)
- International Information Programs (IIP)
  - IIP-001 Producer (IIP/CO.NX)
  - IIP-002 Anchor/Moderator (IIP/CO.NX)
  - IIP-003 Social Media Outreach Expert (IIP/OIE)
- International Narcotics and Law Enforcement Affairs (INL)
  - INL-001 Expert in Comparative Research in Criminal Justice/Corrections (INL/CAP)
  - INL-002 Expert in Comparative Analysis and International Foreign Assistance Program Evaluation (INL/CAP)
  - INL-003 Expert in Combating Transnational Crime, Money Laundering, Terrorism Financing (INL/C)
- International Organization Affairs (IO)
  - IO-004 International Human Rights Expert (IO/HRH)
  - IO-005 Initiatives Liaison Officer (IO/SEOIC)
  - IO-006 Advisor on Strategies for Peacekeeping Operations (IO/PSC)
  - IO-008 Economic and Financial Officer (IO/HS)
  - IO-009 Human Rights Officer (IO/HRH)
- International Security and Nonproliferation (ISN)
  - ISN-001 Advisor on Nonproliferation Issues (ISN/MNSA)
  - ISN-002 Research Coordinator (ISN/BPS)
- Legal Adviser (L)
  - L-001 International Claims and Investment Disputes (L/CID)
  - L-002 Attorney Adviser (L/AN, L/LFA)
  - L-003 Legislative Management Officer (L/UNA)
  - L-004 Attorney Adviser (L/T)
  - L-006 Attorney Adviser (L/CA, L/EFD)

Back to Top

- Oceans and International Environmental and Scientific Affairs (OES)
  - OES-001 Senior Advisor on U.N Commission on Sustainable Development (OES-ENV)
  - OES-002 Water Resources Expert (OES-ECW)
  - OES-004 Global Health Advisor Liaison (OES/IHB)
  - OES-005 Advisor for Policy (OES/IHB)
- Overseas Buildings Operations (OBO)
  - OBO-001 Sustainability Metrics Coordinator [RESD] (OBO/PDCS/DE/ESD)
- Population, Refugees and Migration (PRM)
  - PRM-001 Advisor on International Migration (PRM/PIM)
- Public Affairs (PA)
  - PA-003 Historian (PA/HO)
  - PA-004 Program Officer (PA/WFPC)
  - PA-006 Public Outreach Database Management Specialist (PA/PL)
  - PA-007 Media Monitoring Specialist (PA/PRS)
  - PA-008 Digital Communications Specialist (PA/DCC)
  - PA-009 Broadcast Media Producer (PA/OBS)

Functional Bureaus - Descriptions

- **The Bureau of Administration (A)** is responsible for providing effective global support for the people and programs of America's diplomacy through customer satisfaction, competitive sourcing and emergency preparedness.

- **The Bureau of Arms Control, Verification and Compliance (AVC)** ascertains that appropriate verification requirements and capabilities are fully considered and properly integrated throughout the development, negotiation, and implementation of arms control, nonproliferation, and disarmament agreements and commitments. The Bureau ensures that other countries' compliance is carefully watched, rigorously assessed, appropriately reported, and resolutely enforced.

- **The Bureau of Comptroller and Global Financial Services (CGFS)** is responsible for all financial management activities relating to the programs and operations of the Department of State. The hallmark of any top financial operation is its ability not only to provide accurate and timely financial data but also to use that data and expertise to give high-value financial advice to the key decision-makers. Our mission going forward will be to combine this strong financial information base with a high level of financial advisory expertise as a strategic partner to the Secretary and the Bureaus to ensure that the Department obtains maximum results from its funding. By focusing as well as documenting improved execution across the Department, we believe we will be better able to obtain the funding needed to complete State's missions.

- **The Bureau of Conflict and Stabilization Operations (CSO)** advances U.S. national security by driving integrated, civilian-led efforts to prevent, respond to, and stabilize crises in priority states, setting conditions for long-term peace. The bureau emphasizes sustainable solutions guided by local dynamics and actors, and promotes unity of effort, the strategic use of scarce resources, and burden-sharing with international partners. This comprehensive approach will help the State Department anticipate and adapt to 21st century security challenges, while supporting America's leadership in emerging crises.

- **The Bureau of Consular Affairs (CA)** is the public face of the Department of State for millions of U.S. citizens and foreign nationals around the world. CA is responsible for the welfare and protection of U.S. citizens abroad, for the issuance of passports and other documentation to citizens and nationals, and for the protection of U.S. border security and the facilitation of legitimate travel to the U.S. CA also has a significant domestic presence, most notably the 17 Passport Agencies that deal directly with the U.S. public. These far-reaching consular activities have broad foreign policy and domestic political implications and involve serious legal, humanitarian and management concerns. Responsibility for these functions is vested within the Department of State in the Assistant Secretary for Consular Affairs and for their implementation abroad in consular officers assigned to Foreign Service posts.

Back to Functional Jobs List | Back to Top

- **The Bureau of Counterterrorism (CT**) leads the Department of State in the whole-of-government effort to counter terrorism abroad and to secure the United States against foreign terrorist threats. Working with the National Security Staff, U.S. government agencies, and other Department of State bureaus, the Bureau of Counterterrorism develops and implements counterterrorism strategies, policies, and operations. It oversees programs to counter violent extremism, strengthen homeland security, and build the capacity of partner nations to deal effectively with terrorism. The Bureau leads the U.S. government in counterterrorism diplomacy and ensures U.S. foreign policy objectives are integrated into the formulation and execution of counterterrorism operations including related defense and homeland security policies and programs. It provides an on-call capability to respond to terrorist incidents worldwide.

- **The Bureau of Democracy, Human Rights and Labor (DRL)** leads U.S. efforts to implement foreign affairs policies that promote and support democracy, human rights, religious freedom, and workers' rights in all regions of the world. DRL's objective is to work with partners, including NGOs, the private sector, and other governments, to spread democracy and respect **f**or human rights. DRL would like to invite Fellows to apply for positions as described below in seven offices. All of the positions include opportunities for overseas travel, as needed.

- **The Bureau of Intelligence and Research (INR)** is the nexus between intelligence and diplomacy. Its primary mission is to provide raw intelligence and all-source analysis to the Secretary of State in her role as the President's chief foreign policy advisor and to other key policymakers within the Department of State. As a statutory member of the Intelligence Community (IC) and under the leadership of the Director for National Intelligence, INR also plays an expanding role in providing all source intelligence assessments to the President, Vice-President and other Cabinet Members to support policymaking at the highest level.

- **The Bureau of International Information Programs (IIP)** supports U.S. foreign policy objectives with public diplomacy products and services, providing speaker programs, web chats, library and book activities, Internet and multimedia services, and electronic and print publications. Electronic media products are distributed overseas through embassy Public Affairs and Information Resource Centers and by direct outreach through the Internet in order to influence policy and opinion on issues central to U.S. national interests.

- **The Bureau of International Narcotics and Law Enforcement Affairs (INL)** is responsible for the disruption of overseas production and trafficking of narcotics, easing the effects of narcotics on host nations through demand reduction projects, stabilizing post-conflict societies, and strengthening democracies through the institutional development of criminal justice systems.

Back to Functional Jobs List | Back to Top

- **The Bureau of International Organization Affairs (IO)** domestically and through its seven missions, develops and implements U.S. policy in the United Nations, its specialized and voluntary agencies, and certain other international organizations. Our mission is to advance U.S. foreign policy strategic goals and U.S. interests through multilateral diplomacy, while ensuring that the international organizations through which we work remain viable and effective. A primary goal of the Bureau is to help shape the multilateral system into a more efficient and effective instrument to meet the challenges of the 21st century. To this end, we are pursuing a program of reform. We aim to preserve and enhance American leadership and influence in the multilateral system, inter alia, through paying our assessments in full and paying our outstanding obligations.

- **The Bureau of International Security and Nonproliferation (ISN)** leads the U.S. effort to prevent the spread of nuclear, chemical and biological weapons, their related materials and their delivery systems. The ISN Bureau spearheads efforts to promote international consensus on proliferation of Weapons of Mass Destruction (WMD) and to develop diplomatic responses to specific WMD proliferation threats posed by non-state actors and terrorist groups.

- **The Office of the Legal Adviser (L)** furnishes advice on all legal issues, domestic and international, arising in the course of the Department's work. This includes assisting Department principals and policy officers in formulating and implementing the foreign policies of the United States, and promoting the development of international law and its institutions as a fundamental element of those policies. The Office is organized to provide direct legal support to the Department of State's various bureaus, including both regional and geographic offices (those which focus on specific areas of the world) and functional offices (those which deal with specific subject matters such as economics and business, international environmental and scientific issues, or internal management).

- **The Bureau of Oceans and International Environmental and Scientific Affairs (OES)** promotes U.S. diplomacy through advancing environmental stewardship, encouraging economic growth, and promoting social development around the globe to foster a safer, more secure and hopeful world. Nearly 200 employees further these goals through programs and activities concerning infectious diseases, biodiversity, climate change, access to water and energy, oceans affairs, science and technology cooperation, management of toxic chemicals, environmental components of trade agreements, and the exploration of space. In addition, the Bureau represents the United States at major international negotiations. Together, these activities demonstrate the Bureau's commitment to policies that make concrete improvements in people's lives.

- **The Bureau of Overseas Buildings Operations (OBO)** ensures that the 260-plus U.S. Diplomatic missions around the world have safe, secure and functional facilities that allow 20,000 overseas employees to achieve U.S. foreign policy objectives. In order to accomplish this, OBO serves as the U.S. Department of State (DOS) Overseas Property Manager. The mission, simply stated, requires OBO to manage and lead all overseas facility actions, working with key DOS staff and tenants to find workable solutions, and in doing so, to make OBO one of DOS's most accountable elements.

Back to Functional Jobs List | Back to Top

- **The Bureau of Population, Refugees and Migration (PRM)** provides protection, ease suffering, and resolve the plight of persecuted and uprooted people around the world by providing life-sustaining assistance, working through multilateral systems to build global partnerships, promoting best practices in humanitarian response, and ensuring that humanitarian principles are thoroughly integrated into U.S. foreign and national security policy. Through leadership in humanitarian assistance policy and the provision of humanitarian assistance, PRM works to ensure effective, timely and equitable responses from the U.S. and the international community to provide protection and life sustaining relief for refugees and conflict victims; works to obtain and maintain first asylum and humane treatment for refugees in countries that might otherwise close their borders; provides emergency assistance for unexpected, urgent refugee and migration needs; supports refugee self-sufficiency in asylum countries until voluntary repatriation becomes a viable option; supports voluntary refugee repatriation and reintegration in safety and dignity; and provides U.S. resettlement to refugees of special humanitarian interest to the United States.

- **The Bureau of Public Affairs (PA)** is the link between the Department and the public. Its mission is to explain the foreign policy of the United States, to make it less "foreign" to citizens of this country, as well as people around the globe. This is done by explaining the goals of United States' foreign policy initiatives to the media and the public including though the use of new "social" and other electronic media. Effective public outreach requires effective planning; the Bureau provides guidance and direction to the various functional and regional bureaus of the State Department on the communication of foreign policy. This includes providing both short- and long-range strategic planning to support the Secretary's effort to bring foreign policy issues to the American people. We develop strategies to advance the Administration's priority policy issues, shaping effective messages to explain these policies. The Spokesman for the State Department leads these efforts. The offices within Public Affairs also coordinate the communication of foreign policy with the White House, Department of Defense, and other agencies dealing with foreign affairs.

Back to Functional Jobs List | Back to Top

U.S. Agency for International Development (USAID)

- **AID-006 Advisor on Legislative Strengthening Programs (USAID/DCHA/DG/G)**
- **AID-007 Advisor on Agricultural Development (USAID/BIFAD)**
- **AID-008 Global Alliance for Clean Cookstoves and Energy Grand Challenge Coordinator (USAID/EGAT)**
- **AID-009 Senior Fellow for Development Partnerships (USAID/ASIA/AA)**
- **AID-010 Senior Advisor for Internal Communication (USAID/A/COO)**
- **AID-011 Knowledge Transfer Expert USAID/CFO/CAR**
- **AID-012 Accounting Advisor USAID (USAID/CFO/CAR)**
- **AID-013 USAID Civilian-Military Policy Advisor (USAID/DCHA/CMC)**
- **AID-014 Senior Constitutional Law Advisor (USAID/E&E/DGST)**
- **AID-015 USAID Senior Advisor for IDEA Mobile Solutions (USAID/MS)**
- **AID-016 Knowledge Transfer Expert (USAID/OCFO/CAR)**
- **AID-017 Financial Management Policy Advisor (USAID/OCFO/FPS)**
- **AID-018 Executive Branch Science Fellow (USAID/OST)**

Mission of the Bureau:

USAID is the leading U.S. agency providing assistance to countries to help achieve long term sustainable development. The Agency is also the first lead responder in humanitarian emergencies and has a significant portfolio of activities in disaster relief and recovery. With missions in more than 80 countries around the world, USAID works to ensure that all people have a chance to lead a healthy and productive life. USAID has pioneered the use of public-private partnerships (PPPs) to tackle development challenges. Since 2001, the Agency has cultivated more than 900 public-private alliances with over 1,700 individual partners. USAID extends assistance in five geographic regions: Sub-Saharan Africa; Asia; Latin America and the Caribbean; Europe and Eurasia; and the Middle East. Programs focus on helping countries address challenges in food security, global health, climate change, energy, gender equality, science and technology development, and others.

Back to Top

Foreign Service Institute (FSI)

- **FSI-001 Senior Advisor on Language Teaching Methodologies (FSI/SLS)**

Mission of the Institute:

The Foreign Service Institute is the federal government's primary training institution for officers and support personnel of the U.S. foreign affairs community, preparing American diplomats and other professionals to advance U.S. foreign affairs interests overseas and in Washington. At the George P. Shultz National Foreign Affairs Training Center in Arlington, Virginia, other locations both domestically and abroad, and online, FSI provides the tools to fulfill its fundamental mission of developing the men and women our nation requires to fulfill our leadership role in world affairs and to defend U.S. interests.

Back to Top

Office of the U.S. Foreign Assistance Resources (F)

- **F-001 Foreign Assistance Specialist (F)**

Mission of the Office:
The Office of the Foreign Assistance Resources(F) was established to develop and implement a coherent foreign assistance strategy and associated budget, program, and implementation planning processes for the U.S. Government to better align our foreign assistance programs with our foreign policy goals. Its mandate stretches beyond the Department of State to include oversight of USAID funding and coordination with the interagency, NSC, Non-Governmental Organizations and Congress.

Back to Top

U.S. Mission to the United Nations (USUN)

- **USUN-001 Program Officer (USUN/ECOSOC)**
- **USUN-003 Advisor to the Representative (USUN/L)**
- **USUN-004 Assistant in the Accreditations Unit (USUN/HC)**
- **USUN-006 Protocol Officer (USUN/Protocol)**
- **USUN-007 Program Analyst/Business Management (USUN/MR)**
- **USUN-008 Program Analyst/Executive Recruitment (USUN/MR)**

Mission of the Bureau:

USUN serves as the United States' delegation to the United Nations. USUN is responsible for carrying out the nation's participation in the world body. In 1947 the United States Mission was created by an act of Congress to assist the President and the Department of State in conducting United States policy at the United Nations. Since that time, USUN has served a vital role as the Department of State's UN branch. Today, USUN has approximately 150 people who serve to represent the United States' political, economic and social, legal, military, public diplomacy and management interests at the United Nations.

Back to Top

- OFFICE OF THE SECRETARY (S)
  - **Global Food Security, Office of the Coordinator for the (S/GFS)**

S-004 Global Food Security Advisor (S/GFS)

Note: This position is unavailable until October 2013.

Synopsis: Make issues surrounding agriculture production, nutrition, environment (water issues) or climate change understandable to the non-scientists including the Coordinator, inter-agency Feed the Future (FtF) team, donors, civil society, the private sector and other stakeholders

Experience/Expertise:

- An understanding of the scientific issues surrounding agriculture production, nutrition, environment (water issues) or climate change.

Duties/Activities:

- Translate scientific documents surrounding the aforementioned issues, for use by State Dept., donors, private sector, and other stakeholders and users.
- Assist the Technical Advisor to the Coordinator on FtF focus country investment plans.

The Fellow may perform some official travel.

Mission of the Office:

S/GFS was established to improve the effectiveness of our contributions to global food security under the U.S. government's Feed the Future (FtF) initiative. FtF is the United States' contribution to a collaborative global effort that supports country-owned processes and plans for improving food security and promoting transparency. Through FtF, the U.S. Government is renewing its commitment to agriculture and economic growth and focusing on harnessing the power of the private sector and research to transform agricultural development.

Back to Secretary Jobs List | Back to Top

- OFFICE OF THE SECRETARY (S)
  - **Global Intergovernmental Affairs, Special Representative on (S/SRGIA)**

S-005 Special Representative for Global Intergovernmental Affairs (S/SRGIA)

Note: This position is unavailable until September 2013.

Synopsis: The fellow will represent the State Department in collaborations with other USG agencies, as well as partners in academia and the private sector.

Experience/Expertise:

- Strong communication and analytical skills to assume a substantive portfolio compatible with his/her background.
- Wide range of interests, including state and local governments, sustainable urban development, finance, multilateral development banks, U.S. tribal governments and/or international organizations.

S/SRGIA is open to considering candidates with other relevant interests.

Duties/Activities:

- Collaborate with other USG agencies, state, and local officials.
- Represent the Department in meetings and conferences in fulfillment of these duties.
- Manage the office's relationships with university, think tank and private sector partners assisting with research and data collection on state and local policy issues.

Mission of the Office:

S/SRGIA works to build and enhance relationships between state and local officials in the U.S. and their foreign counterparts around the world, working closely with relevant State Department regional bureaus. S/SRGIA staff promotes effective local governance and local capacity-building efforts and works with U.S. Government agency partners and stakeholders on select policy issues.

Back to Secretary Jobs List | Back to Top

- **OFFICE OF THE SECRETARY (S)**
  - **Senior Advisor for Innovation, Office of the (S/SAIT)**

S-008 Diplomatic Technology Advisor (S/SAIT)

Note: This position is unavailable until January 2013.

Synopsis: The Fellow will drive the agenda of utilizing technology to increase the effectiveness of U.S. diplomatic and development goals. S/he will assist the Senior Advisor by shepherding the technology agenda as well as aiding in facilitating technology-based policies and practices throughout the Department.

Experience/Expertise:

- It should be noted that the candidate's experience in this field will not be weighed as heavily as the individual's ability to anticipate, absorb, and apply new concepts and technologies in addition to their propensity to work hard and fast on a heterogeneous mix of project types as reflects the pace of the office of the Secretary of State. A premium is placed on writing skills.

Duties/Activities:

- Advance communications with a specific focus on 21st century technology and applications.
- Collaborate within and without the Department to maximize the effective use of increasingly universal technologies (web, mobile, SMS, social networking, etc) in communications and program delivery.
- Aid in implementing policies and agreements that reflect a commitment to the use of technology and telecommunications to improve the education, health and welfare of the world's population.

Mission of the Office:

The position of Senior Advisor for Innovation (S/SAIT) was created in part as a response to the need Secretary Clinton highlighted when she called on the State Department to embrace the fundamental shift in the speed and reach of information as an opportunity to engage millions more people seeking a peaceful world of economic growth and social progress.

Back to Secretary Jobs List | Back to Top

- OFFICE OF THE SECRETARY (S)
  - **Sudan and South Sudan, Office of the U.S. Special Envoy (S/USSESSS)**

S-012 Advisor on Economic Policy and Governmental Affairs (S/USSESSS)

Synopsis: The Fellow will review and provide expert comment on economic issues facing the Government of Sudan and South Sudan and support the Office of the Special Envoy. The economic policy advisor will prepare analyses on issues of debt, petroleum, trade, sanctions and currency in Sudan and South Sudan. The position will require high-level knowledge of economic policy and extensive experience in Africa on macroeconomic policy issues covering a wide range of subjects, including trade, debt and extractive minerals.

Experience/Expertise:

- Experience leading and/or conducting economic policy reviews and analyses on information and data standard issues, initiatives and operations;
- Experience applying a broad knowledge of economic and financial market operations, information technology, and data management; and
- Experience writing complex material such as reports, speeches, or presentations for senior officials.
- Specialized experience - You must have one year of specialized experience on Economic Policy issues in Africa, that has equipped the candidate to analyze and advise on related issues. The experience may have been gained in either the public or private sector. One year of experience refers to full-time work; part-time work is considered on a prorated basis.
- Other examples of specialized experience are: 1) experience managing programs or projects that involve applying complex economic principles, theories, concepts, methods, and techniques to issues of economic development with important economic policy implications; 2) experience managing projects; and, 3) experience representing an organization in internal and external forums.

Duties/Activities:

- Represent the Office in Department and interagency meetings as well as in seminars and outreach with official and unofficial foreign visitors.
- Draft and clear with the other bureaus of the Department and interagency partners conceptual products such as doctrine, frameworks, templates, guides, as well as cables, memoranda, talking points, an input for Congressional testimony.
- Prepare analyses of issues of debt, petroleum, trade, sanctions and currency in Sudan and South Sudan.
- Key skills for this position include strong writing and briefing skills, as well as substantive knowledge on this diverse portfolio. Intellectual skills to master these issues are also a priority. Familiarity with the economic, finance and trade agencies of the USG is a requirement.
- This position does not entail management responsibilities, but good interpersonal skills to function as a solid team member is very important. The position will be required to work closely with others in a collegial, team-oriented work environment that is highly fluid. S/he will work with the Sudan and South Sudan desks, as well as the negotiations team in the office.
- The analyst will research and write reports on developments in the areas listed below, and advise the Special Envoy, Director, Negotiations Team, and Sudan and South Sudan desks on these issues. The issues to be covered by this portfolio are among the most prominent between the two nations of Sudan and South Sudan. They figure in the outstanding issues of the Comprehensive Peace Agreement, and they impact the work of the Special Envoy's negotiations team and the Sudan and South Sudan desks.

Mission of the Office:

The Office of the Special Envoy to Sudan and South Sudan (S/USSESSS) is responsible for formulation and implementation of U.S. policy in Sudan and South Sudan. The central theme to efforts in the region is the United States' commitment to the growth and development of two independent, viable states at peace internally and with one another and their neighbors.

Back to Secretary Jobs List | Back to Top

- OFFICE OF THE SECRETARY (S)
  - **Muslim Communities, Special Representative to (S/SRMC)**

S-013 Muslim Engagement Specialist (S/SRMC)

Synopsis: The Fellow will assist the Special Representative by developing and implementing Muslim engagement initiatives around the world, in coordination with our Embassies, interagency partners, private sector partners, educational institutions and NGOs.

Experience/Expertise:

- Excellent written and oral communications skills and willing to work in a fast-paced and creative environment.
- While specific experience working with Muslim communities is not a requirement, the ability to use technology creatively to more effectively engage new audiences is a plus.

Duties/Activities:

- Creatively use social media websites, including Facebook and Twitter, to develop and enhance the Special Representative's online engagement with young people around the world.
- Work with U.S. embassies overseas and with regional bureau colleagues to develop new initiatives overseas, as well as initiatives that can be supported from Washington.
- Draft policy papers and memos for the Secretary and other senior interagency officials, and monitor intelligence reporting, cables, and articles by other organizations that contribute to our understanding of Muslim communities overseas.
- Support the Special Representative by preparing briefing materials prior to the Special Representative's travel and accompany the Special Representative on official travel as needed.

The candidate will report to the Deputy Special Representative and will have daily contact with the Special Representative.

Mission of the Office:

The Office of the Special Representative(S/SRMC) fulfills President Obama and Secretary Clinton's goal of enhancing engagement with Muslim Communities on a global level. S/SRMC was created in 2009 to engage with Muslim communities around the world on a people-to-people and organizational level, specifically focusing on using tools of 21st Century tradecraft to engage youth. This is the first time in history such a position has been created, presenting a unique opportunity for a Fellow to work on one of Secretary Clinton's key priorities in a creative office environment.

Back to Secretary Jobs List | Back to Top

- OFFICE OF THE SECRETARY (S)
  - **Civil Society and Emerging Democracies, Office of the Secretary's Senior Advisor for (S/SACSED)**

S-015 Foreign Affairs Officer (S/SACSED)

Synopsis: The Fellow will play a critical role in coordinating the U.S. Delegation's participation in the Biennial Community of Democracies Ministerial meeting and will work with Embassies around world in support of Secretary Clinton's Strategic Dialogue with Civil Society.

Experience/Expertise:

- Excellent writing and oral communication skills.
- Outstanding interpersonal and analytical.
- Ability to juggle multiple tasks under tight deadlines.

Duties/Activities:

- Develop new initiatives to strengthen civil society and support emerging democracies.
- Assist in the development and implementation of activities to support the Secretary's Strategic Dialogue with Civil Society.
- Prepare the U.S. delegation for participation in the Biennial Ministerial.
- Help manage initiatives within the Community of Democracies, including the Democracy Partnership Challenge initiative that encourages progress and reform in emerging democracies.
- Draft and clear position papers, talking points and memoranda.
- Represent the Office in Department meetings, interagency meetings and seminars.
- Participate in the development and oversight of technical cooperation projects designed to promote support to civil society and emerging democracies, including the LEND (Leaders Engaged in New Democracies) Network
- Prepare Principals for meetings with bilateral counterparts and external stakeholders.
- Liaise with counterparts in DRL, regional bureaus, other USG agencies, foreign counterparts, external stakeholders in the private sector and the NGO community.

Mission of the Office:

The Office of the Secretary's Senior Advisor for Civil Society and Emerging Democracies (S/SACSED) works to address two of the Administration's highest priorities: strengthening civil society in countries around the world and bolstering new and transitioning democracies. S/SACSED works with a wide range of partners to fulfill its mandate, including other governments, civil society groups and multilateral organizations. The Office also coordinates U.S. engagement in the Community of Democracies (CD), a global inter-governmental coalition of democratic countries.

Back to Secretary Jobs List | Back to Top

- OFFICE OF THE SECRETARY (S)
  - **Cyber Issues, Office of the Coordinator for (S/CCI)**

S-029 Senior Analyst for Cyber Policy Issues (S/CCI)

Synopsis: The Fellow will review and analyze various cyber issues of political, economic, military, or technological foreign policy concern. He/she will formulate alternative policy choices to deal with them and coordinate views among relevant government and other stakeholders. The Fellow will analyze proposals in terms of their costs or effectiveness in addressing U.S. foreign policy goals and will develop recommendations for senior decision makers with a range of policy choices that constructively address the issue under consideration.

Experience/Expertise:

- Experienced in one or more of the following functional areas of cyber issues: political, military, economic, technology, international legal issues (including human rights, intellectual property or privacy); and/or experienced with regard to a country or region associated with significant cyber policy issues.

Duties/Activities:

- Formulate creative initiatives to address unique foreign policy issues associated with information technology.
- Coordinate proposals via written memoranda and meetings with State Department and other interested federal officials.
- Brief senior DOS and other interagency personnel on developments and findings in various areas of cyber-related foreign policy.
- Implement policy through participation in international outreach activities such as U.S. delegations, conferences and meetings that are convened to examine and resolve cyber issues.

Mission of the Office:

To more effectively advance the full range of US interests in cyberspace, Secretary Clinton established the Office of the Coordinator for Cyberspace Issues (S/CCI) in February 2011. The Office's responsibilities include bringing together the many elements of the Department of State working on cyber issues; coordinating the Department's global diplomatic activities on cyber issues; advising the Secretary on cyber issues and engagements; and serving as liaison to public and private entities on cyber issues.

Back to Secretary Jobs List | Back to Top

- OFFICE OF THE SECRETARY (S)
  - **Global Health Diplomacy, Office of the (S/GHI)**

S-031 Senior Global Health Advisor (S/GHD)

Note: This position is unavailable until August 2013.

Synopsis: The Fellow will assist the Executive Director develop and/or analyze progress on metrics of GHI initiatives, including integration of USG health activities, engagement of the BRICMs, leverage of existing USG global health platforms and maternal health programs.

Experience/Expertise:

- Experience measuring and evaluating results of global health programming.
- Understanding of the USG global health platform.

Duties/Activities:

- Develop and analyze strategies to engage Brazil, Russia, China and Mexico on global health
- Develop mechanisms to coordinate donors in global health development through national plans
- Represent GHI at interagency meetings
- Develop metrics of implementation of GHI principles
- Develop and review target health outcomes for USG health programs

The Fellow may perform some official travel.

Mission of the Office:

The Global Health Initiative is a new, integrated approach to unify our government's investments in global health. This approach draws upon the expertise and programs of the U.S. Agency for International Development (USAID), the Department of Health and Human Services (HHS) (including the U.S. Centers for Disease Control and Prevention [CDC] and its other agencies), PEPFAR, Peace Corps, and the Department of Defense. GHI supports better integration coordination among programs at both the headquarters and country-level with the U.S. Government, countries, donors, nongovernmental organizations (NGOs), and all partners working in a community.

The U.S. Government's global health portfolio includes a diverse set of programs and investments in approximately 80 countries worldwide. All of the countries in which the U.S. Government has health investments are essential partners for achieving and sustaining the ambitious outcomes outlined in the Initiative.

Back to Secretary Jobs List | Back to Top

- OFFICE OF THE SECRETARY (S)
  - **Afghanistan and Pakistan, Office of the Special Representative for (S/SRAP)**

S-032 Private Equity Financing Specialist (S/SRAP)

Synopsis: The Franklin Fellow will assist the Special Representative by supporting the Office's interaction with the Overseas Private Investment Corporation (OPIC), the Export-Import Bank (EXIM) and other financial actors to promote private sector investment in Afghanistan and Pakistan. The Fellow would also support discussions with the IMF and World Bank on Afghanistan's debt sustainability analysis and financial sector reforms.

Experience/Expertise:

- Education: A Master's degree in economics, business or finance preferred.
- Knowledge: At least five years experience in economic reforms, different financing models and/or public-private partnerships.
- Skills and abilities: Excellent written and oral communication skills and ability to interact effectively with multiple U.S. Government agencies, multilateral organizations and foreign governments.

Duties/Activities:

- Provide subject matter expertise on issues related to economic reform, financing and/or public-private partnerships related to emerging economies.
- Initiate and maintain liaison relationships within the Department of State, U.S. Government interagency community, OPIC, EXIM and other financial actors to coordinate strategy and propose initiatives related to encouraging private-sector investment in Afghanistan and Pakistan.
- Draft policy and briefing papers for the Special Representative and other senior State Department and U.S. officials.

Mission of the Office:

The Office of the Special Representative for Afghanistan and Pakistan coordinates across the entire U.S. Government to meet U.S. strategic goals in the region, while engaging NATO and other key friends, allies and those around the world who are interested in supporting these efforts.

Back to Secretary Jobs List | Back to Top

- **OFFICE OF THE SECRETARY (S)**
  - **Science and Technology Adviser to the Secretary, Office of (S/STAS)**

S-033 Senior Advisor on Complex Systems (S/STAS)

Note: This position is filled until February 2013.

Synopsis: The Franklin Fellow will apply complex systems analysis to a variety of science and technology issues in international affairs. Areas of focus will include innovation, resource management, and treaty monitoring and verification.

Experience/Expertise:

- Experience in international affairs, as well as related science and technology fields.

Duties/Activities:

- Develop international confidence-building approaches, using techniques such as game and information theory to understand and make more transparent treaty monitoring as new detection technology comes on-line.
- Develop models to understand the supply risk of enabling materials for new energy and security technologies, and the consequent geopolitical effects.
- Develop techniques to evaluate return on investment for federally funded innovation—studied through econophysics, a branch of complexity studies. This includes identifying the elements of productive research environments by partnering with professional societies, which broaden naturally to productive educational environments.
- Work closely with other State Department units such as the Bureau of Oceans and International Environmental and Scientific Affairs (OES) and the Bureau of Arms Control, Verification, and Compliance (AVC), other USG agencies such as the Department of Energy, non-governmental scientific and professional societies, universities, and the private sector.

The position may require occasional domestic or foreign travel.

Mission of the Office:

The mission of STAS is to promote science, technology, and engineering as integral components of U.S. diplomacy. STAS serves the needs of bureaus and offices across the Department to amplify their effectiveness through scientific expertise and partnership with scientific communities.

Back to Secretary Jobs List | Back to Top

- **OFFICE OF THE SECRETARY (S)**
  - **Opportunity and Civil Rights, Office of (S/OCR)**

S-035 DIVERSITY MANAGER (S/OCR)

Synopsis: The Department of State is committed to a heterogeneous and inclusive workforce that reflects the diversity of the United States of America. Diversity is one of the core values of the Department's Strategic Plan; it is not just a worthy cause, it is a business necessity. Workforce diversity is a competitive advantage, a hallmark of democratic ideals and an opportunity for the Department to advance. The Secretary of State has delegated both the task of advancing these issues within the Department, as well as ensuring equal employment opportunities for all employees, to the Office of Civil Rights (S/OCR).

S/OCR seeks to place a Franklin Fellow in the Diversity Management and Outreach (DMO) section as a Diversity Manager. DMO is responsible for promoting diversity throughout the Department of State. This task is accomplished through program development and implementation, special projects, activities and other proactive measures. These activities focus on a broad range of diversity constructs, including race, national origin, ethnicity, gender, sexual orientation, education, language, religion, age and disability.

Experience/Expertise:

- An academic background and/or work experience in civil rights, diversity or other related social sciences.
- Ability to master and apply the principles and concepts of diversity management, including relevant laws and legal principles, sociological implications and history of the field.
- Strong writing, public-speaking, research and analytical skills.
- Strong interpersonal skills in order to negotiate, collaborate, build coalitions and consensus with internal and external parties.
- Skill in gathering, analyzing and preparing statistical information for use by high-ranking parties.
- Demonstrated knowledge of and ability to use technology-based programs including, but not limited to, Microsoft Excel, PowerPoint, HTML and website content management systems.
- Knowledge and ability gained through education and experience to conduct studies, contribute to training courses and make formal presentations and recommendations to Department- and bureau–level decision–makers, orally and in writing.

Duties/Activities:

- Provide analysis and recommendations to the Director of the Office of Civil Rights/Chief Diversity Officer and other Department officials on how to promote diversity, locate and define barriers to EEO, identify reasons for these barriers and propose specific action items to eradicate them.
- Develop and deliver corrective strategies, best practices and educational programs on eradicating barriers to diversity and inclusion at the Department of State. Provide continuous review and evaluation of program goals to identify areas requiring improvement and modification.
- Assist in the preparation of EEO reports required annually by the Equal Employment Opportunity Commission, the Office of Personnel Management, the White House, Congress and other Federal entities.
- Compile, extract, and analyze information and statistical data from a variety of sources and prepare diversity reports, briefings, charts and graphs.
- Liaise with various Department employee affinity groups regarding the interests of women; ethnic/racial minorities; persons with disabilities; the LGBT community; entry-, mid- and senior-level employees; and others.
- Manage, bolster and update the S/OCR website.
- Plan commemorative events and special emphasis programs for Department of State personnel.
- Special projects and other duties as assigned by the Chief of the DMO section.

Mission of the Office:

The Office of Civil Rights serves as principal adviser to the Secretary of State and other senior State Department officials on Equal Employment Opportunity and diversity matters and propagates fairness, equity and inclusion throughout the Department.

Back to Secretary Jobs List | Back to Top

- OFFICE OF THE SECRETARY (S)
  - **Chief of Protocol, Office of the (S/CPR)**

S-036 Outreach Liaison (S/CPR)

Synopsis: The Franklin Fellow will serve the Gifts Unit, Diplomatic Affairs Division, and Diplomatic Partnership Division to promote the goals of the Office of the Chief of Protocol.

Experience:

- Experience with vendors and/or gifts units is preferred.
- Strong interpersonal, intercultural and organizational skills required.
- Appreciation and understanding protocol/etiquette preferred.

Duties/Activities:

- Identify appropriate contacts and assist with the facilitation of securing appropriate diplomatic gifts.
- Make connections with relevant artists, vendors and production teams to assist the gifts units with the selection and presentation of gifts.
- Serve as an outreach liaison to vendors, craftspeople, community members, community leaders and others.
- Support the Diplomatic Affairs and Diplomatic Partnership Divisions on special projects.
- Preparing resources to assist incoming foreign ambassador and their families with their transition to life in Washington. He/she will identify key individuals within the community that can assist with the day-to-day lives of the families of diplomats and embassy staff who have recently arrives in the United States.

Mission of the Office:

The Chief of Protocol serves as Chief of Protocol for the United States Government and as the Protocol Officer for the White House. The Chief of Protocol advises the President and the Secretary of State on matters of the Unites States Government's obligation relating to national and international protocol.

Back to Secretary Jobs List | Back to Top

- OFFICE OF THE SECRETARY (S)
  - Office of the Ombudsman S/O

S-037 WORKPLACE CONFLICT PREVENTION AND RESOLUTION CENTER CONSULTANT (S/O/WCPRC)

Synopsis: The Fellow will have a unique opportunity to help establish the Workplace Conflict Prevention and Resolution Center within the Office of the Ombudsman. Drawing upon private sector, foundation, or other relevant experiences, the Fellow will provide expert advice, focusing on the creation and implementation of this new Department -wide conflict management program, new employee engagement techniques, and outreach needs.

Experience:

- Relevant work with managerial/personnel/workplace conflict prevention/resolution tools.
- Strong interpersonal, organizational, and written/oral communication skills.
- Private sector, foundation, NGO or other relevant sector expertise.
- Knowledge about the management of organizational workplace conflict.
- Ability to take on the challenges of introducing new concepts for proactively dealing with workplace conflict to a culture that is traditional conflict adverse.

Duties/Activities:

- Inform WCPRC processes and make recommendations for efficiency in implementation, and assist WCPRC's efforts to coordinate strategic planning/implementation processes.
- Contribute to and facilitate development of all office protocols.
- Lead partner outreach and relationship building with all members of the Advisory Group as well as across all Bureaus of the Department. Assist in the management of outreach programs and help develop content for social media and web site development (both the intranet and internet).

Mission of the Office:

To provide effective, efficient, innovative dispute resolution services to Civil service employees, Foreign Service employees, contractors, locally employed staff, middle managers and senior administrators arising within the workplace of the U.S. Department of State in Washington, other U.S. locations, and U.S. embassies and consulates abroad. The Office of the Ombudsman is a source for confidential, informal, and neutral assistance to address employee workplace-related problems, issues and concerns. The Office advocates for fair process, procedures and programs.

To identify trends, issues, and concerns about agency policies and procedures and provide recommendations for addressing issues with a view to improving the general administration and operation of the agency.

The Workplace Conflict Resolution and Prevention Center serves as a focal point for U.S. Department of State workplace conflict resolution. The Center offers a variety of services and programs to address likely sources of conflict and pulls together the various pieces of a problem to find a solution.

Back to Secretary Jobs List | Back to Top

- **UNDERSECRETARY FOR CIVILIAN SECURITY, DEMOCRACY AND HUMAN RIGHTS (J)**
  - **Global Youth Issues, Office of (J/GYI)**

J-001 Advisor (J/GYI)

Note: This position is currently unavailable until June 2013.

Synopsis: The Fellow will play a lead role in establishing GYI as a permanent institution, shepherding its deliverables, and coordinating relations with the rest of the building and the interagency. The Franklin Fellow position entails substantive policy responsibility, as well as significant institutional duties.

Experience/Expertise:

- A working knowledge of the US government and the State Department.
- A robust policy background and interest in the subject matter.
- Strong writing skills.
- Experience launching and organizing institutions.

Duties/Activities:

- Work closely with the Special Adviser to the Secretary to build and advance GYI's strategy, including drafting steering documents.
- Coordinate relations throughout the Department and the interagency. This office crosscuts and works closely with virtually every bureau in the building and several agencies, including the Department of Defense and the White House.
- Help to identify and evaluate the progress and impact of GYI's programmatic deliverables.
- Help to lead USG efforts to effectively communicate our youth policy and programming to the Hill, to think tanks and to the general public (including working with the Office of the Under Secretary for Public Diplomacy and Public Affairs and with the Bureau of Public Affairs to build press guidance and respond to public inquiries).
- Interface with and support the planning of key events and speeches on youth for senior leadership, including the Secretary.
- Assume responsibility, with interns and other fellows, for the logistical operation of the GYI office, including the Special Adviser's schedule and trip planning.

Mission of the Office:

The Office of Global Youth Issues (J/GYI) is responsible for coordinating, implementing and amplifying youth policy and programming throughout the Department. With youth populations swelling and young people driving global events to an unprecedented extent, this office will lead efforts to strengthen the Department of State's institutional capacity for engaging youth. To that end, the Special Adviser to the Secretary is working closely with the functional and regional bureaus to develop the Secretary's youth agenda and implement it in our activities, emphasizing:

1. Empowering young people as positive economic and political actors through our programs;
2. Encouraging governments to create enabling environments for youth in our diplomacy; and
3. Engaging young people and involving them in our policy processes through our public diplomacy.

Back to Top

- **UNDERSECRETARY FOR CIVILIAN SECURITY, DEMOCRACY AND HUMAN RIGHTS (J)**
  - **Global Criminal Justice , Office of (J/GCJ) (formerly Office of War Crimes Issues)**

J-002 Foreign Affairs Officer (J/GCJ)

Note: This position is temporarily unavailable.

Synopsis: The Franklin Fellow will monitor atrocities within regional areas and develop appropriate USG policy responses.

Experience/Expertise:

- Excellent drafting and analytical skills; flexibility and adaptability; strong interpersonal skills; ability to take on increasing levels of responsibilities in a fast-paced environment; sound judgment.
- A legal or human rights background; specific experience in international law, genocide prevention, or tribunals. Travel to relevant regions are a plus but not required.
- The incumbents will be responsible for a portfolio of war crimes issues matching their unique experiences and interest with needs of the office. This may include work on U.S. engagement with the International Criminal Court, genocide prevention, accountability and reconciliation, residual mechanisms, and regional tribunals in Africa, Asia, Europe, and the Middle East.

Franklin Fellows serving in J/GCJ will have significant policy responsibility and considerable top-level support within the Office.

Duties/Activities:

- Directly advise and make recommendations to the Ambassador-at-Large on policy issues within his/her portfolio.
- Prepare briefing papers, talking points, and press guidance.
- Travel to portfolio region to meet with Embassy staff , host government staff, and relevant international organizations and NGOs.
- Work closely with NSC, USAID, State Department bureaus and embassies to develop country-specific strategies on justice and accountability.
- Maintain direct liaison with non-governmental organizations concerned with human rights issues.

Mission of the Office:

The Office of Global Criminal Justice (J/GCJ), formerly the Office of War Crimes Issues (WCI), advises the Secretary of State and Under Secretary for Civilian Security, Democracy and Human Rights and formulates U.S. policy on prevention and accountability for mass atrocities. The office coordinates U.S. Government support for international and hybrid courts that are currently trying persons responsible for genocide, war crimes, and crimes against humanity committed in the former Yugoslavia, Rwanda, Sierra Leone, and Cambodia. It also works closely with other governments, international institutions, and non-government organizations to establish and assist international and domestic commissions, courts and tribunals to investigate, judge, and deter atrocity crimes in every region of the globe. The Ambassador-at-Large coordinates the deployment of a range of diplomatic, legal, economic, military, and intelligence tools to help expose the truth, judge those responsible, protect and assist victims, enable reconciliation, and build the rule of law.

Back to Top

- UNDER SECRETARY FOR PUBLIC DIPLOMACY AND PUBLIC AFFAIRS (R)
  - **Strategic Counterterrorism Communications, The Center for (R/CSCC)**

R-001 Analyst for Metrics and Evaluation, Center for Strategic Counterterrorism Communications (R/CSCC)

Note: This position is unavailable until October 2013.

Synopsis: The Fellow will help establish and refine a framework for evaluating the effectiveness of USG messaging in countering terrorist (CT) and violent extremist (CVE) propaganda.

Experience/Expertise:

- Background in strategic communications or advertising.
- Excellent critical thinking skills.
- Excellent written and oral ommunications skills.
- Familiarity with various media platforms.
- Demonstrated initiative and the ability to work independently or in small groups with minimal guidance.

Duties/Activities:

- Develop, review, refine, and recommend improvements to USG CT/CVE communications measures of effectiveness (MOE).
- Collaborate with fellow CSCC officers and across US Government agencies to identify best practices among existing approaches to MOE development, data collection, and measurement, as well as commission new research or methodologies as needed for CSCC's mission. Lessons learned from this process will help shape the USG strategic CVE narrative and inform current communication activities.

Mission of the Office:

The Center for Strategic Counterterrorism Communications (CSCC) is an interagency organization established to coordinate, orient, and inform government-wide foreign communications activities directed at audiences abroad and targeted against violent extremists and terrorist organizations, especially al-Qaida and its affiliates. The CSCC operates under the broad policy direction of the White House and interagency leadership. The CSCC Coordinator reports to the Under Secretary for Public Diplomacy and Public Affairs, and works closely with the Coordinator for Counterterrorism (CT), other Department bureaus, and other government agencies, from which the staff is drawn.

The CSCC has two interdependent parts: The "Integrated Analysis" Directorate serves as liaison to various USG agencies and outside experts, synthesizing substantive inputs from the intelligence community as well as from open source and academic experts. The evaluation function is also part of this team's mission. The "Plans and Operations" Directorate employs these inputs to work with other USG agencies and communicators in the field to devise effective instruments to counter the terrorist narrative and misinformation, with particular focus on al-Qa'ida and its affiliates.

Back to Top

- OFFICE OF THE UNDER SECRETARY FOR ECONOMIC GROWTH, ENERGY, AND THE ENVIRONMENT
  - **Science and Technology Adviser to the Secretary, Office of (E/STAS)**

E-001 Senior Adviser on Complex Systems (E/STAS)

Note: This position is filled until February 2013.

Synopsis: The Franklin Fellow will apply complex systems analysis to a variety of science and technology issues in international affairs. Areas of focus will include innovation, resource management, and treaty monitoring and verification.

Experience/Expertise:

- Experience in international affairs, as well as related science and technology fields.

Duties/Activities:

- Develop international confidence-building approaches, using techniques such as game and information theory to understand and make more transparent treaty monitoring as new detection technology comes on-line.
- Develop models to understand the supply risk of enabling materials for new energy and security technologies, and the consequent geopolitical effects.
- Develop techniques to evaluate return on investment for federally funded innovation—studied through econophysics, a branch of complexity studies. This includes identifying the elements of productive research environments by partnering with professional societies, which broaden naturally to productive educational environments.
- Work closely with other State Department units such as the Bureau of Oceans and International Environmental and Scientific Affairs (OES) and the Bureau of Arms Control, Verification, and Compliance (AVC), other USG agencies such as the Department of Energy, non-governmental scientific and professional societies, universities, and the private sector.

This position may require occasional domestic or foreign travel.

Mission of the Office:

The Under Secretary for Economic Growth, Energy, and the Environment Robert D. Hormats leads the State Department's efforts to develop and implement economic growth, energy, agricultural, oceans, environmental, and science and technology policies to promote economic prosperity and address global challenges in a transparent, rules-based, and sustainable system. The bureaus and offices under his leadership work to:

- Advance the Department's economic statecraft agenda, using America's global leadership to strengthen our domestic economy;

- Elevate and intensify our efforts on energy security and environmental sustainability; and

- Foster innovation through robust science, entrepreneurship, and technology policies.

Back to Top

- **USAID**
  - **Democracy and Governance (in the office of the Director General), Office of (USAID/DCHA/DG/G)**

AID-006 Advisor on Legislative Strengthening Programs (USAID/DCHA/DG/G)

Synopsis: The Fellow will continue and advance research on USAID legislative strengthening programs, deepening the DG's understanding of best practices and lessons learned in the area of legislative strengthening and documenting examples of successful programs or activities.

Experience/Expertise:

- Prior experience in legislative strengthening programs and outreach to businesses, NGOs, academic institutions is preferred.

Duties/Activities:

- Advise on the Governance Division's legislative strengthening impact evaluation study. Prepare a literature review to assess the extent to which legislative strengthening efforts have been evaluated inside and outside of USAID.
- Provide expertise in preparing Scope(s) of Work for further work on evaluation.
- Provide advice and guidance to the DG Office in Washington and Mission-based democracy and governance (DG) officers on legislative strengthening programs and activities.
- Enhance the DG Office's outreach on legislative strengthening issues through oral presentations, written material, and the LS electronic newsletter.
- Assist with outreach on legislative strengthening issues and relationship-building with businesses, NGOs, foundations, and academic institutions, as well as across the U.S. Government.
- Provide technical support for the House Democracy Partnership (HDP) program, which USAID implements in close cooperation with HDP.
- Inform the development of training programs for USAID and/or other USG personnel engaged in DG issues.

Mission of the Office:

The Governance Division of USAID/DCHA/DG/G aims to build and expand upon its technical leadership agenda in the area of governance work in general, and more specifically, in the area of legislative strengthening.

Back to Top

- USAID
  - International Food and Agricultural Development, Board for (USAID/BIFAD)

AID-007 Advisor on Agricultural Development (USAID/BIFAD)

Synopsis: The Fellow will serve as an advisor in the Secretariat for the Board for International Food and Agricultural Development (BIFAD).

Experience/Expertise:

- Knowledge of international agricultural development issues.
- Experience with the U.S. agricultural Land Grant community.
- Good communication and analytical skills.

Duties/Activities:

- Provide programmatic support for the USAID/BIFAD including interface with USAID, USG and non-USG partners.
- Engage with BIFAD Secretariat in planning semi-annual BIFAD meetings.
- Analyze opportunities for synergies between Title XII Land Grant and other agricultural university community to engage with overseas partners through USAID.

Mission of the Office:

The Board for International Food and Agriculture Development is a Congressionally-mandated and Presidentially-appointed Advisory Board to USDA. BIFAD was authorized under Title XII of the Foreign Assistance Act of 1975 to advise USAID on issues related to agricultural development that impinge on world hunger. BIFAD is the most successful and long-term mechanism for USAID to reach out to the agricultural universities for meaningful and substantive input to the highest level at USAID. BIFAD is composed of seven non-government voting members, with at least four from the university community. BIFAD meets publicly at least two times a year, in accordance with the Federal Advisory Committee ACT (FACA).

The BIFAD Secretariat supports the works of the Board, and provides a crucial interface between the BIFAD members, USAID and the university community. The Secretariat prepares analytical work to support Board recommendations and likewise advises the USAID Administrator and others on BIFAD issues and concerns.

Back to Top

- USAID
  - Economic Growth, Agriculture and Trade, Bureau for (USAID/EGAT)

AID-008 Global Alliance for Clean Cookstoves and Energy Grand Challenge Coordinator (USAID/EGAT)

Synopsis: The Fellow will support USAID program development, implementation and coordination of household energy and health initiatives in developing countries. Programmatic and administrative duties will help to ensure quality work addressing the gender, technology, health, environmental, behavioral and socioeconomic implications of household energy use. Domestic and foreign travel for this position is estimated to be between 5% - 20%.

Experience/Expertise:

- **Education:** A minimum of a bachelor's degree in a business/economics, environmental management, public health or energy-related field is required. A master's degree in an international development related field is a plus. Proficient in basic office software—Word, Excel, PowerPoint, etc.

- **Experience:** The position requires a combination of managerial, technical, and analytical abilities combined with the demonstrated ability to operate within a large, multi-faceted agency. The position also requires the ability to: multi-task; understand policy; be adaptable and flexible; and communicate effectively. Experience in developing countries is a plus.

- **Language Proficiencies:** Level IV (fluent) in English is required. Excellent oral and written communication skills are essential.

- **Knowledge:** Direct hands-on experience in implementing market-based household energy and health initiatives in developing countries, informal urban settlements, and/or displaced persons camps is a plus. Experience in strengthening policy frameworks and capacity of local governments to design, finance, and/or implement programs aimed at the bottom of the pyramid. . Knowledge of the household energy, renewable energy and/or health sector, including state-of-the art approaches in technology selection, policies/enabling environment, institutional structures, community governance, financing, environmental sustainability, and social/cultural issues including gender.

- **Skills and abilities:** Demonstrated ability to function independently in complex, frequently changing political and economic conditions. Ability to manage resources and interact effectively with representatives of national and local governments and USG agency staff. Good Interpersonal and team building skills. Excellent oral and communications skills are essential.

Back to Top

Duties/Activities:

- Coordinate USAID's activities related to the Global Alliance for Clean Cookstoves and Energy Grand Challenge. Working under the direction of the position Supervisor, track relevant USAID energy activities, report results to relevant USAID staff, draft background documents and speaking notes on USAID household energy activities, represent USAID at relevant meetings, and help answer internal and external queries on USAID activities supporting the two initiatives.

- Liaise with NGOs, research institutions, private sector and other organizations working on household energy and rural electrification issues. Assist USAID to position its programs vis-à-vis other organizations and develop partnerships to achieve common objectives.

- Provide analytical and operational support to USAID staff to develop strategies for household energy, including supply-side and demand-side interventions, inter-fuel substitution, and financing options.

- Undertake analytical work on different ways of increasing access to modern energy services, and provide analytical and operational support to USAID staff to assess options.

- Develop tools and lessons of experiences related to gender-sensitive energy development, with a focus on (a) the health, security and environmental impacts of traditional biomass use, (b) the potential role of women's groups and micro-finance institutions to address household energy issues, and (c) impact of different energy choices on gender equality.

- Generate "think pieces" and "best practice papers" on the role of private sector financing and delivery mechanisms to fill the energy access gap, particularly results-based financing schemes such as output-based aid and advance market commitments, as well as carbon finance mechanisms.

- Support USAID in the development of monitoring and evaluation systems to track and assess the Agency's household energy programs, and assist missions to develop systems to track poverty, climate and gender impacts of household energy programs.

Mission of the Office:

The Global Alliance for Clean Cookstoves, a public-private partnership led by the United Nations Foundation focuses on creating a thriving global market for clean and efficient household solutions. USAID, together with The U.S. Department of State, U.S. Environmental Protection Agency (EPA), U.S. Department of Energy, U.S. Department of Health and Human Services – Centers for Disease Control and National Institutes of Health, is a founding partner of the Alliance, forging an unprecedented government effort to mobilize financial resources, top-level U.S. experts, and research and development tools to help the Alliance achieve its target of "100 by 20:" 100 million homes to adopt clean and efficient stoves and fuels by 2020. In support of the Alliance, USAID is creating this Coordinator position to better coordinate ongoing efforts in the agency and with external partners. Concurrently, USAID is in the early design stage of an Energy Grand Challenge, focused on overcoming critical barriers to increasing markets for distributed renewable energy systems in developing countries. The Coordinator is expected to assist with this initiative as well.

Back to Top

AID-009 Senior Fellow for Development Partnerships (USAID/ASIA/AA)

Synopsis: The Fellow will serve as an Advisor for Partnership to the Assistant Administrator of the Bureau for Asia with a portfolio of supporting donor engagement and facilitating multi-donor partnerships and public-private partnerships.

Experience/Expertise:

- Knowledge of the major development donors.
- Knowledge of Asian donors within regional frameworks for multilateral cooperation (e.g., ASEAN, APEC, Asian Development Bank).
- Experience with public-private partnerships.

Duties/Activities:

- Serve as liaison between the Asia Bureau, missions and bilateral and multilateral donors to advance donor coordination goals for aid effectiveness.
- Serve as Bureau coordinator for public/private partnerships that leverage private-sector financing to achieve regional development objectives.

Mission of the Office:

The Bureau for Asia works with private sector donors and other bilateral and international donors in the Asia region to advance key regional goals to include: strengthening ties with countries that share our values; promoting freedom, democracy and human rights; expanding trade and investment; developing regional institutions such as ASEAN, Lower Mekong Initiative, and APEC through multilateral cooperation; promoting sound environmental conservation and energy practices; and improving quality of life. New efforts to expand public-private partnerships and to engage donors more actively are being established with the USAID Forward initiative.

Back to Top

- **USAID**
  - **Chief Operating Officer, Office of (USAID/A/COO)**

AID-010 Senior Advisor for Internal Communication (USAID/A/COO)

Note: This position is unavailable until April 2013.

Synopsis: The Franklin Fellow will serve as a key member of USAID's newly formed Internal Communications Team which is charged with improving the impact and effectiveness of internal communications across the Agency. He/she will contribute to the development of a coherent internal communication strategy and implementation plan to support the Agency's reform effort, USAID FORWARD. This position reports to the Director of Internal Engagement.

Experience/Expertise:

- Excellent written and oral communication skills.
- Professional experience in advising federal agencies on organizational management issues.
- Knowledge of a broad range of communication tools and their application to the federal government setting.
- Experience in leading teams and bringing projects to successful conclusion.
- Experience with creation and execution of multi-media is ideal.

Duties/Activities:

- Assist in clarifying the Work Group's mandate, terms of reference, and roles and responsibilities.
- Conduct team-building and other exercises, as necessary, to ensure common understanding and ownership of the internal communication process.
- Help design and execute methods to measure current staff morale and to respond to the results with the creation of community-focused tools, which help support the values and leadership in a way that is digestible and allows active participation by staff.
- Work with the team to assess the range of communication tools currently in use and make recommendations for deploying the fewest tools to achieve the desired result.
- Take the lead in developing and coordinating an integrated Agency-wide internal communication strategy.
- Develop the strategy implementation plan to ensure that communications across the Agency are well coordinated, effectively managed, responsive to the needs of Agency staff, and feed into a continuous learning environment.
- Develop evaluation mechanisms for internal communication activities.
- Assist in the creation of internal processes and protocols to create a holistic closed loop approach to ensure internal communication travels both upwards/downwards and across the agency.
- Create, design, and execute different internal communications activities.

Mission of the Office:

USAID has embarked on an ambitious reform effort, USAID FORWARD, to change the way the Agency does business—with new partnerships, an emphasis on innovation and a relentless focus on results. The effort involves transformation across the entire Agency to unleash USAID's full potential to achieve high-impact development. Integral to its success is an internal communication strategy that facilitates change and leads to institutionalizing the reforms.

Back to Top

- **USAID**
  - **Central Accounting and Reporting Division (USAID/CFO/CAR)**

AID-011 Knowledge Transfer Expert (USAID/CFO/CAR)

Note: This position is unavailable until June 2013.

Synopsis: The Fellow will serve as a key member of USAID's Central Accounting and Reporting Division (CFO/CAR). He/she will contribute to the development of a coherent knowledge transfer strategy and implementation plan to support CAR's knowledge transfer effort. This position reports to the Chief of USAID/CFO/CAR.

Experience/Expertise:

- Professional experience in accounting.
- Professional experience in teaching and learning methods.
- Knowledge of a broad range of communication tools and their application to the transfer of knowledge among employees in a federal government setting.
- Experience in leading teams and bringing projects to successful conclusion.

Duties/Activities:

- Assist CFO/CAR in overcoming CFO/CAR knowledge transfer challenges posed by anticipated retirements and high employee turnover rates.

Mission of the Office:

USAID/CFO/CAR is one of the six divisions within the Office of the Chief Financial Officer (OCFO). OCFO's worldwide mission is to establish and maintain "World-Class' management practices which advances USAID's mission, goal and objectives. The OCFO will achieve its mission through the timely collection and dissemination of accurate financial information, advisory, and analytical services to USAID, partners and other constituents. OCFO's strategic vision and that of this position is to establish business processes enabling the worldwide CFO organization to be a value-added provider of financial information and services to our customers partners, and stakeholders. The OCFO core values and that of this position include individual initiative, integrity, honesty, open communication and information sharing, innovation and creativity, teamwork, customer service orientation, respect for individuals and their contributions, consistent high level performance and technical competencies and an environment fostering continuous learning.

CFO/CAR's principal tasks and goals are:

- Support the effort to produce timely financial statements with a clean audit opinion. Goal - Financial reports to OMB and Treasury and Public are correct.
- Supports the effort to eliminate Fund Balance with Treasury differences for current and prior years. Goal – Exert controls over agency's cash transactions.
- Support changes to streamline the annual carryover process. Goal – Execute budge.
- Improve the quality of financial reports available to management, especially on the availability of obligation authority. Goal – Provide financial information to management.

CFO/CAR's staff includes 40 people divided into four teams, one team for each of our four major functions; financial statement preparation, general ledger maintenance, funds control and cash reconciliation. About 25 staff are direct hire U.S. civil service employees and about 15 are provided by a CPA firm. All 40 are accountants without a single secretary or administrative assistant. USAID's accounting system is web-based, with inputs located in about 50 countries and our accounting data is updated in real-time. USAID expends close to $20 billion per year.

Back to Top

- **USAID**
  - **Central Accounting and Reporting Division (USAID/CFO/CAR)**

AID-012 Accounting Advisor USAID (USAID/CFO/CAR)

Synopsis: The Franklin Fellow will serve as a key member of the Central Accounting and Reporting Division (CAR) within the Office of the Chief Financial Officer in USAID's Bureau for Management. He/she will contribute to improving the efficiency of the division by analyzing the accounting functions and making recommendations for process adjustments. He/she will be responsible for assisting in the management of a specific group of appropriations. This position reports to the Chief of CAR.

Experience/Expertise:

- Professional experience in accounting; CPA certification preferred.
- Professional experience in developing budgets and preparing financial statements.
- Expertise in producing financial reports under tight deadlines.
- Knowledge of accounting practices and software used in the federal government setting.

Duties/Activities:

- Analyzes work flows and processes and recommends measures to achieve greater efficiency.
- Performs a feasibility study to determine whether CFO/CAR work can be accomplished by staff in other locations outside the US.
- Records for his assigned group of appropriations the increases and decreases in obligational authority;
- Submits apportionment requests to the Office of Management & Budget (OMB);
- Records OMB approved apportionments in Phoenix;
- Produces reports for management on the status of budgetary distributions, and;
- Reconciles obligational authority and cash between the budget module and the general ledger module in USAID's worldwide, real-time accounting system, which we call "Phoenix";
- Completes other reports, reconciliations and analyses, as assigned, including, but not limited to:
  - Resolution of General Ledger "tie point" inconsistencies;
  - Clearing of pending suspense appropriation transactions
  - Resolution of outstanding cash transactions
  - Resolution of cash differences between Phoenix accounting record and Treasury

Mission of the Office:

CAR is one of six divisions within the Office of the Chief Financial Officer (OCFO). OCFO's worldwide mission is to establish and maintain "World-Class" management practices which advance USAID's mission, goal and objectives. The OCFO will achieve its mission through the timely collection and dissemination of accurate financial information, advisory, and analytical services to USAID, partners and other constituents. The OCFO's strategic vision and that of this position is to establish business processes enabling the worldwide CFO organization to be a value-added provider of financial information and services to our customers, partners and stakeholders. The OCFO core values and that of this position include individual initiative, integrity, honesty, open communication and information sharing, innovation and creativity, teamwork, customer service orientation, respect for individuals and their contributions, consistent high level performance and technical competencies and an environment fostering continuous learning.

Back to Top

- **USAID**
  - **Democracy, Conflict and Humanitarian Assistance, Bureau For (USAID/DCHA)**
    - **Civilian-Military Cooperation, Office of (USAID/DCHA/CMC)**

AID-013 USAID Civilian-Military Policy Advisor (USAID/DCHA/CMC)

Synopsis: The Fellow will serve as a policy advisor to the Office of Civilian-Military Cooperation in USAID's Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA/CMC), with the specific goal of assisting the Office to update and substantially revise the Agency's Civilian-Military Cooperation Strategy.

Experience/Expertise:

Experienced analyst with public policy background and an interest in civilian-military and whole-of-government cooperation. The following attributes are desirable:

- Understanding of the mission and culture of the development community and the US Agency for International Development;
- Familiarity with key concepts of civilian-military cooperation;
- Understanding of US military culture, civil affairs, and recent trends in counterinsurgency;
- Knowledge of core USG policy documents, including
- Defense Department Directive 3000.05;
- FM 3.24 and related documents;
- USAID's Civilian-Military Cooperation Policy;
- USAID programming cycle guidance;
- The USAID policy framework;
- The Interaction guidelines on the military role in humanitarian response; and
- USAID's recently-issued policy on the role of Development in Countering Violent Extremism.

Duties/Activities:

Working closely with DCHA/CMC staff, prepare a revision to the Agency's Civilian-Military Cooperation policy, helping to obtain wide collaboration and review of the document within the Agency, throughout the interagency, and with key partners.

Mission of the Office:

DCHA/CMC serves as the overall coordination unit for managing the day-to-day aspects of the USAID-Department of Defense (DOD) relationship for planning and developing effective operations. DCHA/CMC strengthens USAID's ability to work with DOD and increases DOD's understanding of USAID with respect to the full spectrum of Agency functions and core capabilities. DCHA/CMC coordinates USAID civilian-military planning, assessment and analysis with the Pentagon, the State Department's Bureau of Conflict and Stabilization Operations and other USG departments and agencies; analyzes and coordinates overall USAID input to DOD doctrine, joint publications, handbooks and field manuals; and develops the networks required to plan and execute operations with DOD Combatant Commands (COCOMs). The placement of Military Liaison Representatives (MilReps) from the COCOMs at USAID and the placement of Senior Development Advisors (SDAs) at the COCOMs and DOD Joint Staff provide a vital link that enables civilian-military cooperation.

DCHA/CMC is also the office within USAID most directly responsible for producing and disseminating training materials for civilian and military audiences to improve mutual understanding of structure and function, planning and operating systems. In coordination with the Agency's Training Division and other training units at State and DOD, DCHA/CMC produces familiarization courses on the objectives and structure of both DOD and USAID, orientation training on civilian-military operations for junior Foreign Service Officers, and a variety of courses on implementation of the District Stability Framework (DSF), a tool developed in DCHA/OMA, to assess the causes of instability at the local level. Additionally, DCHA/CMC develops and delivers pre-deployment training for Department of Agriculture, DOD, State, and USAID personnel assigned to Provincial Reconstruction Teams (PRTs) in Afghanistan.

Back to Top

- **USAID**
  - **Europe and Eurasia, Bureau for (USAID/E&E)**
    - **Democracy, Governance and Social Transition, Office of (USAID/E&E/DGST)**

AID-014 Senior Constitutional Law Advisor (USAID/E&E/DGST)

Note: This position is filled until September 2013.

Synopsis: The Franklin Fellow will serve as a key member of USAID's Office of Democracy, Governance and Social Transition in the Bureau for Europe and Eurasia. He/she will conduct research on the history of the application of the 14th Amendment in the U.S. and how the lessons learned can be applied to USAID's human rights work abroad. The 14th Amendment encapsulates several political rights and freedoms, and it would be useful to trace the 140 years of the SCOTUS decisions on this issue. Just about every aspect of USAID'S human rights work is covered by the 14th Amendment. This research will be used by the EE/DG team to rethink some of the aspects of the rule of law and human rights conceptualization and programming in Europe and Eurasia region. This position reports to the Senior Rule of Law Advisor.

Experience/Expertise:

- Excellent written and oral communication skills.
- Professional experience conducting research in the areas of U.S. Constitutional law and the comparative legal studies.
- Knowledge of the Continental legal systems and experience working/teaching in Eastern Europe.
- Advanced degree in law and experience teaching law in the U.S.

Duties/Activities:

- Assist in the process of applying the experience of developing the rights protections in the U.S. to the human rights programs abroad.
- Demonstrate the evolution of the understanding of the rights and the role that the government and other actors play in the rights protections in the U.S.
- Analyze the systems that were put in place to guarantee and enforce the rights in the U.S.
- Assist in translating the U.S. experience and knowledge to the rights based approaches to the rule of law assistance abroad.
- Help to identify the main elements of an effective rights protection and guarantees that could be also useful when designing and implementing human right programs abroad.
- Demonstrate a role that the civil society and other non-governmental actors can play in strengthening the constitutional and human rights protections.
- Draft a series of research papers on agreed upon topics and prepare a final research paper which would be presented to the bureau and the Agency.

Mission of the Office:

The Office of Democracy, Governance and Social Transition works to achieve the transformation of E&E countries into sustainable partners by supporting broad-based human progress, economic growth and democratic development. Active political parties, independent media, civil society, local government, the rule of law and conflict mitigation are central pillars to sustainable democracies. The E&E Bureau supports the development of accountable, transparent and responsive governance systems through the distribution of power throughout the state and society. USAID seeks to bring E&E states into a community of consolidated democracies. The Bureau fosters the development of consolidated democracies by promoting a broader distribution of power horizontally, through the development of checks and balances, and vertically, through power sharing with local governments and the empowerment of citizens.

Back to Top

- **USAID**
  - **Mobile Solutions (USAID/MS)**

AID-015 USAID Senior Advisor for IDEA Mobile Solutions (USAID/MS)

Synopsis: The Franklin Fellow will be a Senior Advisor to IDEA/MS, focusing on its strategy to catalyze access and uptake of mobile broadband with the goal of improving the pace and efficiency with which information flows, encouraging private sector investment and enabling a suite of mobile applications that can fast-forward development.

Broadband has made significant advances in the last ten years, reaching beyond urban centers to rural communities, but there are still significant obstacles to viral adoption—millions of people live outside the reach of broadband and millions more can access broadband but cannot afford to use it. USAID has the opportunity to ensure that all people can access and afford broadband. It is doing so in two ways:

1. The Mobile Solutions team is working with the Alliance for Affordable Internet to reform regulatory policies to ensure people with access to broadband can actually afford to use it.
2. The Mobile Solutions team is working with the Global Broadband Initiative to provide technical assistance to universal service funds to expand the reach of broadband to off-grid geographies.

Experience/Expertise:

- Deep knowledge of Information and Communications Technology policy and regulatory issues
- Excellent research and communications skills
- Commitment to USAID's international development goals
- Willingness to be flexibility and interest in working in a dynamic, start-up environment

Duties/Activities:

The Fellow will be a Senior Advisor to IDEA/MS to inform its efforts in supporting regulatory policies that increase the affordability of broadband access. Specific duties and responsibilities include:

1. Technical and Strategic Advice: The Senior Advisor will represent IDEA/MS on the Steering Committee of the Alliance for Affordable Internet (pending formation of Alliance), making substantive contributions to the Alliance's recommendations on policy and regulatory best practices. Additionally, the Senior Advisor will provide strategic guidance on future ways in which IDEA/MS may complement and expand its efforts to promote broadband access and uptake.

2. Research and Writing: The Senior Advisor will conduct and disseminate research that supports and complements the above mentioned technical and strategic advice. The Senior Advisor will be expected to produce thought leadership pieces on strategies for achieving and development impact of affordable broadband access.

3. Training: The Senior Advisor will develop materials based upon above research that are designed specifically to support USAID missions in accelerating affordable broadband in their respective countries. The Senior Advisor will also serve as standing resource for all missions interested in working on policy and regulatory issues that impact access and uptake of broadband services.

Mission of the Office:

The Office of Innovation and Development Alliances (IDEA) seeks to reach development goals more quickly, cost-efficiently, sustainably, and at wider scale through innovation and partnership.

The IDEA Mobile Solutions (MS) team levers the power and reach of mobile technology to accelerate USAID's development goals by focusing on 3 cross-cutting priorities: 1) mobile money platforms, 2) access and uptake of mobile broadband, and 3) the integration of mobile surveying across USAID programs. Three principles guide this strategy.

1. Mobile Solutions is technology agnostic, as the mobile phone may not always be the best tool to serve our clients' needs.
2. Mobile Solutions focuses on catalyzing platforms and ecosystems and then lets local organizations take the lead.
3. Mobile Solutions engages beneficiaries throughout the entire program process—their input should inform the program design, their real-time feedback should improve the program's effectiveness, and their voice should drive the evaluation process.

Back to Top

USAID

- **Chief Financial Officer, Office of (USAID/OCFO)**
  - **Central Accounting and Reporting Division (USAID/OCFO/CAR)**

AID-016 KNOWLEDGE TRANSFER EXPERT (USAID/OCFO/CAR)

Note: This position is filled until July 2013.

Synopsis: The Franklin Fellow will serve as a key member of USAID's Central Accounting and Reporting Division in the Office of the Chief Financial Officer (OCFO/CAR). He/she will contribute to the development of a coherent knowledge transfer strategy and implementation plan to support CAR's knowledge transfer effort. This position reports to the Chief of CAR.

Experience/Expertise:

- Professional experience in accounting.
- Professional experience in teaching and learning methods.
- Knowledge of a broad range of communication tools and their application to the transfer of knowledge among employees in a Federal government setting.
- Experience in leading teams and bringing projects to a successful conclusion.

Duties/Activities:

- Develop a proactive knowledge retention and transfer strategy for OCFO/CAR that will:
  - Enhance decision making within the OCFO including ethical and trust issues;
  - Aid personnel in participating effectively in decision making;
  - Build competitive societal knowledge-based assets capabilities; and
  - Contribute to the development of a knowledge management work force.
- Review and make recommendations on the use of tools for collecting and analyzing knowledge, including:
  - Enterprise learning and implementation tools;
  - Content development and knowledge repository systems;
  - Collaboration tools such as portals that enable document sharing, wikis and discussion forums;
  - Personal communications tools such as email, unified communications, instant messaging, Skype and social networking;
  - Business intelligence and data mining; and
  - Enterprise and desktop search.
- Develop a system that can give OCFO/CAR a single tool that can both collect and organize data and then serve as a repository for workers seeking knowledge around process steps and tasks.

Mission of the Office:

CAR is one of six divisions within the Office of the Chief Financial Officer (OCFO). OCFO's worldwide mission is to establish and maintain "World-Class" management practices which advance USAID's mission, goal and objectives. The OCFO will achieve its mission through the timely collection and dissemination of accurate financial information and advisory/analytical services to USAID, partners and other constituents. The OCFO's strategic vision and that of this position is to establish business processes enabling the worldwide OCFO organization to be a value-added provider of financial knowledge and services to our customers, partners and stakeholders. The OCFO core values and that of this position include individual initiative, integrity, honesty, open communication and information-sharing, innovation and creativity, teamwork, customer service orientation, respect for individuals and their contributions, consistent high-level performance and technical competencies and an environment fostering continuous learning.

CAR's principal tasks and goals are:

- Support the effort to produce timely financial statements with a clean audit opinion. Goal - Financial reports to OMB and Treasury and Public are correct.
- Support the effort to eliminate Fund Balance with Treasury differences for current and prior years. Goal - Exert controls over agency's cash transactions.
- Support changes to streamline the annual carryover process. Goal - Execute Budget.
- Improve the quality of financial reports available to management, especially on the availability of obligational authority. Goal - Provide Financial Information to Management.

CAR's staff includes 40 people divided into four teams, one team for each of our four major functions: financial statement preparation; general ledger maintenance; funds control; and cash reconciliation. About 25 staff are direct hire U.S. civil service employees and about 15 are provided by a CPA firm. All 40 are accountants without a single secretary or administrative assistant. USAID's accounting system is web-based, with input points located in about 50 countries and our accounting data is updated in real-time. USAID expends close to $20 billion per year.

Back to Top

- **U.S. Agency for International Development (USAID)**
  - **Chief Financial Officer, Office of the (USAID/OCFO)**
    - **Financial Policy & Support Division (USAID/OCFO/FPS)**

AID-017 Financial Management Policy Advisor (USAID/OCFO/FPS)

Note: This position is filled until September 2013.

Synopsis: The Franklin Fellow will serve as a key advisor on financial management policy and implementation at USAID. He/she will be a full member of the Financial Policy & Support (FPS) Division of the Office of the Chief Financial Officer in USAID's Bureau for Management. The Fellow will contribute to the improvement of financial policy by reviewing newly published laws, regulations, industry accounting policy & USAID policy for financial management impact. He/she will also review and provide expert comment on existing financial management policy directives and make recommendations for revision. This position requires high-level knowledge of financial management and experience in policy analysis. The Fellow will report to the Director of FPS.

Experience/Expertise:

- Professional experience in accounting; CPA certification preferred
- Professional experience in integrated and worldwide financial management systems
- Professional experience in establishing policies, required procedures, and additional help guides
- Experience in working in teams and/or collaborative policy/procedure processes

Duties/Activities:

- Review laws, regulations, accounting policy and USAID policy to determine financial management impact if any
- Update USAID's financial management policy directives to align with changes in laws, regulations, etc.(Automated Directives System (ADS) 600 Finance Series)
- Review and rewrite ADS 620 Financial Management Principles & Standards directive
- Update ADS 625 Accounts Receivable and Debt Collection in collaboration with the Washington Financial Services (WFS) division, streamlining the directive and converting it to the required plain language format
- Assist in training new personnel on directives processes
- Take the lead on a variety of special projects to improve USAID's worldwide financial management policy and practices

Mission of the Office:

OCFO's worldwide mission is to establish and maintain "World-Class" management practices which advance USAID's mission, goal and objectives. The OCFO will achieve its mission through the timely collection and dissemination of accurate financial information, advisory, and analytical services to USAID, partners and other constituents. The OCFO's strategic vision is to establish business processes enabling the worldwide CFO organization to be a value-added provider of financial information and services to our customers, partners and stakeholders. The OCFO core values and that of this position include individual initiative, integrity, honesty, open communication and information sharing, innovation and creativity, teamwork, customer service orientation, respect for individuals and their contributions, consistent high level performance and technical competencies and an environment fostering continuous learning.

Mission of the Financial Policy & Support (FPS) Division:

The Financial Policy and Support (FPS) Division is one of seven divisions within the Office of the Chief Financial Officer (OCFO). FPS provides a broad array of support to worldwide Agency operations and is responsible for: (1) the formulation of CFO strategic initiatives related to worldwide financial functions and for aligning Mission Controller priorities with CFO strategy and proactively managing financial management modernization initiatives and best practices; (2) providing consultation and advice to the Agency on a wide range of management and finance related topics and issues; (3) and financial policy formulation, review, interpretation and application on behalf of other Agency organizational elements worldwide. This consists of the development, critique and issuance of Agency-wide policies and procedures codified and promulgated in ADS chapters and other materials.

The policy staff participate in all arenas affecting agency-wide financial management matters and are responsible for ensuring that USAID financial policies, procedures and systems are maintained in accordance with (1) Federal laws, regulations, procedures and instructions set forth by Congress, GAO, FASAB, OMB, Department of Treasury and GSA (2) applicable Department of State (DOS) regulations and procedures, and (3) Generally Accepted Accounting Principles for federal entities. USAID Financial Management Standards and Principles are outlined in ADS 620.

Back to Functional Bureau List | Back to Top

- **USAID**
  - **Policy, Planning and Learning, Bureau for (USAID/PPL)**
    - **Science and Technology, Office of (USAID/OST)**

AID-018 Executive Branch Science Fellow (USAID/OST)

Note: This position is filled until August 2013.

Synopsis: The Franklin Fellow will support the Office of Science & Technology's "Big Data" pillar. His or her work will assist in identifying, piloting, and scaling new efforts to apply large data sets and new analytical tools to longstanding challenges in international development. S/he will assist the Office of Science and Technology in developing stronger collaborative relationships with other federal agencies around data for development. The Fellow will report to the Office Director.

Experience/Expertise:

- Ph.D. in the natural or social sciences
- Demonstrated significant research experience
- Understanding of and experience with large data sets in applied research and its application
- Experience living or working overseas
- Commitment to apply their scientific or technical expertise to serve society.
- Awareness and sensitivity to the political, economic and social issues that influence policy
- Excellent communication skills, both verbally and in writing
- Proven ability to work effectively with individuals and groups outside the scientific community
- Demonstrated initiative, problem-solving ability, and leadership capacity

Duties/Activities:

The Fellow's responsibilities will include:

- establishing and maintaining relationships with other federal agencies (e.g. NSF, NASA, NOAA), universities, and the private sector to bring development-relevant data sets and analytical capacity to USAID and to connect external organizations to USAID programs that can effectively apply such data and tools to development challenges;
- supporting the organization of an internal series of workshops around data for development;
- helping to develop pilot efforts demonstrating the potential impact of using new data sources and methods in international development; and
- providing general support to the Office of Science and Technology's "Big Data" pillar.

Mission of the Office:

The **Office of Science and Technology (S&T)** aims to transform USAID into the global leader in development by pioneering scientific, technological and research-motivated approaches to traditional development challenges. The Office of Science and Technology is part of the Bureau for Policy, Planning & Learning, and it is one of the pillars of the USAID Forward reform agenda.

Back to Top

F-001 Foreign Assistance Specialist (F)

Synopsis: The Fellow will serve as a point of contact for either foreign assistance programs in a specific group of countries or a specific foreign assistance program worldwide or within a region. The incumbent is responsible for the development, oversight and evaluation of multi-million dollar foreign assistance programs.

Experience / Expertise:

- Significant private sector experience including some time spent working in a corporation.
- The Fellow's prior experience and interests will determine areas for leadership. He/she will work with experienced development professionals in a team effort to grow the Agency's pool of strategic private sector partners.

Duties / Activities:

- Develop foreign assistance strategies for assigned countries.
- Develop funding requirements for strategies for assigned countries.
- Develop plans to accomplish objectives based on foreign policy goals of the Department of State and USAID.
- Advise Office, Bureau, and Mission staff on a variety of program/project issues.
- Advise senior management on key issues, constraints, or political sensitivities associated with project or program development.
- Provide expert advice and guidance on broad projects and programs with national impact.
- Identify "hot issues" including proposed legislation, policies or guidance and performs analysis and develops strategies to respond.

Mission of the Office:

The Office of U.S. Foreign Assistance Resources (F) ensures the strategic and effective allocation, management, and use of foreign assistance resources. F reports to the Deputy Secretary for Management and Resources.

Back to Top

- FOREIGN SERVICE INSTITUTE
  - **Foreign Language Studies, School of (SLS)**

FSI-001 Senior Advisor on Language Teaching Methodologies (FSI/SLS)

Note: This position is unavailable until August 2013.

Synopsis: The Fellow will work with the SLS Director for Curriculum and Staff Development, the Division Directors, and the Dean's Office to conduct research and formulate recommendations on teaching methodologies and effective use of time in the classroom. Scheduling models are of interest in this regard, as SLS currently uses more than one model, with differing amounts of contact hours and course lengths, and varying degrees of success.

Experience/Expertise:

- Possesses a PhD from an accredited college or university.
- At least 5 years experience in a field related to language learning and/or curriculum development.
- Good analytical and drafting skills for formulating and recording recommendations.
- Self-starter.
- Team player.

Duties/Activities:

- Prepare summaries of current research on language teaching methodology and learning.
- Review FSI's teaching methodologies and results.
- Observe classes.
- Draft actionable results.
- Present results to various USG audiences.

Mission of the Office:

SLS is committed to being the premier USG culturally-based foreign language training and testing institution. We provide exceptional language and culture instruction to help our nation's diplomats gain and maintain the foreign language proficiency they need to advance U.S. national interests around the globe. We do this with a teaching and supervisory staff totaling over 600 professionals delivering training and testing in 70 languages.

Back to Top

- **USUN**
  - **Economic and Social Affairs (ECOSOC)**

USUN-001 PROGRAM OFFICER (USUN/ECOSOC)

Note: This position is unavailable until January 2013.

Synopsis: The Franklin Fellow will serve as a Program Officer of the Economic and Social Affairs Office at the US Mission to the UN and will report to the Counselor. The Fellow will exercise latitude in planning, scheduling, coordinating, and executing assignments.

Experience/Expertise:

- The candidate must possess an in-depth understanding of the United Nations development agenda and familiarity with related discussion in ECOSOC and the General Assembly;
- Proven ability to produce reports on economic, social development issues;
- Strong analytical skill and a demonstrated ability to formulate policy recommendations and proposals relating to United Nations system coordinated response to development challenges
- Sound knowledge of interagency coordination mechanisms;
- Ability to identify and address relevant gender perspective in substantive work
- Effective writing and oral skills
- Ability to plan own work and that of others;
- Ability to organize meetings and panel discussions
- Ability to collaborate with colleagues to achieve organizational goals;
- Ability to work across organizational boundaries and to establish and maintain effective partnerships and working relations with colleagues from other organizations

Duties/Activities:

- Provides substantive and public affairs-related support for major ECOSOC and UNGA events
- Assist the Minister-Counselor and Counselor on matters related to system-wide coherence and follow-up of major UN conferences and summits;
- Organizes panels and expert group meetings on development issued under consideration by the General Assembly and ECOSOC;
- Prepares inputs for presentation by senior staff;
- Performs other related duties as required including a variety of administrative tasks for the ECOSOC team;
- Develop and maintain cooperative working relationships with other USUN components and relevant USG offices and serve as an expert point of contact for these groups on specific projects related to major conference and meetings;
- Work on special projects related to RIO+20 and other key meeting including CSW and other thematic areas; and
- Independently plan and organize briefings and other public programs relevant to U.S policy to effectively engage public, private, and NGO partners as needed.

Mission of the Office:

The ECOSOC section advocates for U.S. policies and interests across the board in the areas of economic policy, development, social affairs, the environment, humanitarian policy and human rights. Such programs account for over 70% of the regular UN budget.

Back to Top

- **USUN**
  - **Legal Section (USUN/L)**

USUN-003 Advisor to the Representative (USUN/L)

Note: This position is unavailable until August 2013.

Synopsis: This attorney/Franklin Fellow will assist in handling issues related to the international criminal tribunals. This may require attending meetings of the Security Council's Informal Working Group on International Tribunals and the Steering and Management Committees of the ad hoc tribunals and writing summaries of such meetings.

Experience/Expertise:

- Fellow must be an attorney.
- Strong legal experience in USG or private sector is highly desirable.

Duties/Activities:

- Assist in representing the United States on the Security Council's Informal Working Group on Documentation and Other Procedural Issues. The Franklin Fellow will assist in advocating U.S. opinions in Working Group meetings and negotiate with other Working Group/Management Committee members to advance U.S. foreign policy priorities. He/she will assist in providing detailed and regular reporting and analysis to Washington about developments in the meetings.
- Support USUN/L efforts on counterterrorism, including our responsibilities in the Security Council and the General Assembly. This may require attending meetings of the Security Council's Counterterrorism Committee (the CTC) and writing summaries of such meetings, negotiating texts, managing paperwork and assisting in the crafting of Security Council resolutions.
- Support the Legal Section in its host country responsibilities, including attending the Host Country Committee meetings at the UN and assisting with research on a variety of host country legal issues.
- Assist USUN/L in analyzing and responding to requests for ethics guidance.
- Work on other legal issues and duties as assigned, including legal issues arising in the negotiation of Security Council and General Assembly resolutions.

Mission of the Office:

The Legal Section of the USUN handles a broad range of challenging and interesting international and domestic legal issues. In particular, the Legal Section has primary responsibility for international criminal tribunals, serving on the UN Security Council's Informal Working Group on the International Criminal Tribunals for the Former Yugoslavia and Rwanda, representing the United States on the Management Committees of the Special Court for Sierra Leone and the Special Tribunal for Lebanon, and serving as a member of the Steering Committee for the Khmer Rouge Tribunal. The Legal Section also has primary responsibility within USUN for handling counterterrorism matters at the UN. With respect to counter-terrorism and the ad hoc international criminal tribunals in particular, the Legal Section has been a proactive force in ensuring that U.S. foreign policy objectives at the United Nations are achieved.

Back to Top

- USUN
  - Host Country Affairs Section of USUN (USUN/HC)

USUN-004 Assistant in the Accreditations Unit (USUN/HC)

Note: This position is unavailable until Fall 2013.

Synopsis: The Fellow will be responsible for timely and accurate entry of accreditation information (personnel appointments and terminations of duty, notification of family members and domestics, promotions and redesignations and changes of address of UN Secretariat and UN Permanent Missions) into the Department of State TOMIS database for the 40,000 members of the United Nations community and will assist in the implementation of the newly-designed Dept of State immunity credential distribution to eligible UN community personnel and family members.

Experience/Expertise:

- Ability to communicate/write summaries on complex issues.
- Ability to work well with others – both in the office and foreign contacts.
- Self-starter ready to fill gaps as they arise.

Duties/Activities:

- Generate Department of State diplomatic and official identification cards to entitled personnel and family members of the Permanent Missions to the UN.
- Create hardcopy records of newly-arrived diplomatic personnel and their family members.
- File both active and terminated hardcopy records to Host Country Archives.
- Assist in the distribution of Host Country-issued documents to the UN community in the USUN Reception Area, as needed
- Check incoming visa applications, accompanying passports and supporting documents for completeness and accuracy, under the direction of the Visa Unit's Foreign Affairs and Visa Specialists.
- Assist in orchestrating a program of recalling former DOS credentials and simultaneous issuance of new identity cards.
- Establish program whereby fraudulent cases (visa applications with (intentional) incorrect info, diplomatic duties misrepresented etc) that Host Country has knowledge of are summarized and reported to the Department.

Mission of the Office:

USUN/HC carries out the responsibilities of the Mission as host to the United Nations and its Member States in accordance with UNGA Resolution 2819; the UN Headquarters Agreement; the International Organizations Immunities Act of 1947; the Convention on the Privileges and Immunities of the United Nations; and various other requirements and treaty obligations.

Back to Top

- USUN
  - **Protocol Section (USUN/Protocol)**

USUN-006 Protocol Officer (USUN/Protocol)

Note: This position is unavailable until August 2013.

Synopsis: The Fellow will work side by side with members of this small department to plan, manage and execute all details for official representational functions for the Permanent Representative and USUN Ambassadors at the Ambassador's official residence at the Waldorf Astoria Towers, the US Mission building, the UN and other venues in NYC. These functions include breakfasts, luncheons, dinners, receptions and meetings. Guests are often drawn from the highest levels of the US government, foreign governments, the UN diplomatic community and many other areas of business, non-profits, the arts, etc.

Experience/Expertise:

- Organizational ability, resourcefulness, ability to prioritize, and flexibility are a must.

Duties/Activities:

- Assist with compiling guest lists which adhere to regulations governing representational events
- Assist in the execution of protocol procedures for seating at formal events, receiving lines, formal introductions, as well as timing and logistics for all events
- Help select menus, paying careful attention to dietary, social, religious and cultural restrictions
- Be part of the team responsible for requesting and receiving bids, selecting contractors and managing many different types of vendors and services, including caterers, florists, waiters, musicians, etc.
- Create invitations, send them, track responses, produce reports and help manage an extensive Protocol Contact database.
- Assist in supporting White House and State Department Protocol teams in arranging and executing visits by the President and Secretary of State. He/she will also provide guidance and information to USUN staff, UN and foreign missions.

The job requires some weekend hours.

Mission of the Office:

Protocol's mission is to provide support for diplomatic activities undertaken by the US Ambassador to the UN, as well as the Deputy Permanent Representative and three other Ambassadors who head up the Political; Economic and Social; and Management and Reform sections of the Mission. Protocol sets the stage for work to be accomplished. We also provide support for White House and State Protocol teams in connection with high-level visits and events.

Back to Top

- USUN
  - Management and Reform Section (USUN/MR)

USUN-007 Program Analyst/Business Management (USUN/MR)

Synopsis: The Franklin Fellow will serve as a Program Analyst for the Management and Reform Section of the U.S. Mission to the UN which deals with budget, finance, personnel, oversight and reform issues as they relate to the operations and activities of the UN. USUN/MR is looking for an individual interested in and capable of addressing these issues and who also has experience with identifying and evaluating management practices that might be applied to enhance the effectiveness and efficiency of such operations and activities.

Experience/Expertise:

Candidates for this position should have strong interpersonal, organizational and written/oral communications skills. These skills should include:

- The ability to read, analyze and interpret UN program reports and proposals, including regular program and peacekeeping budgets.
- The ability to identify best management practices in the private and public sectors and apply such practices to the UN.
- The ability to develop and maintain contacts with UN officials and officials from other Missions.
- The ability to engage in multilateral negotiations.

Duties/Activities:

- Serve as advisor on management, budgetary and financial questions with a particular emphasis on the identification of best management practices from the private and public sectors and the application of such practices to the UN.
- Represent the U.S. before the Fifth (Administrative and Budgetary) Committee and other similar intergovernmental bodies of the General Assembly and, as appropriate, the UN system.
- Provide guidance to other U.S. delegations meeting at the UN.
- Formulate positions on a wide range of highly complex budgetary, financial and management issues.
- Draft a wide range of documentation for use in connection with the UN General Assembly and other UN meetings, including, inter alia, briefing papers, policy statements, talking points and reports.
- Some travel to observe UN operations or activities in the field may be a possibility.

Mission of the Office:

The Management and Reform Section of the US Mission to the United Nations (USUN/MR) is responsible for representing U.S. interests and ensuring implementation of U.S. policies in the areas of budget, finance, personnel, oversight and reform of the United Nations. The Section also promotes U.S. policies in the area of human resources management for the UN and also serves as liaison between American employees and the Mission. The Section maintains close working relationships with entities in the UN in New York and elsewhere responsible for addressing the administrative, budgetary or financial aspects of the activities and operations of the Organization, as well as with other Missions to the UN.

Back to Top

- USUN
  - Management and Reform Section (USUN/MR)

USUN-008 Program Analyst/Executive Recruitment (USUN/MR)

Synopsis: The Franklin Fellow will serve as a Program Analyst for the Management and Reform Section of the US Mission which deals with budget, finance, personnel, oversight and reform issues as they relate to the operations and activities of the UN. USUN/MR is looking for an individual interested in and capable of addressing these issues and who also has experience in conducting searches for American executives to assist in identifying and recruiting American candidates for senior UN positions.

Experience/Expertise:

Candidates for this position should have strong interpersonal, organizational and written/oral communications skills. These skills should include:

- The ability to read, analyze and interpret UN program reports and proposals, including regular program and peacekeeping budgets.
- The ability to conduct searches for American executives in various walks of life, including, inter alia, government, commerce, private associations and academia in order to identify and recruit suitable candidates for senior positions within the UN.
- The ability to develop and maintain contacts with UN officials and officials from other Missions; and the ability to engage in multilateral negotiations.

Duties/Activities:

- Serve as advisor on management, budgetary, and financial questions with a particular emphasis on the identification and recruitment of suitable candidates to fill senior positions within the UN.
- Represent the United States before the Fifth (Administrative and Budgetary) Committee and other similar intergovernmental bodies of the General Assembly and, as appropriate, the UN system.
- Provide guidance to other U.S. delegations meeting at the UN.
- Formulate positions on a wide range of highly complex budgetary, financial, and management issues.
- Draft a wide range of documentation for use in connection with the UN General Assembly and other UN meetings including, inter alia, briefing papers, policy statements, talking points and reports.
- Some travel to observe UN operations or activities in the field may be a possibility.

Mission of the Office:

The Management and Reform Section of the US Mission to the United Nations (USUN/MR) is responsible for representing U.S. interests and ensuring implementation of U.S. policies in the areas of budget, finance, personnel, oversight and reform of the United Nations. The Section also promotes U.S. policies in the area of human resources management for the UN, and also serves as liaison between American employees and the Mission. The Section maintains close working relationships with entities in the UN in New York and elsewhere responsible for addressing the administrative, budgetary or financial aspects of the activities and operations of the Organization, as well as with other Missions to the UN.

Back to Top

- AFRICAN AFFAIRS, BUREAU OF (AF)
  - CENTRAL AFRICAN AFFAIRS, OFFICE OF (AF/C)

AF-004 Advisor on Equatorial Guinea and Cameroon (AF/C)

Note: This position is filled until February 2013.

Synopsis: The Franklin Fellow will advise on the bilateral relationship between the United States and Equatorial Guinea and Cameroon. Relations between the U.S. and the Government of Equatorial Guinea are generally good. The Equatoguinean Government views the U.S. Government and American companies favorably, and the United States is the largest single foreign investor in Equatorial Guinea. U.S.-Cameroonian relations are close, although from time to time they have been affected by concerns over human rights abuses and the pace of political and economic liberalization.

Experience/Expertise:

- An academic background and work experience in international relations and international issues, specifically regional expertise in Africa, is preferred.
- Knowledge of foreign policy issues (e.g., political, economic, public diplomacy), principles, concepts, and methods is essential.
- Ability to work with a wide variety of actors, including policymakers, office directors, officers at post, representatives of other governments, business and the non-governmental community
- Ability to work under tight deadlines and focus on a wide range of responsibilities/tasks in a fast-paced environment.
- Must possess strong interpersonal, writing, research and analytical skills.
- Knowledge of Spanish and/ or French is desirable.

Duties/Activities:

- Provide analysis and recommendations to the Assistant Secretary for African Affairs (AF) and other Department officials on how to promote U.S. interests in EG and Cameroon.
- Represent the Bureau in intra-Department discussions, and the Department in interagency discussions, related to EG and Cameroon; build support for AF policy positions.
- Develop and advise on the implementation of action plans once policy decisions are made.
- Serve as a principal point-of-contact for U.S. embassies in EG and Cameroon, expediting the provision of policy guidance to these posts and liaising with other offices/bureaus on posts' action and other requests.
- Maintain contact with officials of the EG and Cameroonian embassies in Washington, non-governmental organizations, academics, private sector representatives, Congressional staff and others with interests in the region.

Mission of the Office:

The Office of Central African Affairs (AF/C) has principal responsibility in the Department of State for promoting U.S. interests and management of bilateral relations in ten countries in Central Africa: Burundi, Cameroon, Central African Republic, Chad, Democratic Republic of the Congo, Equatorial Guinea (EG), Gabon, Rwanda, Republic of Congo, and Sao Tome & Principe. AF/C supports U.S. diplomatic missions in those countries and coordinates policies affecting those countries and the region with other agencies of the U.S. government. The region is volatile and complex, with some countries in the region characterized by long-standing armed conflicts and refugee issues, others defined by oil revenues and others by extreme poverty.

Back to Regional Bureau List | Back to Top

- **AFRICAN AFFAIRS, BUREAU OF (AF)**
  - **Regional and Security Affairs, African Contingency Operations and Training Assistance (RSA/ACOTA)**

AF-005 International Human Rights Expert (RSA/ACOTA)

Synopsis: The Fellow will support ACOTA's efforts to formulate, coordinate and implement human rights/humanitarian and social affairs into peace support operations training.

Experience/Expertise:

- Significant background and expertise in the field of international human rights is required.

- Strong writing and organizational skills are required as the position entails drafting guidance and instructing for peace support operations training in 25 African partner countries supporting 17 United Nations or African Union peacekeeping operations (to include Congo, Somalia, and Sudan).

Duties/Activities:

- Work and advise on issues that are wide-ranging including country-specific and thematic human rights issues; democracy and governance; humanitarian assistance; protection of civilians; women/children/gender issues and much more.
- Travel to Africa and Europe to teach classes/seminars, attend lessons learned workshops, and attend conferences as required.
- Experience in international peacekeeping/conflict resolution is preferred.
- A background including some NGO work and military service is preferred.
- Knowledge of Africa is preferred.

Mission of ACOTA:

ACOTA is a State Department, Bureau of African Affairs Program. It originated in 1997 to enhance the capacity of African partner nations to participate in multinational peace support operations (PSO) in Africa. The Bureau of African Affairs' ACOTA Program Office (APO) manages the program and policies in collaboration with the Pentagon's Office of the Secretary of Defense. The program provides extensive field training for African peacekeepers plus staff training and exercises for battalion, brigade, and multinational force headquarters personnel. ACOTA also provides equipment for African PSO trainers and peacekeepers. The decision by a partner nation to deploy ACOTA-trained troops is a sovereign national decision, but ACOTA training and equipment helps partners to make that decision. An ACOTA partner's participation in a PSO normally falls under a mandate from the United Nations, the African Union (AU), or a regional organization such as the Economic Community of West African States (ECOWAS). As an international partner, ACOTA seeks to complement and support British, French, Dutch, Canadian, EU, NATO, Belgian, Portuguese and other allied peacekeeping training efforts, welcoming their participation in training events.

The ACOTA training program is based on UN-approved Programs of Instruction (POI). Typical training packages include PSO command and staff operations skills, PSO command post exercises and PSO soldier skills field training. A keystone of the ACOTA program is that all training and equipping is tailored to match an individual partner's needs and capabilities. Training includes extensive "train-the-trainer" activities to establish an enduring PSO training capacity in each partner nation. Maintenance of trainer skills and refresher training as required are part of the long-term ACOTA program.

ACOTA introduces the host military to a range of PSO tasks, such as small unit leadership, convoy escort, checkpoint operations, disarmament operations, protection of civilians, safe weapons handling, management of refugees and internally displaced persons, negotiations, rules of engagement and command and control. Respect for international standards of human rights is a fundamental concept incorporated throughout the training. ACOTA stresses Human Rights, HIV/AIDS awareness, gender-based violence, child exploitation, and trafficking-in-persons, among other humanitarian issues.

Back to Regional Bureau List | Back to Top

- **AFRICAN AFFAIRS, BUREAU OF (AF)**
  - **Economic and Policy Staff, Office Of (EPS)**

AF-006 Foreign Affairs Officer (AF/EPS)

Synopsis: The Fellow will support the bureau's efforts to spur economic growth, trade and investment and promote opportunity and development in Africa.

Experience/Expertise:

- Strong writing, personal, and organizational skills are required,
- All through the chain of command and internal supervisory responsibility, the ability to work within the interagency decision making process and ability to provide technical information and advice to internal USG contacts, as well as representatives of foreign governments.
- Ability to lead a small team on discreet projects or events.
- Some private sector, NGO and intergovernmental experience preferred.
- Some experience with Africa (or other developing environments) preferred.

Duties/Activities:

Work and advise on issues that are wide-ranging including food security issues, specifically the Feed the Future initiative, agriculture, trilateral cooperation, and multilateral affairs including work with the African Union (AU) and the UN. Contribute to a team effort to develop, plan and implement a major international conference.

Mission of the Bureau:

The Africa Bureau works to foster a dynamic of development and democracy that builds on Africa's traditions and advances U.S. interests by creating an environment in which freedom, prosperity and security become the benchmarks for success in the U.S.-African partnership of the 21st century. The primary goals of the bureau are articulated in the following four pillars:

- Strengthening Democratic Institutions
- Spur Economic Growth, Trade, and Investment
- Advance Peace and Security
- Promote Opportunity and Development

Back to Regional Bureau List | Back to Top

- EAST ASIAN AND PACIFIC AFFAIRS, BUREAU OF (EAP)
    - **Economic Policy, Office of (EAP/EP)**

EAP-001 Asian Economic Specialist (EAP/EP)

Note: This position is unavailable until July 2013.

Synopsis: The Fellow will serve as part of the Staff in the Office of the Economic Policy, reporting to the Deputy Director. The incumbent is responsible for regional energy, transportation and climate change issues, sharing some responsibilities with another officer in EAP/EP

Duties/Activities:

Specific assignments may include: cooperation with the Department of Energy and other interested agencies on initiatives in the Energy Working Group (EWG), cooperation with the Department of Transportation on the Senior Officials Committee on Economic and Technical Cooperation (SCE); Transportation Working Group (TPTWG), and with USTR and US Department of Commerce on the Committee on Trade and Investment on energy and transportation-related trade and investment issues. In addition, the incumbent will:

- Become familiar with the Eight Options for More Competitive Air Services, consider projects to foster competitiveness in maritime transport, follow the Aviation Emissions Task Force, and explore ways to implement the Energy Trade and Investment Action Plan.
- Serve as primary liaison with the APEC Business Advisory Council (ABAC) and the National Center for APEC (NCAPEC), reaching out to business and private sector on APEC and regional issues. As a part of this function, the incumbent will be responsible for designing a program for the U.S. to begin issuance of the APEC Business Travel Card to U.S. private sector executives, an Administration commitment made at the 2007 APEC Summit.
- Serve as primary source of information on specific subject areas, and is responsible for providing responses to requests from various sources including other agencies, congressional offices, and the private sector. The incumbent initiates and maintains personal liaison with various individuals in the policy-making chain including other State Department bureaus, the Department of Energy, Environmental Protection Agency, Department of Transportation, the Department of Commerce and the US Trade Representative, and coordinates interagency to achieve US energy, transportation and environment priorities within APEC.
- Represent the Office, Bureau or Department at various intra- or inter-agency meetings. The Fellow will draft briefing papers, talking points, and/or speeches for the Ambassador for APEC and the EAP Front Office, as needed. The Fellow may also communicate with the APEC Secretariat and non-governmental organizations to achieve goals. The Fellow may be required to assist on other tasks, as needed, to ensure EAP/EP achieves its goals.
- Serve as an Expert in the Bureau of East Asia and Pacific Affairs under the direct supervision of the Deputy Director for the Office of Economic Policy.

Mission of the Office:

EAP/EP has the U.S. government lead for all programs under the Asia-Pacific Economic Cooperation (APEC) Forum and is responsible for regional economic and commercial affairs.

Back to Regional Bureau List | Back to Top

- EAST ASIAN AND PACIFIC AFFAIRS, BUREAU OF (EAP)
    - **Japanese Affairs, Office of(EAP/J)**

EAP-003 Macroeconomic and Finance Officer (EAP/J)

Synopsis: The Fellow will serve as the action officer for the Investment Initiative of the U.S.-Japan Economic Partnership for Growth (EPG) to promote favorable conditions for foreign direct investment. Working closely with the bureau's Deputy Assistant Secretary-level Economic Coordinator and Embassy Tokyo, the Fellow will handle substantive and logistical preparations and follow-up for two U.S.-Japan Investment Working Group meetings, as well as U.S. participation in Japan's investment promotion activities. The Fellow will advance U.S. economic policies, in coordination with other USG agencies, related to Japan's macro-economy, financial services, investment, and insurance sectors.

Experience/Expertise:

- Expertise in foreign investment is a must.

Duties/Activities:

- Promote regulatory transparency and efficiency in Japan, especially for financial services, especially for financial services, information technology, and telecommunications. The Fellow will be expected to draft memoranda and position papers for senior Department officials, as well as coordinating briefing materials for trips to the region by senior Department officials.
- Identify strategies and mutually agreeable solutions for any variety of issues. He/she will represent EAP/J in meetings and may be asked to handle other issues, as required, in the absence of economic unit colleagues. He/she will also serve as a point of contact for diplomats posted to the Economic section of the Embassy of Japan.

The Fellow may (but will not be required to) travel to Japan.

Mission of the Office:

EAP/J plays an essential role in maintaining peace in the region. East Asia, in turn, has an enormous impact on the U.S., as the region is home to 30% of the world's population; generates 25% of world GDP; and holds 65% of world's foreign exchange reserves. East Asia is the destination for 27% of total U.S. exports (and 40% of our agricultural exports); and is a growing competitor for global resources. It has experienced some of the world's fiercest military conflicts in the past century.

Despite strong U.S. military presence and alliances and relative peace in the region, EAP still includes some of the world's most dangerous flashpoints, including the Korean Peninsula and Taiwan Strait. The flourishing of democracy in the region, including in Indonesia, the world's largest Muslim majority country, has given citizens a voice in their own governance and set an example for the rest of the world. Still, political repression and fragile democratic institutions continue to be the hallmark of many EAP countries.

Governments in the region have greatly increased their capacity and cooperation against terrorism, but sophisticated terrorist organizations pose a serious threat to the interests of the United States and its allies. Infectious diseases, narcotics trafficking and criminal activity emanating from the region also continue to threaten Americans. America's deep engagement in the region has resulted in significant improvements; however, daunting challenges remain.

Back to Regional Bureau List | Back to Top

- EAST ASIAN AND PACIFIC AFFAIRS, BUREAU OF (EAP)
    - **Korean Affairs, Office of (EAP/K)**

EAP-004 Advisor on Korean Environmental, Science, Technology and Health Issues (EAP/K)

Note: This position is unavailable until May 2013.

Synopsis: The Fellow will manage a portfolio of all ROK environment, science, technology, and health issues (ESTH), including bilateral space cooperation, green growth technology, climate change, tuberculosis research, pandemic influenza, and U.S. involvement with the International Vaccine Institute. Specifically, the Fellow will help our team achieve the Vision Statement's goals of promoting low-carbon green growth as a new engine for sustainable economic prosperity; strengthening civil space cooperation; and cooperating on clean energy research and the peaceful uses of nuclear energy.

Experience/Expertise:

- **Interpersonal Skills:** This position requires frequent coordination with, and maintenance of, productive relationships with representatives of other Federal agencies, international organizations, other governments, and non-governmental stakeholder groups.
- **Communication Skills:** Strong oral and written communication skills are required to facilitate advancing U.S. interests, both in international and domestic settings, where the Fellow may prepare formal written communications to international interlocutors; deliver oral and written briefings to U.S. principals; or deliver public presentations to stakeholder groups.
- **Independent Research:** Solid independent research skills are needed to support the development of policy papers or approaches.
- **Negotiating Skills:** The ESTH officer will be expected to productively engage and with other USG agencies and foreign governments to negotiate agreed terms of U.S. positions or provisions in international agreements.
- **Regional Familiarity:** A background working on Asia or Korea issues would be helpful, but is not a requirement and should not deter candidates from expressing interest.

Duties/Activities:

- Oversee ROK civil nuclear issues as we begin negotiations to conclude a new bilateral civil nuclear cooperation agreement with the ROK.
- Pursue cyber issues, including "cyber-terrorism" and internet intellectual property rights issues.
- Provide technical expertise to the Office of Korean Affairs, offering advice and guidance as needed on ESTH issues affecting the Korean Peninsula and Northeast Asia, including inter-Korean and North Korean ESTH issues as needed.
- Support the ROK Unit Economic Officer on bilateral trade and development assistance issues as we work to regain momentum on ratification of the Korea-U.S. Free Trade Agreement (KORUS FTA).
- Draft memoranda, reports, press guidance, and papers on ESTH-related topics in preparation for interagency and international meetings.
- Organize high-level visits and meetings and perform other duties, as assigned.

Mission of the Office:

EAP/K works to develop U.S. policy and advance U.S. cooperation with South Korea in the areas of environment, science, technology, and health (ESTH).

Back to Regional Bureau List | Back to Top

- EAST ASIAN AND PACIFIC AFFAIRS, BUREAU OF (EAP)
    - **Australia, New Zealand and Pacific Island Affairs, Office of (EAP/ANP)**

EAP-005 Advisor for Pacific Island States (EAP/ANP)

Note: This position is unavailable until May 2013.

Synopsis: The Fellow will develop initiatives and support programs focusing on climate change, environmental issues and regional economic issues in a portfolio that includes some of the largest and some of the smallest nations on earth. S/he works in tandem with the lead officers responsible for eight Pacific Island States (Fiji, Kiribati, Nauru, Papua New Guinea, Solomon Islands, Tonga, Tuvalu, and Vanuatu) and the three Freely Associated States (FAS) of Palau, the Republic of the Marshall Islands (RMI) and the Federated States of Micronesia (FSM).

Experience/Expertise:

- Strong command of U.S. foreign policy goals.
- Broad knowledge in politics, economics and trade, health, maritime, security, environment, fisheries and development in order to be conversant with senior officials.
- Experience in Pacific Island States (Fiji, Kiribati, Nauru, Papua New Guinea, Solomon Islands, Tonga, Tuvalu, and Vanuatu) and the three Freely Associated States (FAS) of Palau, the Republic of the Marshall Islands (RMI) and the Federated States of Micronesia (FSM) is preferred.

Duties/Activities:

- Develop Department- and government-wide consensus on U.S. priorities and programs in the Pacific. S/he works with the team to advise and consult with counterparts and Principals in the Department and with other agencies to initiate new programs and coordinates and monitors program implementation.
- The Fellow's team is the principal liaison between EAP and governments of the Pacific regarding United States economic, environmental and technical assistance to the region. The team initiates meetings and conferences between Washington and the Pacific officials, as appropriate.

S/he shares duties with the lead country officers as initial point of contact for all incoming actions from U.S. embassies, other USG agencies, international organizations and foreign governments in the portfolio.

Mission of the Office:

This position is located in the Bureau of East Asian and Pacific Affairs, Office of Australia, New Zealand and Pacific Island Affairs (EAP/ANP). It is the only office in the Department that covers an entire continent as well as an enormous swath of the Pacific Ocean, including Australia, New Zealand and 12 Pacific Island countries. The Office has the U.S. Government lead for policies, diplomatic initiatives and programs within this vast region.

Back to Regional Bureau List | Back to Top

- EAST ASIAN AND PACIFIC AFFAIRS, BUREAU OF (EAP)
    - **Regional and Security Policy Affairs, Office of (EAP/RSP)**

EAP-006 Science and Technology Policy Advisor (EAP/RSP)

Note: This position is unavailable until August 2013.

Synopsis: Our Science and Technology (S&T) Policy Advisor will provide scientific expertise and stimulate innovation and advancements in S&T related policies and projects, to include climate change, food and water security, energy, biodiversity, and health in the Asia-Pacific region. The Advisor will gain an insider's perspective and understanding of the rigorous process of foreign policy formulation and the Department of State's active role in making and implementing policy. The Advisor's work on a variety of critical issues will clarify why East Asia and the Pacific is the most strategically exciting part of the world for the 21st century, with its rising world powers, burgeoning economies and environmental challenges. The Advisor will also see firsthand that RSP is the nexus of Congress, USAID, DOD, and other agencies for the EAP Bureau, where strategic-level planning and programming takes place.

Experience/Expertise:

The Advisor should possess an interest in foreign policy, excellent written and verbal communication skills, strong interpersonal and analytical skills, computer proficiency, and the ability to work with interagency teams. Experience in the region would be helpful, but is not a requirement and should not deter candidates from expressing interest.

Duties/Activities:

In consultation with Bureau colleagues, the Advisor will have broad-ranging responsibility for S&T-related matters for EAP countries.

- **Use S&T to enhance cooperation with and between EAP countries and multilateral partners** in high-priority areas, including aspects related to energy, environment, climate change mitigation and adaptation, economic development, public health, and education.
    - Formulate and implement cooperative regional S&T activities in partnership with other USG Agencies; and facilitate and encourage S&T projects that advance U.S. objectives by leveraging U.S. capacity in S&T;
    - Serve as a resource to EAP country desks on S&T in support of bilateral activities;
    - Enhance interagency relationships and coordination with U.S. technical agencies to leverage whole-of-government activities to further U.S. diplomatic priorities;
    - Identify, research, and recommend opportunities for new initiatives and policies.
- **Advance U.S. priorities under the Secretary's Lower Mekong Initiative** in the areas of education, environment, health, and infrastructure in the lower Mekong countries. In addition to interagency and intergovernmental negotiations, this may include the development of public-private partnerships, increasing relations with small and medium sized businesses, and engaging the Diaspora.
- **Develop and promote strategies to advance public-private partnerships** to enhance U.S. engagement on energy issues in the East Asia Pacific region, with a particular emphasis on "green" development and sustainability of economic, ecological and social systems.

Mission of the Office:

RSP is comprised of a team of subject matter experts responsible for multilateral and global issues that affect U.S. relations with East Asia and the Pacific Islands. We propose and coordinate regional approaches to policy issues, assist in policy implementation, and support U.S. participation in regional gatherings. RSP represents the Bureau in internal and interagency discussions on East Asian and Pacific topics, such as the environment, counter-terrorism, and humanitarian aid/disaster response.

Back to Regional Bureau List | Back to Top

- European and Eurasian Affairs, Bureau of (EUR)
  - **Russian Affairs, Office of (EUR/RUS)**

EUR-005 Expert on U.S.-Russia Relations (EUR/RUS)

Synopsis: The Fellow will advise on policy coordination and implementation related to Russia.

Experience/Expertise:

- Graduate degree in international relations, political science, history, economics or related field focusing on Russian or post-Soviet issues.
- Experience living/working/studying in Russia or the former Soviet Union.

Duties/Activities:

- Draft policy planning documents focused on the U.S.-Russia relationship. This will include strategic planning, policy coordination, and policy implementation related to Russia's security relationship with the United States and with Europe.
- Work closely with counterparts in other State Department bureaus, the U.S. Embassy in Moscow, the EUR Deputy Assistant Secretary responsible for Russia, as well as the National Security Staff and analysts across the U.S. Intelligence Community.

Back to Regional Bureau List | Back to Top

- European and Eurasian Affairs, Bureau of (EUR)
  - **Ukraine, Moldova and Belarus Affairs, Office of (EUR/UMB)**

EUR-006 Expert on U.S. Relations with Eastern Europe (EUR/UMB)

Note: This position is unavailable until June 2013

Synopsis: The Fellow will advise on policy coordination and implementation related to Ukraine, Moldova and Belarus.

Experience/Expertise:

- Graduate degree in international relations, political science, history, economics or related field focusing on Eastern Europe/former Soviet Union.
- Experience living/working/studying in Eastern Europe/former Soviet Union.

Duties/Activities:

- Draft policy planning documents focused on U.S. relations with Ukraine, Moldova and Belarus. This will include strategic planning, policy coordination, and policy implementation. Ensure close policy coordination in this region with the European Union.
- Work closely with counterparts in other State Department bureaus, the U.S. Embassies in Kyiv, Chisinau and Minsk, the EUR Deputy Assistant Secretary responsible for Ukraine/Moldova/Belarus, as well as the National Security Staff and analysts across the U.S. Intelligence Community.

Back to Regional Bureau List | Back to Top

- NEAR EASTERN AFFAIRS, BUREAU OF (NEA)
  - **Iranian Affairs, Office of (NEA/IR)**

NEA-004 Advisor on Iran (NEA/IR)

Synopsis: The Franklin Fellow will serve as one of 10 officers responsible for the design and implementation of U.S. policy on Iran and assistance to Iranian civil society.

Experience/Expertise:

- Advanced intellectual skills.
- Top written and interpersonal communications skills and flexibility.
- Impeccable judgment and solid drafting skills.
- Familiarity with non-proliferation policy, international security and politics and public diplomacy, particularly in the Persian Gulf region, are highly desirable.

Duties/Activities:

- Monitor events in portfolio, which will be assigned to the Fellow to match relevant background. Elements of the portfolio may include political-economic; political-military; multilateral organizations; labor and social affairs; planning; science; educational.
- Analyze policy options and recommend actions to make best use of program funds and USG political engagement.
- Gather, review and interpret information and data submitted by overseas Iran Watchers and posts, other federal agencies, non-governmental organizations, and/or international sources.
- Compile, analyze, and present information and data to senior officers for use in policy formulation.
- Report on significant policies and developments bearing on U.S. foreign policy, makes recommendations based on analyses and assist in planning and implementing new policies, regulations or legislation.
- Prepare a variety of documents such as analytical reports, briefing materials, decisions memoranda, correspondence and other documents related to area(s) of assignment.
- Serve as liaison with the governmental and non-governmental communities to inform and to explain U.S. policies; to explore new areas of mutual benefit, cooperation and exchanges; and to promote U.S. foreign policy goals and objectives related to the area(s) of assignments.
- Represent the Office, Bureau, and/or Department at various inter-agency forums.

Mission of the Office:

"Team Iran" consists of NEA/IR, the Iran Reporting Office in Dubai, and NEA's 14 Iran Watchers in 10 Countries. NEA/IR formulates and coordinates policy toward Iran and we seek Franklin Fellows eager to tackle one of the most challenging foreign policy issues of our time.

Back to Regional Bureau List | Back to Top

- NEAR EASTERN AFFAIRS, BUREAU OF (NEA)
  - **Israel and Palestinian Affairs, Office of (NEA/IPA)**

NEA-005 Advisor on Middle East Peace Issues (NEA/IPA)

Synopsis: The Franklin Fellow will provide IPA with critically-needed in-depth experience in these issues at a time when the region is undergoing fundamental, transformative change that is challenging established wisdoms and long-held policy assumptions.

Experience/Expertise:

- Advanced intellectual skills.
- Top written and interpersonal communications skills and flexibility.
- Impeccable judgment and solid drafting skills.

Duties/Activities:

- Provide issue analysis and policy advice on the full range of Middle East Peace issues regarding Israel and the Palestinians to the IPA leadership.
- Draft analytic, background and operationally-focused memoranda for use by the NEA Front Office and Department principals, including broader-perspective assessments as well as material for bilateral, multilateral and interagency MEP –related meetings and fora.
- Liaise with S/SEMEP in ensuring that MEP policy support needs are met by IPA, and provide support as needed at a senior level.
- Lead discrete special projects related to the regional impact of peace-related developments and any other projects as assigned by the IPA leadership.
- Engage in MEP–related outreach activities requiring a senior Department interlocutor to visiting regional groups, interested domestic audiences and other USG agencies.

Mission of the Office:

NEA's Office of Israel and Palestinian Affairs (NEA/IPA) plays a vital role in supporting the broad range of Middle East Peace Issues in conjunction with the office of the Special Envoy for Middle East Peace (S/SEMEP. IPA provides dedicated staff support to S/SEMEP and is often called on to take the lead in support of Department Principals and, in particular, the NEA Front Office on MEP issues, including a broad range of political, economic and security issues among Israel and the Palestinians.

Back to Regional Bureau List | Back to Top

- NEAR EASTERN AFFAIRS, BUREAU OF (NEA)
  - **Office of Egypt and Levant Affairs (NEA/ELA)**

NEA-006 Advisor on Syria (NEA/ELA)

Synopsis: The Fellow will be responsible for developing contacts with members of the Syrian opposition to draw insight on opposition organizations and activities.

Experience/Expertise:

- Fluency (at least at the FSI 4 level) in written and spoken Arabic is required.
- Some professional, academic, or cultural familiarity with Syria is required.
- Strong intellectual and interpersonal skills.

Duties/Activities:

- Liaise with members of the Syrian opposition reporting to the Deputy Director for Syria.
- Coordinate with other officers in NEA/ELA, other NEA offices, other State Department offices and bureaus, and other U.S. government agencies on opposition activities.
- Draft analysis and policy recommendations for State Department principals and other U.S. government officials on the Syrian opposition and other political and economic developments.
- Brief State Department officials and other U.S. government officials on developments in Syria.
- Attend conferences and meetings held by NGOs, think tanks, and educational institutions to develop information from non-governmental experts on the Syrian opposition.

Mission of the Office:

The Office of Egypt and Levant Affairs is responsible for promoting U.S. interests and U.S. relations with Syria, Egypt, Jordan, and Lebanon. The Bureau of Near Eastern Affairs, headed by Acting Assistant Secretary Beth Jones, is responsible for U.S. foreign policy and U.S. diplomatic relations with the Middle East and North Africa. Regional policy issues that NEA addresses include Middle East peace, trade promotion, counter-terrorism, non-proliferation of weapons of mass destruction, and political and economic reform.

Back to Regional Bureau List | Back to Top

- **WESTERN HEMISPHERE AFFAIRS, BUREAU OF (WHA)**
  - **Canadian Affairs, Office of (WHA/CAN)**

WHA-002 Advisor on the Columbia River Treaty Review (WHA/CAN)

Synopsis: The Fellow will collaborate widely with U.S. Government interagency officials in Washington and the Pacific Northwest, as well as with U.S. Embassy Ottawa and U.S. Consulate Vancouver on the issue of the Columbia River Treaty review. The position is located in the Office of Canadian Affairs in the Bureau of Western Hemisphere Affairs (WHA/CAN).

Experience/Expertise:

- Experience working in an interagency environment;
- Experience working with Congress, Capitol Hill and international agreements; and
- Experience or expertise in tribal affairs.

Duties/Activities:

- Monitoring and reporting on environmental and technological developments in the Columbia River basin;
- Working directly with the Bureau and other Washington-based agencies on the Treaty review;
- Coordinating with U.S. Embassy Ottawa and U.S. Consulate Vancouver on any updates related to Canada's corresponding Treaty review;
- Providing senior WHA officials with information on the status of the Columbia River Treaty review;
- Ensuring the managers of the Treaty review follow the consensus and inclusive policies set forth by State and the National Security Staff; and
- Closely monitor the ongoing regional Treaty review and its developing report;
- Ensure all parties in the basin interested in the review participate in some manner in the process;
- Begin development of U.S. Government Treaty review process to follow the regional report; and
- Work closely with the Office of Global Intergovernmental Affairs to ensure we follow State's tribal policies when coordinating with the Columbia River basin tribal nations.

Mission of the Office:

The Office of Canadian Affairs in the Bureau of Western Hemisphere Affairs (WHA/CAN) works to maintain the dynamic relationship between the United States and Canada in the areas of border/security, economics, political/military, and the environment. Canada is the United States' largest trading partner and more than 400,000 people cross the Canada-United States border every day. This unique relationship fosters much bilateral cooperation to further the interests of our countries in the international sphere.
The Columbia River Treaty (1964) established a historical precedent in bilateral management of vital water resources in the Pacific Northwest, and is known throughout the world as one of the most successful transboundary water treaties, based on equitable sharing of downstream benefits. Under this Treaty, Canada and the United States jointly regulate and manage the Columbia River as it flows from British Columbia into the United States.
Under the guidance from the National Security Staff, the includes an in-depth look at the ecosystem of the Columbia River Basin, including ecosystem models, flood control studies related to elevation and storage, as well as a variety of power generation models based on discharges and flows, and subsequent analysis. In 2013, the State Department will receive a report from the regional group leading the review as to whether or not it is in the best interest of the United States to continue, terminate or significantly modify the treaty.

Back to Regional Bureau List | Back to Top

- **WESTERN HEMISPHERE AFFAIRS, BUREAU OF (WHA)**
  - **Regional Economic Policy and Summit Coordination, Office of (WHA/EPSC)**

WHA-003 Public Outreach Specialist (WHA/EPSC)

Note: This position is unavailable until October 2013.

Synopsis: The Fellow will be responsible for the development and coordination of public outreach efforts in support of U.S. regional economic policy activities in the Western Hemisphere.

Experience/Expertise:

- Professional knowledge of and experience with communications and public relations.
- General Knowledge of foreign policy issues.
- Ability to develop and implement creative outreach plans, including through the use of social media and technological resources.
- Some knowledge of the Latin American and Caribbean regions is helpful, as is a facility in the Spanish language.

Duties/Activities:

- Design and implement a full range of public outreach programs and activities in support of U.S. regional economic policies that incorporate posts' and USG stakeholders' perspectives, foreign public opinion, key audiences, and media environments.
- Draft public outreach materials, including press guidance, talking points, and press releases.
- Integrate public outreach strategies and goals with the office's policy initiatives. Ensure that public messaging and public engagement are considered in policy formulation.

Mission of the Office:

The Office of Regional Economic Policy and Summit Coordination (WHA/EPSC) is responsible for hemisphere-wide energy, environment, economic, trade, and Summit of the Americas issues, and serves as a fulcrum for advancing our policies on these issues in coordination with both our posts throughout the Western Hemisphere and with our regional partner countries. There are two divisions in the office. The Economic Policy unit has responsibility for trade and investment policy, macroeconomic and financial policy, energy policy, and environment, science, technology and health policy. The Summit Unit coordinates the U.S. participation in the Summit of the Americas process. Both divisions pursue our regional policy objectives through a variety of programs, including the Energy and Climate Partnership of the Americas, the National Export Initiative, Pathways to Prosperity in the Americas, and the Small Business Network of the Americas, to name a few.

Back to Regional Bureau List | Back to Top

- WESTERN HEMISPHERE AFFAIRS, BUREAU OF (WHA)
  - **Andean Affairs, Office of (WHA/AND)**

WHA-004 Colombia Desk Expert/Consultant (WHA/AND)

Synopsis: The Department of State's Bureau of Western Hemisphere Affairs - Office of Andean Affairs seeks a Fellow to serve as an expert advisor on the Colombia Desk. The Fellow would serve as an expert/consultant on the Colombia desk, a six-person team managing one of the United States' most dynamic partnerships in the region. Portfolio issues are negotiable based on the Desk's needs and the Fellow's expertise/interests, but are likely to include projects in the human rights, justice, and political-military affairs fields. The fellow will be supervised by the Senior Colombia Desk Officer.

Experience/Expertise:

- Strong interpersonal, written and oral communication skills.
- Advanced academic background and/or work experience in international relations plus at least 5 years of relevant academic or real world experience
- Ability to read/speak Spanish highly desirable
- Regional expertise in Latin America (particularly Colombia) is welcome.
- Ability to work well in a fast-paced environment, under tight deadlines.

Duties/Activities:

- Providing expert advice regarding key bilateral and multilateral projects impacting Colombia
- Staying abreast of key developments in your portfolio, and reporting on them as appropriate.
- Coordinating with Department and interagency colleagues to develop and implement policy priorities.
- Drafting and clearing briefing papers and memoranda for Department officials.
- Coordinating/drafting Congressional reports and correspondence.
- Providing support for high-level meetings and visits.
- Other duties as assigned.

The Fellow will cover a range of tasks related to U.S. economic, political, and counter-narcotics policy on Colombia. Among other duties, the Fellow will serve as the principal drafter and coordinator for the congressionally-mandated human rights certification on Colombia. In this capacity, the Fellow will evaluate Colombia's progress on the current criteria for the human rights certification, including collecting and analyzing information provided by the Colombian government, the State Department, and other official and non-government sources. Fellow will serve as liaison with relevant parts of the State Department and the USG community. The Fellow may represent the Colombia Desk at relevant intra- or inter-agency meetings. The Position does not require travel.

Mission of the Office:

WHA/AND is responsible for shaping, coordinating and implementing U.S. foreign policy for Bolivia, Colombia, Ecuador, Peru, and Venezuela, and for helping to oversee over $825 million in annual assistance programs. WHA/AND is one of two offices reporting to the Principal Deputy Assistant Secretary. The office deals with a broad agenda, encompassing all the major issue areas for WHA, including democracy strengthening and good governance, economic development and trade, counter-narcotics and counterterrorism.

Back to Regional Bureau List | Back to Top

A-001 Foreign Affairs Manual Analyst (A/GIS/DIR)

Synopsis: The Franklin Fellow will act as an Analyst to ensure the Foreign Affairs Manual and Foreign Affairs Handbooks accurately reflect the Department's official policies and procedures as required by the Code of Federal Regulations and Department standards.

Experience/Expertise:

- Excellent writing and editing skills
- Mastery of MS Word, especially Word templates
- Experience with research using written archives

Duties/Activities:

- Assist writers in program offices with writing policy and procedures according to Department standards (style, format, use of hyperlinks and citations, etc.).
- Ensure proper clearances are received and material is in publish-ready condition.
- Assist Webmasters with publishing material.
- Research and answer questions on policies in the Foreign Affairs Manual.

Mission of the Office:

The mission of the Bureau of Administration is to provide effective global support for the people and programs of America's diplomacy. The Office of Directives Management (A/GIS/DIR) is responsible for making Department of State policy available for information sharing, data collection and application integration.

- ADMINISTRATION, BUREAU OF (A)
    - **Global Information Services (A/GIS)**
    - **Directives Management, Office of (A/GIS/DIR)**

A-002 Rules Analyst (A/GIS/DIR)

Synopsis: The Franklin Fellow will act as an Analyst to ensure the Department's proposed and Final Rules are in the proper language and formats required by the Office of Management and Budget (OMB) and Federal Register (FR). S/he will track Rules using computer applications through to final OMB certification and publishing in the Federal Register.

Experience/Expertise:

- Excellent writing and editing skills
- Experience using database applications

Duties/Activities:

- Assist writers in program offices with writing Rules according to OMB and FR requirements.
- Input Rule details in computer applications for tracking purposes.
- Respond to OMB requests on specific Department Rules.
- Prepare reports to OMB upon request.

Mission of the Office:

The mission of the Bureau of Administration is to provide effective global support for the people and programs of America's diplomacy. The Office of Directives Management (A/GIS/DIR) is responsible for making Department of State policy available for information sharing, data collection and application integration.

Back to Functional Bureau List | Back to Top

- ADMINISTRATION, BUREAU OF (A)
  - Executive Director, Office of (A/EX)
  - Human Resources Division (A/EX/HRD)

A-005 Human Resources Specialist (A/EX/HRD)

Synopsis: The Franklin Fellow will coordinate and implement procedures to clarify and organize human resources policies.

Experience/Expertise:

- Strong writing skills and experience in human resources and policy development.
- Web design and IT skills are very desirable.

Duties/Activities:

- Standardize human resources and benefits policies
- Organize such policies into a web-based FAQ site on government benefits and undertake research related to the website
- Work on various other policy and research projects.

Mission of the Office:

A/EX/HRD is responsible for providing quality, customer-focused, cost effective human resource services to advance the Department Of State's goal of building, deploying, and sustaining a knowledgeable, diverse, and high performance workforce.

Back to Functional Bureau List | Back to Top

- ARMS CONTROL, VERIFICATION AND COMPLIANCE, BUREAU OF (AVC)
    - **Verification and Transparency Technologies, Office of (AVC/VTT)**

AVC-002 Technical and Policy Officer (AVC/VTT)

Note: This position is unavailable until January 2013.

Synopsis: The Fellow will evaluate of a broad range of issues concerning foreign nuclear, biological, chemical, and missile weapon programs and their input on verification and compliance.

Experience/Expertise:

- Strong quantitative and analytical skills.
- Significant research or systems engineering experience in sensor development, particularly utilizing MEMS or nano-scale devices.

Duties/Activities:

- Be engaged in identifying technologies applicable for use identifying and characterizing suspicious foreign chemical and biological weapon activities.
- Assist the AVC/VTT office in coordinating issues concerning weapons system analysis, verification sensor development, and technology assessment.

The position may involve some domestic and foreign travel. The Fellow will represent the Bureau, the Department, and, as necessary, the U.S. Government in a wide variety of settings.

Mission of the Office:

The Office of Verification and Transparency Technologies (AVC/VTT) ensures that technologies are available to help the Bureau fulfill its mission. VTT works to maintain current technical capabilities as well as identify new technical responses to arms control "hard targets." In addition, the Office manages a number of outreach programs with the wider technical community, including the annual publication of the R&D Verification requirements document.

Back to Functional Bureau List | Back to Top

- COMPTROLLER AND GLOBAL FINANCIAL SERVICES, BUREAU OF THE (CGFS)

CGFS-001 Financial Management Advisor (CGFS)

Synopsis: The Fellow will assist in conducting in-depth analyses and independent assessments of State programs and efforts.

Experience / Expertise:

- Experience with financial analysis on large programs to include management controls and data analysis.
- Experience in operating large complex financial systems.

Duties / Activities:

- Advise on ways to deliver financial management and advisory services to the Department.
- Provide perspective on best practices in private industry that could be applied to Department financial management.
- Perform discrete tasks that relate to improving Department financial management.

Mission of the Bureau:

The Bureau of Comptroller and Global Financial Services (CGFS) is responsible for all financial management activities relating to the programs and operations of the Department of State. The hallmark of any top financial operation is its ability not only to provide accurate and timely financial data but also to use that data and expertise to give high-value financial advice to the key decision-makers. Our mission going forward will be to combine this strong financial information base with a high level of financial advisory expertise as a strategic partner to the Secretary and the Bureaus to ensure that the Department obtains maximum results from its funding. By focusing as well as documenting improved execution across the Department, we believe we will be better able to obtain the funding needed to complete State's missions.

Back to Functional Bureau List | Back to Top

- COUNTERTERRORISM
  - Counterterrorism Finance Unit (CTF)

CT-002 Program Evaluation Officer, Counterterrorism Finance Unit (CT/CTF)

Note: This position is unavailable.

Synopsis: The Fellow will help develop and establish a framework for evaluating the effectiveness of anti-money laundering and counterterrorist financing (AML/CTF) capacity building programs to be funded in priority countries where the money laundering and terrorist financing threats are high.

Experience/Expertise:

- Experience in designing program evaluation tools. (essential)
- Experience in evaluating foreign assistance and AML/CTF capacity building programs. (preferred)
- Background in legal and financial regulatory framework development, financial regulatory compliance, law enforcement investigations preferable. (preferred)
- Excellent writing and oral communication skills a must. (essential)

Duties/Activities:

- Develop, refine and establish metrics for measuring the effectiveness of anti-money laundering and counterterrorist financing (AML/CTF) capacity building programs delivered to priority partner countries.
- Collaborate with fellow CTF personnel and the interagency to implement best practices and new metrics to measure the effectiveness of AML/CTF programs.
- Utilize newly developed and established methods and techniques to evaluate implementation of State funded and coordinated interagency capacity building programs.
- Provide to Department personnel and interagency officials policy and program recommendations on measuring effectively counterterrorism finance (CTF) capacity-building assistance to key priority countries.

Mission of the Office:

The Counterterrorist Finance Unit (CT/CTF): The mission of the Counterterrorist Finance Unit (CTF) is to cut off financial support to terrorists in all its forms, including access to money, convertible assets, material resources, or any other forms of assistance which can sustain terrorists organizations. CTF seeks to achieve this objective by providing capacity-building assistance and training to a select group of countries deemed most vulnerable to terrorist financing. Funding is provided to federal and international organizations to implement sequenced training to bank regulators, financial intelligence units (FIUs), law enforcement investigators and prosecutors as well as other competent host nation entities to address deficiencies in their AML/CTF regimes. The CTF unit also provides mentoring to the host countries, frequently through Resident Legal Advisors (RLAs) to develop the legal and financial regulatory frameworks needed to address money laundering and terrorist financing threats.
The Office of the Coordinator for Counterterrorism (CT): The mission of the Office of the Coordinator for Counterterrorism (CT) is to develop and lead a worldwide effort to counter terrorism using all the tools of statecraft – diplomacy, development and defense – working bilaterally, regionally, and multilaterally. This includes tactical measures, partner capacity building, and efforts to counter violent extremism.

Back to Functional Bureau List | Back to Top

- COUNTERTERRORISM (CT)
  - Terrorist Designations and Sanctions (CT/TDS)

CT-003 Counterterrorism Expert (CT/TDS)

Synopsis: The Franklin Fellow will serve as an advisor to CT/TDS in matters of counterterrorism, while advancing the policy priorities of the U.S. Government (USG), State Department and other agencies.

Experience/Expertise:

- Strong research and writing skills.
- Experience applying the theories and principles of counterterrorism in analyzing and evaluating the factors and conditions involved in the administration of U.S. foreign policy programs.
- Experience in formulating and executing policies that address on-going efforts to combat terrorism.
- Experience in written and oral communication regarding foreign policy matters pertaining to counterterrorism.
- Ability to work under tight deadlines and take on increasing levels of responsibilities in a fast-paced environment.

Duties/Activities:

- Prepares the complete justification and supporting exhibits of evidentiary material for the designation of terrorist groups or individuals, State Sponsors of Terrorism, and Countries Not Fully Cooperating with U.S. counterterrorism efforts.
- Responsible for identifying and proposing for formal designation to relevant U.S. Government agencies, those individuals and organizations who commit or pose a significant risk of committing terrorist acts.
- Initiates, establishes, and maintains close and mutual working contacts with Executive Branch Departments to ensure designations are well represented.
- Represent the Department on counterterrorism intra- and inter-agency committees and working groups.
- Reviews daily a large volume of classified intelligence, State Department cables and open source material.

Mission of the Office:

CT/TDS authorities plays the lead role in ensuring that the U.S. Government fully utilizes its legal authorizes, intelligence information and diplomatic resources to identify terrorists and their supporters in order to take effective action to disrupt their operations in the United States and abroad.

Back to Functional Bureau List | Back to Top

- CONFLICT AND STABILIZATION OPERATIONS, BUREAU OF (CSO)

CSO-001 Foreign Affairs Officer (CSO)

Note: This position is temporarily unavailable.

Synopsis: The Fellow will review and provide expert comment on development and institutionalization of doctrine and concepts for preparing, planning, and conducting reconstruction and stabilization operations.

Experience / Expertise:

- Prior experience coordinating conflict prevention and post-conflict reconstruction and stabilization planning with interagency groups.
- Knowledge of the dynamics of conflict and the roles and capabilities of US and international actors in addressing conflict.

Duties / Activities:

- Represent the office in Department and interagency meetings as well as in seminars and outreach with official and unofficial foreign visitors.
- Draft and clear with the other bureaus Department and interagency partners conceptual products such as doctrine, frameworks, templates, guides, as well as cables, memoranda, talking points, an input for Congressional testimony.

The incumbent may make recommendations but does not have any decision-making authority. The incumbent also exercises no supervisory responsibilities

Mission of the Bureau:

The Bureau of Conflict and Stabilization Operations (CSO) advances U.S. national security by breaking cycles of violent conflict and mitigating crises in priority countries. We engage in conflict prevention, crisis response and stabilization, aiming to address the underlying causes of destabilizing violence. CSO helps countries and people find the road away from conflict and toward peace. When countries become stable and self-sufficient, they can be stronger partners to help the United States take on shared challenges ranging from energy and the environment to international trade and security.

Back to Functional Bureau List | Back to Top

- CONFLICT AND STABILIZATION OPERATIONS, BUREAU OF (CSO)
    - **Conflict Prevention, Office of (CSO/CP)**

CSO-002 Advisor on Conflict Theory and Prevention (CSO/CP)

Synopsis: The Conflict Prevention (CP) Advisor would reside primarily in the Office of Conflict Prevention, one of five Divisions in the Office of the Coordinator for Reconstruction and Stabilization (CSO/CP) – although it could also entail short-term assignments to country engagement teams or temporary duty overseas on actual engagements. This position is responsible for providing technical advice and expertise to the various CSO programs and functions and to "client" bureaus and embassies as needed. The CP Advisor is principally responsible for reviewing and offering enhancements to proposed programs, international engagements, strategies and plans to address underlying causes of conflict and violence. The Advisor would also undertake research relating to conflict, mediation and stabilization relating to ways to enhance the effectiveness of U.S. foreign policy efforts and programs, identify innovative tools and approaches. The Advisor would report to the Deputy Director of the Office of Conflict Prevention.

Experience/Expertise:

- Strong academic qualifications that will enable Advisor to draw on current research to inform existing USG conflict prevention applications (minimum: Master's degree in field relevant to reconstruction, stabilization and conflict prevention; doctorate preferred).
- Minimum of two years of international experience.
- Experience working in a field related to R&S preferred, ideally with a USG agency, international organization or non-governmental organization.
- Demonstrated technical skills in the areas of governance, security sector reform, peace process implementation, monitoring and evaluation or other field related to R&S programming strongly preferred.
- Demonstrated abilities in training and facilitation, preferably in an R&S or developing country environment.
- Understanding of and ability to constructively monitor R&S programs.
- General knowledge of State Department and USAID policies, regulations and organizational structures.
- Outstanding interpersonal skills and demonstrated ability to lead and to work as part of diverse teams.
- Demonstrated verbal and written communication skills, particularly in an interagency or cross-cultural environment.

Duties/Activities:

- Support, facilitate and advise designated CSO CP country engagements in regions assigned. Facilitate, coordinate and communicate between country working groups in Washington and in the field.
- Support the development, testing and integration of the Interagency Conflict Assessment Framework (ICAF). Conduct and participate in conflict assessments; write and vet reports; prepare and deliver presentations to interagency working groups.
- Research and analyze issues related to stability and R&S in countries of CSO engagement or interest, including current events, intelligence and USG policy and diplomatic, defense and development efforts.
- Participate actively in interagency meetings relevant to CP engagements, related to Mission budgeting, strategic planning (MSP, Country Assistance Strategy), policy coordination, intelligence.

Draft reports and briefs for CSO senior staff, particularly for interagency meetings, or briefings for USG Principals and for Congress.

- Assist CSO in developing innovative new institutional tools and processes to advance conflict prevention and resolution, drawing on academic and non-governmental resources and experiences.
- Assist in developing program guidance, criteria and selection process for the Section 1207 stabilization fund. Oversee 1207 stabilization programs; manage and report on administrative financial and programmatic issues. Communicate effectively with 1207 program proponents in Washington and in the field.
- Manage feedback and solicit input from interagency on key issues or countries; integrate perspectives and best practices in assessment and planning, and capture lessons learned/best practices for application in other situations around the world. Provide and facilitate technical advice to Missions in the areas of governance, security sector reform
- Represent Office of Conflict Prevention and CSO in USG meetings; draft notes and reports. Manage and facilitate communications related to country engagements.
- Advocate for interagency process in assessment, planning and R&S program design. Document best practices in country engagement, interagency coordination, ICAF implementation and Embassy support.

Mission of the Office:

The Office of Conflict Prevention coordinates interagency processes to identify states at risk of instability, leads interagency planning to prevent or mitigate conflict, develops detailed contingency plans for integrated U.S. Government reconstruction and stabilization efforts, and coordinates preventative strategies with foreign countries, international and regional organizations, nongovernmental organizations, and private sector entities.

Back to Functional Bureau List | Back to Top

- CONSULAR AFFAIRS, BUREAU OF (CA)
  - **Passport Services, Directorate for (CA/PPT)**
  - **Management Analysis and Coordination, Office of (CA/PPT/MAC)**

CA-003 Performance Management Analyst (CA/PPT/MAC)

Synopsis: The Franklin Fellow will work with the Managing Director for Issuance, CA/PPT/MAC Director, CA/PPT/MAC Division Chief, program analysts and personnel from 28 domestic passport agencies and centers.

Experience/Expertise:

- Experience in application of a wide range of qualitative and quantitative methods for the assessment and improvement of complex management processes and systems.
- Ability to communicate effectively both orally and in writing sufficient to give presentations at conferences and meetings, draft and edit policy/decision papers for senior/executive level management.

Duties/Activities:

- Analyzes workload productivity information and identifies production/productivity performance problems; develops recommendation for problem resolution or enhanced production/productivity.
- Analyzes information obtained from weekly/monthly reports, Management Assessment Program (MAP) Reviews, Internal Controls Program Assessments (ICPAs) and other audits or validation studies to identify overall passport agency/center business process strengths and problems.

Mission of the Office:

The mission of CA/PPT/MAC is to develop systems for measuring performance provide operational oversight and coordination of communication and processes to the passport agencies, centers and production facilities across the United States.

Back to Functional Bureau List | Back to Top

- CONSULAR AFFAIRS, BUREAU OF (CA)
  - **Passport Services, Directorate for (CA/PPT)**
    - **Adjudication, Adjudication Oversight Division, Office of (CA/PPT/A/AO)**

CA-004 Audit and Risk Assessment Analyst (CA/PPT/A/AO)

Synopsis: The Franklin Fellow will assess the quality of adjudication quality standards.

Experience/Expertise:

- Expertise in audit methodologies and statistical analysis is required.
- Experience in the development of quality assurance and risk assessment programs and reporting mechanisms is highly desirable.

Duties/Activities:

- Utilize audit program to measure individual employee performance against adjudication quality standards and calibrate the usefulness of the program, as currently designed.
- Assist in the re-design of the program as appropriate to maximize the reliability of the information gleaned from audits, while minimizing the operational and administrative burden required to conduct the audits and report results.

Mission of the Office:

The Office of Adjudication is responsible for developing standardized policies and procedures for the adjudication of applications of U.S. passports and for regularly measuring the quality of adjudications and compliance with current policies, at both the agency and individual levels.

Back to Functional Bureau List | Back to Top

- CONSULAR AFFAIRS, BUREAU OF (CA)

CA-007 Performance Management Analyst

Note: This position is unavailable until August 2013.

Synopsis: The Franklin Fellow will provide guidance with the Management Improvement Study Group and Innovation Cell of the Bureau of Consular Affairs.

Experience / Expertise:

- Academic degree(s) in business administration or public administration with course work in modern management theory and practices.
- Significant professional experience at the managerial level in a global enterprise in either the public or private sector, including experience in NGO or social sector organizations.
- Direct supervisory or managerial experience for a multi-cultural, multi-national workforce.
- Expertise in strategic planning with budgetary and/or regulatory restrictions.
- Expertise in management information systems and performance metrics used to facilitate detailed analysis of large-scale operations.
- Work experience as an employee or consultant to the public sector.

Duties / Activities:

- Analyze current practices and advise leaders in the Management Improvement Study Group and Innovation Cell regarding potential improvements due to the Bureau's approach to management.
- Help research management models used in the private sector to determine which approach would best serve the Bureau of Consular Affairs in maximizing service levels in all its domestic and overseas offices.
- Analyze potential measurement practices to enable the Bureau to identify useful means of evaluating tangible and intangible outcomes of its policies and operational procedures.
- Identify how broader and more consistent use of a particular management system can improve the Bureau's strategic planning.
- Assist in identifying potential pilot programs to test the benefits of operational changes consistent with a specific management system, and help analyze the results of such pilot programs.

Mission of the Office:

The mission of CA's Consular Management Initiative is to lay the groundwork for a bureau-wide refocusing on management principles, to implement sound and sustainable operational procedures, and to improve efficient use of resources and enhance customer service to the public in the context of the Bureau's organizational culture and U.S. government law and regulations. The mission will be kicked off by a Management Philosophy team that will assume the task of recommending to the Assistant Secretary a proposed management framework around which the Bureau can begin to set priorities and reengineer business practices. The Innovation Cell will subsequently use the framework to develop a pilot program to establish metrics and analytical techniques to evaluate tangible and intangible outcomes of the Bureau's domestic and overseas activities, identify and implement specific changes to operational procedures to test the relevance of the management philosophy, and consider how to link change in management practices to strategic planning.

Back to Functional Bureau List | Back to Top

- DEMOCRACY, HUMAN RIGHTS AND LABOR, BUREAU OF (DRL)
    - **Africa Office (DRL/AF)**

DRL-002 Human Rights/Democracy Promotion Specialist (DRL/AF)

Note: This position is unavailable until January 2013.

Synopsis: The Fellow will maintain responsibility for a given set of countries in which he/she is expected to develop expertise in human rights and democracy issues.

Experience/Expertise:

- Must possess strong writing and oral communications skills and a background in research and analysis.
- Have solid research and computer skills as well as the ability to work under deadline and take on increasing levels of responsibilities/tasks in a fast-paced environment.

Duties/Activities:

- Draft briefing documents for Bureau and Department leaders on human rights issues in assigned countries.
- Review press guidance and other internal Department documents concerning human rights and democracy in assigned countries.
- Edit, redraft and conduct research on assigned countries for inclusion in the annual Country Reports on Human Rights Practices.
- Review and monitor democracy and human rights grants programs in assigned countries.
- Liaise with other bureaus at State, and within the interagency and the NGO community to develop and coordinate strategy and policy on priority issues.
- Conduct vetting of foreign candidates for international assistance programs to ensure that global human rights standards are upheld.
- Provide background and guidance to the Department of Homeland Security and U.S. Immigration Courts for their use in adjudicating asylum claims.
- Respond to Congressional and other requests for information regarding human rights in assigned countries.

Mission of the Office:

The Africa Office is responsible for reporting and policy formulation on issues of democracy and human rights in Africa. The Office produces annual reporting on human rights, advises Bureau and Department leaders on policy issues, oversees democracy promotion programs and advises on political asylum cases.

Back to Functional Bureau List | Back to Top

- DEMOCRACY, HUMAN RIGHTS AND LABOR, BUREAU OF (DRL)
    - **East Asia and Pacific Affairs, Office of (DRL/EAP)**

DRL-003 Human Rights/Democracy Promotion Specialist (DRL/EAP)

Synopsis: The Fellow will serve as the Bureau's primary human rights, democracy and labor policy officer for one or more countries in the Asia-Pacific region.

Experience/Expertise:

- Sound judgment, strong interpersonal, organizational, analytical and written/oral communication skills, ability to learn new processes and information quickly, and a willingness to work as a team player in a fast-paced environment.
- Ability to draft cogent, accurate and persuasive memoranda and other policy documents that promote the integration of DRL priorities into the United States' foreign policy priorities.
- Ability to frame and negotiate policy positions with a range of government actors.
- Experience on the East Asia and Pacific region is helpful but is not a prerequisite.

Duties/Activities:

- Represent the Bureau and Department in Department and interagency meetings.
- Develop and strengthen relations with U.S. and international non-governmental organizations (NGOs) and members of civil society.
- Draft and negotiate testimony for senior Department officials, memoranda and other policy documents, including press guidance related to democracy, human rights and labor promotion in a set of countries within the Asia-Pacific region. Edit annual reports *(Country Reports on Human Rights Practice and Advancing Human Rights and Democracy Reports*).
- Within a set of countries, manage Human Rights and Democracy Fund grants as the Grants Officer Representative; liaise with DRL's programming unit to develop future programs.

Mission of the Office:

As the Bureau's policy coordination office for the Asia-Pacific re*gion, DRL/EAP aggressively pursues opportunities to highlight human rights abuses, to elevat*e DRL priorities in our Nation's bilateral and multilateral foreign policy and, ultimately, to change the human rights, democracy and labor environments in which nearly two billion people live and work.

Back to Functional Bureau List | Back to Top

- DEMOCRACY, HUMAN RIGHTS AND LABOR, BUREAU OF (DRL)
    - **South and Central Asian Affairs, Office of (DRL/SCA)**

DRL-004 Human Rights/Democracy Promotion Specialist (DRL/SCA)

Note: This position is unavailable until July 2013.

Synopsis: The Fellow will be responsible for a portfolio of countries related to the promotion of democracy and human rights in South and Central Asia.

Experience/Expertise:

- Knowledge of foreign policy issues (e.g., political, economic, public diplomacy), principles, concepts, and methods is essential.
- Sound judgment, strong interpersonal, organizational, analytical and written/oral communication skills, and a willingness to work as a team player in a fast-paced environment
- Experience on the region is helpful, but is not a prerequisite.

Duties/Activities:

- Represent the Bureau and Department in meetings, including developing and strengthening relations with U.S. and international NGOs and members of civil society.
- Draft and negotiate press guidance.
- Prepare congressional correspondence and testimony for senior staff.
- Oversee extensive democracy and human rights programming.
- Edit annual reports (Human Rights Report and/or Advancing Human Rights and Democracy reports).
- Draft comments in response to asylum claims referred by the Department of Homeland Security. The Fellow will cover countries of strategic importance to the United States.

Mission of the Office:

DRL/SCA contributes to the development and implementation of foreign policies and programs to promote democracy and human rights in Afghanistan, Pakistan, Central Asia, and South Asia. The office is responsible for the annual distribution of more than $25 million of democracy and human rights foreign assistance throughout the region. This work includes project proposal evaluation, grant administration and budget negotiations with selected organizations, technical coordination, and project performance review and compliance. This Office is responsible for analysis, final editing, and completion of 13 of the 200 "Country Reports on Human Rights Practices" and 12 of the 97 "Advancing Freedom and Democracy" reports, both mandated by and annually submitted to Congress. This Office also provides analysis, evaluation, advice, and assistance to representatives of the Department of Homeland Security involved in the adjudication of requests by foreign nationals for asylum in the United States.

Back to Functional Bureau List | Back to Top

- **DEMOCRACY, HUMAN RIGHTS AND LABOR, BUREAU OF (DRL)**
    - **International Religious Freedom, Office of (DRL/IRF)**

DRL-005 Religion Freedom Promotion Specialist (DRL/IRF)

Note: One position available immediately. A second position is filled until April 2013.

Synopsis: The Bureau of Democracy, Human Rights and Labor's Office of International Religious Freedom (DRL/IRF) wishes to host two Franklin Fellows. The Office promotes religious freedom as a core objective of U.S. foreign policy. The Office monitors religious persecution and discrimination worldwide; recommends and implements policies in respective regions or countries; develops programs to promote religious freedom and combat anti-Semitism; and prepares an annual report on religious freedom. The Franklin Fellow will serve as a Foreign Affairs Officer in DRL/IRF. The Fellow will provide expert analytical and advisory support for the planning, development, and execution of religious freedom in U.S. foreign policy as it relates to a geographic portfolio.

Experience/Expertise:

- Knowledge of foreign policy issues (e.g., political, economic, public diplomacy), principles, concepts, and methods is essential.
- Candidates for this position should have some experience in democracy, human rights, religious freedom, labor, or other DRL issues.
- An academic background and work experience in international relations and international issues is preferred.
- Must possess sound judgment and strong interpersonal, organizational, analytical, research, and written/oral communication skills.
- Experience editing written manuscripts is helpful.
- A team player with the ability to work with a wide variety of actors, including with policymakers, office directors, embassy officers, representatives of other governments, business, and the non-governmental community.

Duties/Activities:

The Fellows will oversee policy and project activities related to the promotion of religious freedom asForeign Affairs Officers, handling a portfolio comprised of countries in one or more geographic regions, and work with the desk officers in the appropriate regional bureau to:

- Draft and review policy papers;
- Network with foreign government and non-governmental representatives to advance DRL objectives in the region;
- Review and edit annual human rights and religious freedom reports produced by the Bureau;
- Advise DRL staff and principals, including the Ambassador-at-Large for International Religious Freedom, the Special Envoy to Monitor and Combat Anti-Semitism, and the DRL Assistant Secretary, on issues within the portfolio countries for meetings, congressional hearings, press events, etc.
- The Assignment may allow opportunity for overseas travel as needed in order to collect information on human rights and democracy issues in the region.
- Collaborate with various parts of the DRL Bureau, regional bureaus, a variety of functional bureaus, and other parts of the Department.

Mission of the Office:

The Bureau of Democracy, Human Rights and Labor (DRL), headed by Assistant Secretary Michael Posner, leads the U.S. efforts to promote democracy, protect human rights and international religious freedom, and advance labor rights globally. Ambassador-at-Large for International Religious Freedom Suzan Johnson Cook oversees the Office of International Religious Freedom (DRL/IRF), which is responsible for developing strategies to promote religious freedom and reduce religious persecution and discrimination. The Office also supports Special Envoy to Monitor and Combat Anti-Semitism Hannah Rosenthal, who serves as the principal adviser to the President and Secretary of State on issues related to global anti-Semitism. The Office reviews, recommends, and implements policy on international religious freedom. This includes conducting advocacy and negotiations, managing assistance programs and producing the Department's Annual Report on International Religious Freedom. DRL/IRF also coordinates religious freedom policy with other Department and interagency planners and prepares the Ambassador-at-Large, the Assistant Secretary, the Special Envoy and others in the Department for public outreach, testimonies, and interaction with Congress and non-governmental and faith-based organizations.

Back to Functional Bureau List | Back to Top

- DEMOCRACY, HUMAN RIGHTS AND LABOR, BUREAU OF (DRL)
    - **International Labor Affairs, Office of (DRL/ILA)**

DRL-008 International Labor Officer (DRL/ILA)

Synopsis: The Fellow will advise on and coordinate responses to policy issues regarding worker rights, trade, and labor market issues through intra-governmental dialogues, program oversight, and representation.

Experience/Expertise:

Expertise in labor, trade, and development issues is a plus, as is expertise in a geographical region.

Duties/Activities:

DRL/ILA envisions its Franklin Fellow working on the following issues/projects:

Worker Rights and Employment

- Contribute to the office's regional coverage of worker rights, supply-chain, and development issues, particularly those worker rights relating to trade benefit programs.
- Monitor and report on major labor-related initiatives and the worker rights situations in a number of strategic countries.
- Assist with management of stakeholder dialogue initiatives.
- Coordinate interagency communication with State Department Officers in overseas missions on critical worker rights and supply-chain issues by both sharing and requesting information on such matters as they arise.
- Review and provide expert comment on the content of Worker Rights sections of the Department's annual country human rights reports.
- Draft cables, memoranda, and talking points on worker rights and supply-chain issues pertaining to region of coverage.

Outreach

- Work within and outside of the State Department to promote increased respect for internationally-recognized worker rights and supply-chain initiatives.
- Maintain contacts with the AFL-CIO, the American Center for International Labor Solidarity (ACILS), employers' organizations, and labor-related NGOs
- Maintain contacts with CSR stakeholders including NGOs, industry representatives, international organizations, and socially responsible investment firms.

Mission of the Office:

DRL/ILA monitors and promotes the rights of workers throughout the world. ILA's mandates of strengthening respect for worker rights and promoting effective supply-chain engagement with companies contribute to U.S. foreign policy goals related to democracy promotion, trade, development, and human rights. The office currently manages over $25 million in technical assistance projects to promote labor rights and ethical supply chains. ILA coordinates the labor-related work of Foreign Service Officers overseas, facilitates interagency cooperation on international labor affairs, and monitors countries' compliance with labor rights provisions in U.S. trade law. In carrying out its work, ILA coordinates closely with the U.S. Departments of Labor, Treasury, and Commerce; the Office of the U.S. Trade Representative, and the Agency for International Development. The Office also works closely with organized labor, NGOs, companies, and international organizations.

Back to Functional Bureau List | Back to Top

- DEMOCRACY, HUMAN RIGHTS AND LABOR, BUREAU OF (DRL)
    - **Planning and Public Diplomacy, Office of (DRL/PPD)**

DRL-009 Bureau Planning Officer (DRL/PPD)

Synopsis: The Fellow will develop long-range Bureau strategic plans, goals, objectives, and milestones for evaluating and measuring the effectiveness of major DRL initiatives.

Experience/Expertise:

- Excellent writing, analytical, and project management skills; highly-organized and efficient; and ability to work with efficiency, flexibility and diplomacy, particularly as part of a team effort.

Duties/Activities:

- Provide direction, oversight and guidance to the Bureau and its offices, while handling the development of all Department strategic and performance planning activities and developing and interpreting guidance for the identification, analysis and implementation of strategic planning concepts.

Mission of the Office:

DRL/PPD is responsible for strategic planning for the Bureau, for outreach to the Millennium Challenge Corporation (MCC), NGO community, and Congress, and for all media affairs.

Back to Functional Bureau List | Back to Top

- DEMOCRACY, HUMAN RIGHTS AND LABOR, BUREAU OF (DRL)
    - **Western Hemisphere Affairs (DRL/WHA)**

DRL-010 Human Rights/Democracy Promotion Specialist (DRL/WHA)

Synopsis: The Fellow will draft and seek approval on policy papers related to the promotion of democracy and human rights in the Western Hemisphere for use by Bureau and Department senior staff.

Experience/Expertise:

- Sound judgment, strong interpersonal, organizational, analytical and written/oral communication skills, ability to learn new processes and information quickly, and a willingness to work as a team player in a fast-paced environment.
- Experience in the Western Hemisphere is helpful, but is not a prerequisite.

Duties/Activities:

- Represent the Bureau and Department in meetings, including developing and strengthening relations with U.S. and international non-governmental organizations (NGOs) and members of civil society.
- Draft and negotiated press guidance; preparing congressional correspondence and testimony for senior staff.
- Edit annual reports (*Country Reports on Human Rights Practice and Advancing Human Rights and Democracy Reports*).
- Manage Human Rights and Democracy Fund grants.

Mission of the Office:

DRL/WHA is currently responsible for the management and oversight of more than $67 million in foreign assistance programs in the Western Hemisphere for the promotion of democracy and human rights

Back to Functional Bureau List | Back to Top

- **DEMOCRACY, HUMAN RIGHTS AND LABOR, BUREAU OF (DRL)**
  - **Office of European Affairs (DRL/EUR)**

DRL-011 Human Rights/Democracy Promotion Specialist (DRL/EUR)

Synopsis: The Fellow will maintain responsibility for a given set of countries in which he/she is expected to develop expertise in human rights and democracy issues.

Experience/Expertise:

- Must possess strong writing and oral communications skills and a background in research and analysis.
- Have solid research and computer skills as well as the ability to work under deadline and take on increasing levels of responsibilities/tasks in a fast-paced environment.

Duties/Activities:

- Draft briefing documents for Bureau and Department leaders on human rights issues in assigned countries.
- Review press guidance and other internal Department documents concerning human rights and democracy in assigned countries.
- Edit, redraft and conduct research on assigned countries for inclusion in the annual Country Reports on Human Rights Practices.
- Review and monitor democracy and human rights grants programs in assigned countries.
- Liaise with other bureaus at State, and within the interagency and the NGO community to develop and coordinate strategy and policy on priority issues.
- Conduct vetting of foreign candidates for international assistance programs to ensure that global human rights standards are upheld.
- Provide background and guidance to the Department of Homeland Security and U.S. Immigration Courts for their use in adjudicating asylum claims.
- Respond to Congressional and other requests for information regarding human rights in assigned countries.

Mission of the Office:

The Office of European Affairs is responsible for reporting and policy formulation on issues of democracy and human rights in Europe. The Office produces annual reporting on human rights, advises Bureau and Department leaders on policy issues, oversees democracy promotion programs and advises on political asylum cases.

Back to Functional Bureau List | Back to Top

- **DEMOCRACY, HUMAN RIGHTS AND LABOR, BUREAU OF (DRL)**
    - **International Disability Rights, Special Advisor for (DRL/SADR)**

DRL-012 Specialist on Disability Rights and Inclusive Development (DRL/SADR)

Synopsis: The Fellow will provide advice and counsel on the development of policies and strategies to ensure the inclusions of persons in U.S. public diplomacy efforts and programs. The Fellow will work as part of a Team under the eldership of Ms. Judith Heumann, Special Advisor for International Disability Rights, located in the Bureau of Democracy, Human Rights and Labor of the Department of State.

Experience/Expertise:

- Leadership experience advancing the inclusion of women, persons with disabilities, or other minorities in program and services on international development programs, in government service, in an academic institution or in the private sector.
- Professional experience working for an international organization or multi-national corporation.
- Knowledge of the Americans with Disabilities Act (ADA) and the Convention of the Rights of Persons with Disabilities useful.
- Firsthand knowledge of disability, either have a disability or having a family member with a disability especially useful.
- Knowledge of a foreign language(s) useful.

Duties/Activities:

- Reviews and recommends ways to strengthen U.S. public diplomacy to ensure the inclusion of disability issues and persons with disabilities.
- Proposes ways to strengthen the inclusion of disability issues and persons with disabilities in existing or news programs at the State Department.
- Formulates recommendations on additional ways in which disability rights and the inclusion of persons with disabilities might be promoted by civil society organizations and the private sector.
- Works with the Special Advisor and other officials to strengthen the inclusion of disability rights in the priorities and activities of other Bureaus within the State Department.
- Maintain contact with and involve interested international and national partners, particularly organization of person with disabilities, NGOS, universities, private sector companies as well as UN agencies, in the development and implementation of strategies.
- Represents the Special Advisor in meeting of other Offices, Bureau, working groups and other entities internal to the State Department.
- Participates in external meetings, conferences and missions to other countries upon request of the Special Advisor.

Mission of the Office:

The Special Advisor for International Disability Rights is responsible for "the development of a comprehensive strategy to promote the rights of persons with disabilities internationally; coordinate an interagency process of ratification of the Convention on the Rights of Persons with Disabilities; ensure that foreign assistance incorporates persons with disabilities; ensure that the need of persons with disabilities are addressed in international situations; and conduct public diplomacy including with civil society on disability issues."

Visit the Facebook page of the Special Advisor for more information:
http://www.facebook.com/SAHeumann

Back to Functional Bureau List | Back to Top

- ECONOMIC AND BUSINESS AFFAIRS, BUREAU OF (EB)
    - **Economic Policy Analysis and Public Diplomacy, Office of (EB/EPPD)**

EB-001 International Economist (EB/EPPD)

Synopsis: The Fellow will perform research related to various issues including international investment, development, financial flows, etc.

Experience/Expertise:

- Strong macro and finance background.
- Good, non-technical writing skills are a must.

Duties/Activities:

- Perform policy-relevant research on issues related to the global financial crisis, international investment and other financial flows, international development, and comparative economic performance.

Mission of the Office:

The Office of Economic Policy Analysis & Public Diplomacy (EPPD) works to develop and promote sound economic policies by analyzing the effectiveness of current U.S. policies, engaging the private sector in policy planning and development, and by evaluating economic and foreign policy implications of cross-cutting issues. EPPD supports and promotes U.S economic policies through public diplomacy and public affairs efforts, including sustained outreach to media, to other government entities, to non-governmental organizations, to business and civic groups, and to educational institutions; and by promoting effective cooperation with Members of Congress and their staff regarding international economic issues. EPPD provides policy support for the U.S. Mission to the Organization for Economic Cooperation and Development (OECD). EPPD also manages the Secretary's Award for Corporate Excellence (ACE) and serves as Executive Secretariat for the Advisory Committee on International Economic Policy (ACIEP).

Back to Functional Bureau List | Back to Top

- **ECONOMIC AND BUSINESS AFFAIRS, BUREAU OF (EB)**
  - **Intellectual Property Enforcement, Office of (EB/TPP/IPE)**

EB-004 Foreign Affairs Officer - Regional (EB/TPP/IPE)

Note: This position is unavailable until October 2013.

Synopsis: The Fellow will act as State Department lead officer on intellectual property matters for South and Central Asia, the Near East, or other region to be identified, and serve as the Department's recognized expert on intellectual property considerations involved in U.S. policy for this region, including determining overall priorities and developing corrective measures in light of overall Department and Administration objectives in the region.

Experience/Expertise:

- Prior experience with a rightsholder organization, content provider, academia, the World Intellectual Property Organization, a law firm and/or relevant USG experience such as USPTO, NIH, Commerce, USTR, State, the Copyright Office, etc.
  Good, non-technical writing skills are a must.

Duties/Activities:

- Draft briefing papers, coordinate U.S. Government interagency with State Department positions and support senior State Department officials on negotiation of the Intellectual Property chapter of the Declaration of the 2009 G-8 Summit. Develop policy papers and points for use by the IPE Office Director in meetings of the Innovation Working Group of the Heiligendamm Process (G-8 plus Brazil, China, India, Mexico and South Africa)
- Act as lead on State's contribution to the Strategy Targeting Organized Piracy (STOP!) Initiative. Work with other IP policy and enforcement agencies in implementing existing STOP! Initiatives and proposing new initiatives.
- Act as liaison with the Intellectual Property Enforcement Coordination Council; prepare the State Department contribution to the annual IPEC Report.
- Coordinate the State Department position on legislation affecting IP enforcement and policy.
- Back up the officer coordinating the Department of State's (State) role in the annual worldwide Special 301 review of other countries' IP regimes. Organize and coordinate relevant meetings with the private sector to discuss their views; coordinate and develop positions on country designations with State offices, overseas Posts and the Secretary's office; coordinate with U.S. positions with other Federal agencies.
- Represent the State Department in bilateral and multilateral meetings and negotiations in the areas of promoting and protecting innovation and intellectual property.

Mission of the Office:

EB/TPP/IPE promotes global policies that encourage adoption of high standards of protection for intellectual property rights (IPR) by our trading partners, and formulating State Department and USG strategies on promoting and protection innovation and IPR. This issue receives significant attention from the U.S. Congress and the private sector, and State is a key player in developing U.S. international policy on IPR and implementing that policy overseas. It represents U.S. views in bilateral and multilateral settings; builds international partnerships and coalitions to strengthen IP enforcement; works with U.S. Missions on public outreach efforts to promote the value of IPR to countries of all levels of development; and delivers IP training to our embassy officers and foreign government officials.

Back to Functional Bureau List | Back to Top

- ECONOMIC AND BUSINESS AFFAIRS, BUREAU OF (EB)
    - **Intellectual Property Enforcement, Office of (EB/TPP/IPE)**

EB-005 Foreign Affairs Officer – Scientific (EB/TPP/IPE)

Synopsis: The Fellow will act as State Department lead officer on intellectual property matters regarding access to the medicines, genetic resources, traditional cultural expressions and counterfeit medicines portfolio.

Experience/Expertise:

- Prior experience with a rightsholder organization, content provider, academia, the World Intellectual Property Organization, a law firm and/or relevant USG experience such as USPTO, NIH, Commerce, USTR, State, the Copyright Office, etc.
- Good, non-technical writing skills are a must.

Duties/Activities:

- Draft briefing papers, coordinate U.S. Government interagency with State Department positions and support senior State Department officials on intellectual property matters regarding the above issues.
- Assume responsibility for briefing principals, representing the Office at interagency meetings, attending international conferences on occasion, and maintaining relations with stakeholders.
- Contribute to follow-up work on activities related to the March 17, 2011 State Department conference on the role of innovation in addressing global health.

Mission of the Office:

EB/TPP/IPE promotes global policies that encourage adoption of high standards of protection for intellectual property rights (IPR) by our trading partners, and formulating State Department and USG strategies on promoting and protection innovation and IPR. This issue receives significant attention from the U.S. Congress and the private sector, and State is a key player in developing U.S. international policy on IPR and implementing that policy overseas. It represents U.S. views in bilateral and multilateral settings; builds international partnerships and coalitions to strengthen IP enforcement; works with U.S. Missions on public outreach efforts to promote the value of IPR to countries of all levels of development; and delivers IP training to our embassy officers and foreign government officials.

Back to Functional Bureau List | Back to Top

- **ECONOMIC AND BUSINESS AFFAIRS, BUREAU OF (EB)**
    - **Commercial and Business Affairs, Office of the Special Representative (EB/CBA)**

EB-006 Senior Advisor for Global Women's Business Initiative (EB/CBA)

Note: This position is unavailable until October 2013.

Synopsis: The Fellow will serve as EB/CBA's primary advisor for the Global Women's Business Initiative. In this capacity, the Fellow will serve as the Bureau's coordinator of women's business issues relating to domestic commercial and business affairs affecting a number of regions as designated by the Special Representative.

Experience/Expertise:

- Possess substantial knowledge of global women's business issues.

Duties/Activities:

- Serve as a subject area "expert" to the Special Representative on women in business issues; work closely with other offices in the State Department, with other offices in the State Department, relevant U.S. government agencies, the private sector, and non-government representatives in areas relevant to global women's business
- Assist in development of standards, practices and policies in the area of internal audits and program review and analysis. In addition, the individual will provide policy guidance and instructions on requirements.
- Coordinate taskings from working groups, develop summaries/evaluations of options and forge consensus on recommended actions.
- Develop background information, tactics, and approaches for presenting policy and programmatic positions both in the department and in the interagency use in meetings, which include all levels of the U.S. government, the private sector, and representatives of other countries.
- Observe and advise on the coordination, planning and execution of global women in business events and programs. The Fellow will also field questions from overseas posts relating to the topic.
- Represent the Office of Commercial and Business Affairs at any relevant inter-agency meeting.

Position will occasionally require travel to various domestic and international locations.

Mission of the Office:

EB/CBA and the Department of State work with U.S. Government trade promotion partners and the U.S. embassies around the world to support American businesses overseas by providing commercial information and identifying market opportunities for American firms, advocating on their behalf, and encouraging corporate responsibility.

Back to Functional Bureau List | Back to Top

- ECONOMIC AND BUSINESS AFFAIRS, BUREAU OF (EB)
    - **Communications and Information Policy, U.S. Coordinator for (EB/CIP)**

EB-007 Counselor to the U.S. Coordinator for Communications and Information Policy (EB/CIP)

Note: This position is unavailable until July 2013.

Synopsis: The Fellow will serve as Counselor to the U.S. Coordinator for Communications and Information Policy.

Experience/Expertise:

- Strong telecommunications background
- Prior experience with an international organization or financial institution (IMF, World Bank, OECD, BIS, for example) or the U.S. Government (Treasury, Federal Reserve, State Department, USAID) preferred but not required; private sector financial experience also highly desirable.
- Good, non-technical writing skills are a must.

Duties/Activities:

- Advise the U.S. Coordinator on:
    - Privacy and data protections policies; cloud computing policies; Internet governance and freedom; and communications and information development activities, including privatization, regulation, and commercial arrangements appropriate for emerging markets.

Mission of the Office:

As part of EB, the **International Communications and Information Policy** group leads the Executive Branch's policy development process for international communications and information issues and serves as America's advocate around the world for policies that:

- Expand access to information and communications technologies and services;
- Improve efficiency, utility, and security of worldwide information and communications technology and service markets; and
- Ensure appropriate opportunities for U.S. companies to participate in these markets.

Back to Functional Bureau List | Back to Top

- ECONOMIC AND BUSINESS AFFAIRS, BUREAU OF (EB)
    - Communications and Information Policy, U.S. Coordinator for (EB/CIP)

EB-008 Counselor to the U.S. Coordinator for Communications and Information Policy (EB/CIP)

Note: This position is unavailable until July 2013.

Synopsis: The Fellow will serve as Counselor to the U.S. Coordinator for Communications and Information Policy.

Experience/Expertise:

- Superior academic and professional background and experience in telecommunications regulatory functions, engineering, law or related communications expertise.
- Awareness of the scientific literature and changes in communications technology; a professional level knowledge, skill and ability in economic analysis; a working knowledge of concepts, principles, procedures and techniques in international law; a comprehensive knowledge of industry structure and issues; and/or a familiarity with international organizations.
- The ability to identify, understand and interpret relevant political factors and considerations affecting USG's interest in telecommunications both foreign and domestic and to provide recommendations and alternatives among and between various policy positions.

Duties/Activities:

Advise the U.S. Coordinator on:

Privacy and data protections policies; cloud computing policies; Internet governance and freedom; and preparation for the World Conference on International Telecommunications.

Mission of the Office:

As part of EB, the **International Communications and Information Policy** group leads the Executive Branch's policy development process for international communications and information issues and serves as America's advocate around the world for policies that:

- Expand access to information and communications technologies and services;
- Improve efficiency, utility, and security of worldwide information and communications technology and service markets; and
- Ensure appropriate opportunities for U.S. companies to participate in these markets.

Back to Functional Bureau List | Back to Top

- ECONOMIC AND BUSINESS AFFAIRS, BUREAU OF (EB)
    - International Communication and Information Policy, Office of (EB/CIP)

EB-009 Counselor to the U.S. Coordinator for Communications and Information Policy (EB/CIP)

Note: This position is unavailable until June 2013.

Synopsis: The Fellow will serve as an advisor to EB/CIP on promoting access and expansion of telecommunications and e-commerce markets around the world.

Experience/Expertise:

- Strong telecommunications background.
- Prior experience with an international organization or financial institution (IMF, World Bank, OECD, BIS, for example) or the U.S. Government (Treasury, Federal Reserve, State Department, USAID) preferred but not required; private sector financial experience also highly desirable.
- Good, non-technical writing skills are a must.

Duties/Activities:

Advise the U.S. Coordinator on:

- Policies related to international satellite regulation;
- National security aspects surrounding international communications and information infrastructure and operations;
- Cyber security, foreign investment in the communications and information sector in the United State;
- And cooperation with domestic and foreign law enforcement agencies.

Mission of the Office:

As part of EB, the International Communications and Information Policy group leads the Executive Branch's policy development process for international communications and information issues, and serves as America's advocate around the world for policies that: expand access by all people to information and communication technologies (ICTs); improve efficiency and security in the worldwide ICT and telecommunications markets, particularly relying on free-market forces; and ensure fair opportunities for U.S. companies to participate in this important sector around the globe.

Back to Functional Bureau List | Back to Top

- ECONOMIC AND BUSINESS AFFAIRS, BUREAU OF (EB)
    - **Terrorism Finance and Economic Sanctions Policy, Office of (EB/TFS)**

EB-011 Sanctions Officer (EB/TFS)

Synopsis: The Fellow will have a primary responsibility in the office for African sanctions programs (Sudan, Liberia, Zimbabwe, Dr-Congo, Cote D'Iovire, and Eritrea), North Korean sanctions, and Transnational Organized Crime designations. The Fellow will also work closely with other offices in the State Department and with various officials throughout the U.S. Government in areas relevant to sanctions policy and licensing decisions.

Experience/Expertise:

- Must have excellent analytical and writing skills, assess complex regulations.
- Experience communicating with a diverse array of actors (NGOs, universities, Congressional staffers, government agencies, exporters, and religious groups).

Duties/Activities:

- Conduct policy reviews and make recommendations on existing and prospective sanctions in Africa, Latin America, Europe, Asia and the Middle East.
- Coordinate extensively with offices throughout the State Department to ensure that sanctions advance U.S. foreign policy objectives.
- Coordinate closely with the Treasury Department's Office of Foreign Assets Control and the Commerce Department's Bureau of Industry and Security to facilitate the development of U.S. positions.
- Handle Balkan delisting issues, track Export Control Reform Information Triage Unit developments, and coordinate State clearances on Presidential reports required under the International Economic Emergency Powers Act.
- Serve as back-up to the senior sanctions officer on Syria, Burma, and Cuba-related issues.

Mission of the Office:

The Office of Terrorism Finance (EB/TFS) leads the State Department's efforts to cut off financial support to terrorist networks and implement sanction regimes to support U.S. policy objectives.

Back to Functional Bureau List | Back to Top

- **ECONOMIC AND BUSINESS AFFAIRS, BUREAU OF (EB)**
  - **International Intellectual Property Enforcement (EB/TPP/IPE)**

EB-012 Intellectual Property Rights Expert (EB/TPP/IPE)

Note: This position is unavailable until April 2013.

Synopsis: The Fellow will develop an IP educational module in cooperation with USPTO, the Copyright Office, the Department of Education, WIPO and interested stakeholders that would include an inventory of IP educational materials available, best practices in explaining to youth the rationale for, and benefits of, respecting IP, and initiation of pilot outreach efforts at interested DC area school(s) such as Northern Virginia Community College (NOVA), and select post(s) to test the module, then posting of module materials on IPE's intranet website.

Experience/Expertise:

- Experience in areas of intellectual property rights, outreach and global supply chains are preferred.
- Good, non-technical writing skills are a must.

Duties/Activities:

- Work with technology transfer offices at U.S. universities to leverage their contacts with foreign universities as opportunities for promoting respect for intellectual property rights.
- Assisting in follow-up on the IP Compliance Framework for the Global Supply Chain.
- Maintaining IPE's internet and intranet websites.
- Draft memoranda, position papers, and statements for Department officials to use in meetings with U.S. and foreign government representatives and the private sector.
- Backing up regional IP officers as needed.

Mission of the Office:

EB/TPP/IPE promotes global policies that encourage adoption of high standards of protection for intellectual property rights (IPR) by our trading partners, and formulating State Department and USG strategies on promoting and protection innovation and IPR. This issue receives significant attention from the U.S. Congress and the private sector, and State is a key player in developing U.S. international policy on IPR and implementing that policy overseas. It represents U.S. views in bilateral and multilateral settings; builds international partnerships and coalitions to strengthen IP enforcement; works with U.S. Missions on public outreach efforts to promote the value of IPR to countries of all levels of development; and delivers IP training to our embassy officers and foreign government officials.

Back to Functional Bureau List | Back to Top

- ECONOMIC AND BUSINESS AFFAIRS, BUREAU OF (EB)
    - **Investment Affairs, Office of (EB/IFD/OIA)**

EB-013 U.S.-International Investment Consultant (EB/IFD/OIA)

Note: This position is unavailable until May 2013.

Synopsis: The Fellow will serve as EB/IOA's primary advisor regarding the protection of U.S. investment, promotion of market-based investment standards, and encouragement of sound investment policies in the East Asia and Pacific region, with an emphasis on China.

Experience/Expertise:

- Experience in areas of intellectual property rights, outreach and global supply chains are preferred.
- Good, non-technical writing skills are a must.

Duties/Activities:

- Support bilateral investment treaty talks with China including through researching Chinese policies, measures, and practices that affect U.S. investors commercially and developing and coordinating U.S. negotiating positions that address these concerns.
- Serve as a primary advisor in multilateral negotiations to develop recommendations, guidelines, and best practices on competitive neutrality – leveling the playing field for private sector companies competing commercially against entities that are state-owned.
- Develop U.S. policy positions, evaluating analysis and proposals tabled by other countries, the Secretariat of the Organization for Economic Cooperation and Development, and other relevant bodies, and recommending negotiating texts.
- Advise EB/OIA on investment protection, promotion, policy and disputes involving other regions of the world.

Position will occasionally require travel to various domestic and international locations.

Mission of the Office:

The mission of EB/IFD/OIA is to develop an international environment conducive to the free flow of investment through agreements that encourage foreign countries to adopt policies that are market oriented and non-discriminatory, reduce barriers, and treat foreign investment fairly.

Back to Functional Bureau List | Back to Top

- EDUCATIONAL AND CULTURAL AFFAIRS, BUREAU OF (ECA)
    - **Policy and Evaluation, Office of (ECA/P)**

ECA-001 Business Advisor (ECA/P)

Note: This position is unavailable until June 2013.

Synopsis: The Fellow will contribute to shaping strategies for interaction between business and foreign policy issues, and the wider political and economic context.

Experience/Expertise:

- Highly developed oral and written communication skills in order to interface with various offices, outside agencies, and organizations.
- Articulate and defend recommendations.
- Produce coherent reports, policy recommendations, memoranda, and written proposals which identify and recommend solutions to problems.

Duties/Activities:

- Conduct research and analysis (e.g. case studies, capacity assessment, policy reviews) of business trends and provide recommendations on new industry models and strategies.
- Coordinate and update ECA's public-private partnership guidelines and identify opportunities to leverage private sector resources.
- Brief management on the status of initiatives, milestone attainment, and program accomplishments.
- Prepare periodic reports and recommendations on solutions to partnership challenges and overall findings.
- Interface with various offices and outside agencies and organizations.
- Conduct briefings of sensitive and sometimes controversial matters.
- Produce coherent reports, policy recommendations, memoranda, and written proposals that identify and recommend solutions to problems.

Mission of the Office:

ECA's public-private partnership section is responsible for engaging in collaborative partnerships with the private sector and further institutionalizing public-private partnerships within the Bureau. Institutionalizing successful private sector partnerships within ECA helps to further the State Department's overall public diplomacy efforts through promoting and understanding American society, culture, and values.

Back to Functional Bureau List | Back to Top

- ENERGY RESOURCES, BUREAU OF

ENR-001 Energy Market Economist (ENR)

Synopsis: The Fellow will provide subject matter expertise in global energy markets. The Fellow will track global energy markets and provide a range of written products and oral briefings. Reports and analyses will be used with the Secretary of State and other senior policy makers in the U.S. Government. Written products will range from short-turnaround briefings (*e.g.,* 1-2 pages) on breaking energy market developments to in-depth analyses (*e.g.,* 10-20 pages) concerning longer-term market trends and other priority issues. The Fellow will be required to report authoritatively on a range of pertinent subjects as they relate to U.S. foreign policy and energy security, including on breaking events that affect energy markets, world oil and gas price fluctuations and the longer term implications of changes to global energy supply and demand balances. Domestic and foreign travel for this position is estimated to be between 5% - 20%.

Experience / Expertise:

- Education: A minimum of a Master's degree in business or economics is required. A PhD in economics with an energy specialization is a plus. Proficiency in basic office software (*e.g.,* MS Word, PowerPoint, Excel, etc…) is required; prior experience with econometric and financial analysis software also is desirable.
- Experience: The position requires a combination of technical and analytical abilities combined with the demonstrated ability to operate within a large, multi-faceted agency. The position also requires understanding of U.S. energy foreign policy, ability to multitask, adaptability and flexibility to changing priorities.
- Language Proficiency: Level IV (fluent) English is required. Excellent oral and written communication skills are essential.
- Knowledge: At least five years of experience in analyzing and reporting on energy markets is a core competency for the position. Ten or more years of experience is a plus. Understanding the linkages between global energy markets and U.S. foreign policy and security interests is essential for a successful candidate.
- Skills and Abilities: Demonstrated ability to function independently in complex economic and politically sensitive area as in an ability to interact effectively with representatives from multiple U.S. government agencies and foreign governments. Excellent interpersonal and team oriented skills are essential.

Duties / Activities:

- The Fellow will provide subject matter expertise on global energy markets and issues related to oil, natural gas, nuclear, and alternative/renewable energy sources. The Fellow should have a broad basis of knowledge in the aforementioned areas and should be able to link their expertise to U.S. foreign policy and energy security priorities.
- The Fellow will serve as a primary source of information on global energy markets for the Department's new Bureau of Energy Resources and will be responsible for providing responses to requests from various sources, including other agencies, congressional offices, and the private sector. The incumbent will initiate and maintain personal liaison with various individuals in the U.S. interagency policy-making chain, including other Department bureaus, the Department of Energy and National Security Council staff.
- The Fellow will have an opportunity to represent the Department in bilateral and multilateral engagements with various partner countries. The goal of such engagements is to reinforce functioning energy markets, create mechanisms for alternative energy market development, and to expand collective U.S. and global energy security.

Mission of the Office:

The Bureau of Energy Resources (ENR) leads the State Department in the whole of government effort to promote international energy security. ENR will unite U.S. diplomatic and programmatic efforts to build sustainable, transparent and predictable international markets for traditional hydrocarbons, civilian nuclear power, electricity, renewable energy, and energy efficiency that advance U.S. national security interests, our environmental goals, and a strong national and global economy. The Bureau ensures that energy security is integrated into the nation's foreign policy objectives. The Bureau will serve as the principal advisor to the Secretary of State on energy security strategy, policy, operations and programs.

Back to Functional Bureau List | Back to Top

- ENERGY RESOURCES, BUREAU OF

ENR-002 ALTERNATIVE ENERGY ECONOMIST (ENR)

Synopsis: The Fellow will provide subject matter expertise in global energy markets. The Fellow will track global energy markets and provide a range of written products and oral briefings. Reports and analyses will be used with the Secretary of State and other senior policy makers in the U.S. Government. Written products will range from short-turnaround briefings (*e.g.,* 1-2 pages) on breaking energy market developments to in-depth analyses (*e.g.,* 10-20 pages) concerning longer-term market trends and other priority issues. The Fellow will be required to report authoritatively on a range of pertinent subjects as they relate to U.S. foreign policy and energy security, including on breaking events that affect energy markets, world oil and gas price fluctuations and the longer term implications of changes to global energy supply and demand balances. Domestic and foreign travel for this position is estimated to be between 5% - 20%.

Experience / Expertise:

- Education: A minimum of a Master's degree in business or economics is required. A PhD in economics with an energy specialization is a plus. Proficiency in basic office software (*e.g.,* MS Word, PowerPoint, Excel, etc…) is required; prior experience with econometric and financial analysis software also is desirable.
- Experience: The position requires a combination of technical and analytical abilities combined with the demonstrated ability to operate within a large, multi-faceted agency. The position also requires understanding of U.S. energy foreign policy, ability to multitask, adaptability and flexibility to changing priorities.
- Language Proficiency: Level IV (fluent) English is required. Excellent oral and written communication skills are essential.
- Knowledge: At least five years of experience in analyzing and reporting on energy markets is a core competency for the position. Ten or more years of experience is a plus. Understanding the linkages between global energy markets and U.S. foreign policy and security interests is essential for a successful candidate.
- Skills and Abilities: Demonstrated ability to function independently in complex economic and politically sensitive area as in an ability to interact effectively with representatives from multiple U.S. government agencies and foreign governments. Excellent interpersonal and team oriented skills are essential.

Duties / Activities:

- The Fellow will provide subject matter expertise on global energy markets and issues related to oil, natural gas, nuclear, and alternative/renewable energy sources. The Fellow should have a broad basis of knowledge in the aforementioned areas and should be able to link their expertise to U.S. foreign policy and energy security priorities.
- The Fellow will serve as a primary source of information on global energy markets for the Department's new Bureau of Energy Resources and will be responsible for providing responses to requests from various sources, including other agencies, congressional offices, and the private sector. The incumbent will initiate and maintain personal liaison with various individuals in the U.S. interagency policy-making chain, including other Department bureaus, the Department of Energy and National Security Council staff.
- The Fellow will have an opportunity to represent the Department in bilateral and multilateral engagements with various partner countries. The goal of such engagements is to reinforce functioning energy markets, create mechanisms for alternative energy market development, and to expand collective U.S. and global energy security.

Mission of the Office:

The Bureau of Energy Resources (ENR) leads the State Department in the whole of government effort to promote international energy security. ENR will unite U.S. diplomatic and programmatic efforts to build sustainable, transparent and predictable international markets for traditional hydrocarbons, civilian nuclear power, electricity, renewable energy, and energy efficiency that advance U.S. national security interests, our environmental goals, and a strong national and global economy. The Bureau ensures that energy security is integrated into the nation's foreign policy objectives. The Bureau will serve as the principal advisor to the Secretary of State on energy security strategy, policy, operations and programs.

Back to Functional Bureau List | Back to Top

- ENERGY RESOURCES, BUREAU OF

ENR-003 ELECTRIC POWER SECTOR REFORM EXPERT (ENR)

Synopsis: The Fellow will provide subject matter expertise in global energy markets. The Fellow will track global energy markets and provide a range of written products and oral briefings. Reports and analyses will be used with the Secretary of State and other senior policy makers in the U.S. Government. Written products will range from short-turnaround briefings (*e.g.,* 1-2 pages) on breaking energy market developments to in-depth analyses (*e.g.,* 10-20 pages) concerning longer-term market trends and other priority issues. The Fellow will be required to report authoritatively on a range of pertinent subjects as they relate to U.S. foreign policy and energy security, including on breaking events that affect energy markets, world oil and gas price fluctuations and the longer term implications of changes to global energy supply and demand balances. Domestic and foreign travel for this position is estimated to be between 5% - 20%.

Experience / Expertise:

- Education: A minimum of a Master's degree in business or economics is required. A PhD in economics with an energy specialization is a plus. Proficiency in basic office software (*e.g.,* MS Word, PowerPoint, Excel, etc…) is required; prior experience with econometric and financial analysis software also is desirable.
- Experience: The position requires a combination of technical and analytical abilities combined with the demonstrated ability to operate within a large, multi-faceted agency. The position also requires understanding of U.S. energy foreign policy, ability to multitask, adaptability and flexibility to changing priorities.
- Language Proficiency: Level IV (fluent) English is required. Excellent oral and written communication skills are essential.
- Knowledge: At least five years of experience in analyzing and reporting on energy markets is a core competency for the position. Ten or more years of experience is a plus. Understanding the linkages between global energy markets and U.S. foreign policy and security interests is essential for a successful candidate.
- Skills and Abilities: Demonstrated ability to function independently in complex economic and politically sensitive area as in an ability to interact effectively with representatives from multiple U.S. government agencies and foreign governments. Excellent interpersonal and team oriented skills are essential.

Duties / Activities:

- The Fellow will provide subject matter expertise on global energy markets and issues related to oil, natural gas, nuclear, and alternative/renewable energy sources. The Fellow should have a broad basis of knowledge in the aforementioned areas and should be able to link their expertise to U.S. foreign policy and energy security priorities.
- The Fellow will serve as a primary source of information on global energy markets for the Department's new Bureau of Energy Resources and will be responsible for providing responses to requests from various sources, including other agencies, congressional offices, and the private sector. The incumbent will initiate and maintain personal liaison with various individuals in the U.S. interagency policy-making chain, including other Department bureaus, the Department of Energy and National Security Council staff.
- The Fellow will have an opportunity to represent the Department in bilateral and multilateral engagements with various partner countries. The goal of such engagements is to reinforce functioning energy markets, create mechanisms for alternative energy market development, and to expand collective U.S. and global energy security.

Mission of the Office:

The Bureau of Energy Resources (ENR) leads the State Department in the whole of government effort to promote international energy security. ENR will unite U.S. diplomatic and programmatic efforts to build sustainable, transparent and predictable international markets for traditional hydrocarbons, civilian nuclear power, electricity, renewable energy, and energy efficiency that advance U.S. national security interests, our environmental goals, and a strong national and global economy. The Bureau ensures that energy security is integrated into the nation's foreign policy objectives. The Bureau will serve as the principal advisor to the Secretary of State on energy security strategy, policy, operations and programs.

Back to Functional Bureau List | Back to Top

- ENERGY RESOURCES, BUREAU OF

ENR-004 ALTERNATIVE ENERGY TECHNOLOGY & FINANCING EXPERT (ENR)

Synopsis: The Fellow will provide subject matter expertise in global energy markets. The Fellow will track global energy markets and provide a range of written products and oral briefings. Reports and analyses will be used with the Secretary of State and other senior policy makers in the U.S. Government. Written products will range from short-turnaround briefings (*e.g.,* 1-2 pages) on breaking energy market developments to in-depth analyses (*e.g.,* 10-20 pages) concerning longer-term market trends and other priority issues. The Fellow will be required to report authoritatively on a range of pertinent subjects as they relate to U.S. foreign policy and energy security, including on breaking events that affect energy markets, world oil and gas price fluctuations and the longer term implications of changes to global energy supply and demand balances. Domestic and foreign travel for this position is estimated to be between 5% - 20%.

Experience / Expertise:

- Education: A minimum of a Master's degree in economics, engineering, or a related field is required. A PhD in economics with an energy specialization is a plus. Proficiency in basic office software (*e.g.,* MS Word, PowerPoint, Excel, etc…) is required.
- Experience: The position requires a combination of technical and analytical abilities combined with the demonstrated ability to operate within a large, multi-faceted agency. The position also requires understanding of U.S. energy foreign policy, ability to multitask, adaptability and flexibility to changing priorities.
- Language Proficiency: Level IV (fluent) English is required. Excellent oral and written communication skills are essential.
- Knowledge: At least five years of experience in analyzing and reporting on energy markets is a core competency for the position. Ten or more years of experience is a plus. Understanding the linkages between global energy markets and U.S. foreign policy and security interests is essential for a successful candidate.
- Skills and Abilities: Demonstrated ability to function independently in complex economic and politically sensitive area as in an ability to interact effectively with representatives from multiple U.S. government agencies and foreign governments. Excellent interpersonal and team oriented skills are essential.

Duties / Activities:

- Provide subject matter expertise to the Department's Special Envoy and Coordinator for International Energy Affairs on alternative/renewable energy and energy efficiency technologies as well as related project financing options and challenges. The Fellow should have a broad and deep knowledge of alternative/renewable energy technologies, the economic factors associated with deploying "clean energy" technologies in emerging markets, and options for incentivizing the creation of private sector financing mechanisms in this expanding sector. The Fellow will leverage his/her knowledge base to produce written reports and recommendations and oral briefings for the Special Envoy on a range of subjects related to alternative/renewable energy technology, economics and project finance.
- Understand the technical challenges associated with introducing new and advanced alternative/renewable energy technologies in emerging markets and able to aid in conceptualizing and implementing new technical assistance initiatives and power sector reforms that will encourage the use of clean energy sources.

- Serve as a primary source of information on alternative/renewable energy technology and finance and will be responsible for providing responses to requests from various sources, including other agencies, congressional offices and the private sector. The incumbent will initiate and maintain personal liaison with various individuals in the U.S. interagency policy-making chain, including other Department bureaus, the Department of Energy and National Security Council staff.
- Represent the Department in bilateral and multilateral engagements with various partner countries. The goal of such engagements is to reinforce functioning energy markets, create mechanisms for alternative energy market development, and to expand collective U.S. and global energy security.

Mission of the Office:

The Bureau of Energy Resources (ENR) leads the State Department in the whole of government effort to promote international energy security. ENR will unite U.S. diplomatic and programmatic efforts to build sustainable, transparent and predictable international markets for traditional hydrocarbons, civilian nuclear power, electricity, renewable energy, and energy efficiency that advance U.S. national security interests, our environmental goals, and a strong national and global economy. The Bureau ensures that energy security is integrated into the nation's foreign policy objectives. The Bureau will serve as the principal advisor to the Secretary of State on energy security strategy, policy, operations and programs.

Back to Functional Bureau List | Back to Top

- ENERGY RESOURCES, BUREAU OF

ENR-005 ENERGY DEVELOPMENT EXPERT (ENR)

Synopsis: The Fellow will provide subject matter expertise in global energy markets. The Fellow will track global energy markets and provide a range of written products and oral briefings. Reports and analyses will be used with the Secretary of State and other senior policy makers in the U.S. Government. Written products will range from short-turnaround briefings (*e.g.,* 1-2 pages) on breaking energy market developments to in-depth analyses (*e.g.,* 10-20 pages) concerning longer-term market trends and other priority issues. The Fellow will be required to report authoritatively on a range of pertinent subjects as they relate to U.S. foreign policy and energy security, including on breaking events that affect energy markets, world oil and gas price fluctuations and the longer term implications of changes to global energy supply and demand balances. Domestic and foreign travel for this position is estimated to be between 5% - 20%.

Experience / Expertise:

- Education: A minimum of a Master's degree in business or economics is required. A PhD in economics with an energy specialization is a plus. Proficiency in basic office software (*e.g.,* MS Word, PowerPoint, Excel, etc…) is required; prior experience with econometric and financial analysis software also is desirable.
- Experience: The position requires a combination of technical and analytical abilities combined with the demonstrated ability to operate within a large, multi-faceted agency. The position also requires understanding of U.S. energy foreign policy, ability to multitask, adaptability and flexibility to changing priorities.
- Language Proficiency: Level IV (fluent) English is required. Excellent oral and written communication skills are essential.
- Knowledge: At least five years of experience in analyzing and reporting on energy markets is a core competency for the position. Ten or more years of experience is a plus. Understanding the linkages between global energy markets and U.S. foreign policy and security interests is essential for a successful candidate.
- Skills and Abilities: Demonstrated ability to function independently in complex economic and politically sensitive area as in an ability to interact effectively with representatives from multiple U.S. government agencies and foreign governments. Excellent interpersonal and team oriented skills are essential.

Duties / Activities:

- The Fellow will provide subject matter expertise on global energy markets and issues related to oil, natural gas, nuclear, and alternative/renewable energy sources. The Fellow should have a broad basis of knowledge in the aforementioned areas and should be able to link their expertise to U.S. foreign policy and energy security priorities.
- The Fellow will serve as a primary source of information on global energy markets for the Department's new Bureau of Energy Resources and will be responsible for providing responses to requests from various sources, including other agencies, congressional offices, and the private sector. The incumbent will initiate and maintain personal liaison with various individuals in the U.S. interagency policy-making chain, including other Department bureaus, the Department of Energy and National Security Council staff.
- The Fellow will have an opportunity to represent the Department in bilateral and multilateral engagements with various partner countries. The goal of such engagements is to reinforce functioning energy markets, create mechanisms for alternative energy market development, and to expand collective U.S. and global energy security.

Mission of the Office:

The Bureau of Energy Resources (ENR) leads the State Department in the whole of government effort to promote international energy security. ENR will unite U.S. diplomatic and programmatic efforts to build sustainable, transparent and predictable international markets for traditional hydrocarbons, civilian nuclear power, electricity, renewable energy, and energy efficiency that advance U.S. national security interests, our environmental goals, and a strong national and global economy. The Bureau ensures that energy security is integrated into the nation's foreign policy objectives. The Bureau will serve as the principal advisor to the Secretary of State on energy security strategy, policy, operations and programs.

Back to Functional Bureau List | Back to Top

- HUMAN RESOURCES, BUREAU OF (HR)
    - **Resource Management and Analysis, Office of (HR/RMA)**

HR-002 Public-Private HR Specialist (HR/RMA)

Synopsis: The Fellow will contribute substantially to transforming the way that the State Department and private sector work together. This includes a possibility of sharing state-of-the-art private sector perspectives and methods to influence Foreign Service, domestic, and Shared Service Operations.

Experience/Expertise:

- Human resources and counseling experience.

Duties/Activities:

- Assist in conducting in-depth analysis and independent assessments of programs and efforts. Advise on ways to improve HR management and advisory services. Provide perspectives on best practices in the HR service industry and represent the HR Bureau in policy decisions both within the federal government and private industry. Identify and analyze policies that provide long-term solutions to Department challenges.
- Directly advise and make recommendations to the Director General (DG) on policy issues within your portfolio. Possibly travel with the DG to meet with relevant partners domestically and internationally. Serve as champion for HR initiatives throughout the Federal government and private sector communities.

Mission of the Office:

HR is responsible for recruitment, assignment evaluation, promotion, discipline, career development, and retirement policies and programs for the Department's Foreign and Civil Service employees. The mission of the Bureau of Human Resources is strengthening American Diplomacy through our people. We strive for excellence in building a skilled and diverse workforce to meet the challenge and opportunities of American Foreign Policy.

Back to Functional Bureau List | Back to Top

- HUMAN RESOURCES, BUREAU OF (HR)
    - **Employee Relations, Office of (HR/ER)**

HR-003 HR Disabilities Specialist (HR/ER)

Synopsis: The Franklin Fellow will serve as an advisor on policy issues relating to technologies and requirements for reasonable accommodation.

Experience/Expertise:

- Human resources and counseling experience.
- Familiar with the Americans with Disabilities Act, as amended, the Rehabilitation Act of 1973, and assistive technologies and requirements for reasonable accommodation.
- Experience in conducting assessments to determine the most appropriate assistive technology solutions for reasonable accommodation and follow-up that would document the requirements for a case management system to be developed, purchased (COTS) or adapted from an existing IT platform in the central project.

Duties/Activities:

- Advise managers about candidates available for placement in jobs under special hiring authorities.
- Provide managers with information on reasonable accommodation and needs assessments for applicants and employees.

Mission of the Office:

HR/ER is responsible for programs to maintain an effective employer-employee relationship and balance the Department's mission needs and employees' rights. The Office is comprised of the Conduct, Suitability and Discipline Division (CSD); Work-Life Balance Division (WLD); Disability and Reasonable Accommodation Division (DRAD); and State Magazine (SMG).

Back to Functional Bureau List | Back to Top

- HUMAN RESOURCES, BUREAU OF (HR)
    - **Employee Relations, Office of (HR/ER)**

HR-004 Marketing Expert – Employee Relations (HR/ER)

Synopsis: Every agency of government is charged with developing a comprehensive community-based Wellness Program, a particularly interesting challenge at the Department of State with both domestic and overseas worksites. The Franklin Fellow will, in collaboration with specialists in Human Resources, the Office of Medical Services and the Bureau of Administration, work on developing and implementing organizational tools for the Wellness program, including a marketing campaign.

Experience/Expertise:

- Experience with/education in community Wellness, public health, organizational development.
- Experience with social media and web tools.
- Experience in program coordination and evaluation.

Duties/Activities:

- Liaise with the Office of Innovative Engagement to take full advantage of emerging social media and web tools.
- Work with Resource Management to coordinate survey and measurement instruments related to the two programs.

Mission of the Office:

HR/ER is responsible for programs to maintain an effective employer-employee relationship and balance the Department's mission needs and employees' rights. The Office is comprised of the Conduct, Suitability and Discipline Division (CSD); Work-Life Balance Division (WLD); Disability and Reasonable Accommodation Division (DRAD); and State Magazine (SMG).

Back to Functional Bureau List | Back to Top

- **HUMAN RESOURCES, BUREAU OF (HR)**
  - **Board of Examiners, Office of the (HR/REE/BEX)**

HR-005 Industrial Psychologist (HR/REE/BEX)

Synopsis: The Fellow will evaluate issues concerning the selection of candidates to become Foreign Service employees, who then represent the United States to foreign governments and international organizations, and support U.S. foreign policy at home and abroad.

Experience/Expertise:

- Advanced degree in industrial psychology or related field.
- Familiarity with screening, testing, and selecting employees for a major organization/ corporation, as well as training assessors.
- Familiarity with evaluating hiring systems, and ability to recommend improvements.
- Familiarity with diversity writ large in selection procedures.

Duties/Activities:

- Suggest methods to increase diversity and innovation through the assessment procedures for hiring Foreign Service employees. The Foreign Service is the diplomatic face of America to the world, and so employees should represent the diversity of America in all ways (e.g., race, gender, background, education, class, etc.). The project would involve evaluating hiring procedures and policies, and then developing realistic suggestions to increase diversity in the population hired. The project will affect tens of thousands of candidates per year and the composition of the Foreign Service.
- Review the training of Foreign Service employees who serve as assessors on the Board of Examiners. Hiring at the Department of State is conducted primarily by Foreign Service Officers serving as assessors on the Board of Examiners. Assessors are usually officers serving in rotational assignments, and so there are new inexperienced assessors each year to train, as well as a large number of existing and temporary assessors to keep trained. Assessors may be subject matter experts (SMEs). Training includes orientation training, program-specific training, SME training, and the process for addressing on-going training needs throughout the year. The project will directly concern the training of about 80 assessors and an equal number of SMEs. Training affects more than 20,000 hiring decisions per year.
- Participate in revising the Biographical Information Questionnaire (BIQ). The BIQ is a component of the Foreign Service Officer Test. It needs updating and perhaps refocusing. The project would involve analyzing data on the current BIQ, researching topics and question types to include in a revision, writing potential new items, pilot-testing them, implementing the revised BIQ, and working with testing experts and BEX staff throughout the process. The project will contribute to improving a large-scale, high-stakes hiring system that is recognized as one of the best in the world and critical to the high quality performance of the diplomatic mission of the U.S.
- Evaluate the effectiveness of the Diplomacy Fellows Program and recommend improvements. The Department uses fellowship programs to increase diversity in new hires and to attract candidates with special knowledge and skills. This project would study those programs, including their selection procedures and policies. The project will shape the future of these programs and the composition of the Foreign Service.
- Conduct research on candidate reactions to the hiring procedures of the Foreign Service and determine if changes are necessary to improve candidate reactions. With hiring rates of about 4%, more than 20,000 candidates a year pass through highly selective screening. Most will be unsuccessful, but their views of the Department contribute to its reputation.
- Evaluate the effectiveness of the new Limited Non-Career Appointment (LNA) hiring program and recommend changes as appropriate. The project would include surveys of the supervisors and incumbents, as well as other research approaches to acquire data on program functionality. The results could improve the program and better inform the Department's expansion of this program to other functions.

Mission of the Office:

The officers and staff of HR/REE/BEX select the best qualified candidates to become members of the Foreign Service of the United States, in accordance with the Foreign Service Act of 1980. Utilizing industry approved best practices, BEX assesses candidates' skills against clearly defined dimensions and job-related skills which analyses show are essential prerequisites for success in the Foreign Service. BEX uses a complex battery of tests to judge behaviors in these dimensions, and then score those behaviors against well established anchors. BEX personnel review the files of successful candidates to ensure their conduct conforms with specific legal and regulatory standards before final appointment decisions are made. Comprehensive and ongoing training, pooling and reconciliation of scores by multiple assessors, and standardized testing methods help to ensure the fairness, validity, and reliability of our results. BEX ensures all work is done in full compliance with applicable laws and regulations, and with Equal Employment Opportunity standards. BEX personnel also perform a wide range of tasks in support of this core mission. Working with industrial psychologists and other experts, BEX regularly reviews and revises its testing materials and methods to ensure their job relevancy. With these experts, BEX monitors its performance and the validity of its processes. BEX ensures its testing procedures and methods are respectful and transparent to candidates.

Back to Functional Bureau List | Back to Top

- INFORMATION RESOURCE MANAGEMENT, BUREAU OF (IRM)
  - **eDiplomacy, Office of (IRM/BP/eDip)**

IRM-001 Entrepreneur-in-Residence (IRM/BP/eDip)

Synopsis: The Fellow will contribute to IRM/BP/eDip's work as innovators and practitioners on the intersection of communications, technology and diplomacy within the Department of State and with partners in the public and private sectors.

Experience/Expertise:

- Strong web/knowledge management and project management background.

Duties/Activities:

- Serve as an Entrepreneur-in-Residence, with responsibilities that could include analysis of current projects and identification of areas in to which to expand:
  - Investigation and assessment of technology needs domestically and abroad;
  - Integration of multiple social media initiatives; and
  - Policy formulation in regard to how the Department and US Government should best leverage new technologies.

Mission of the Office:

eDip was established in July 2002 with a unique, interrelated three-part mandate: to promote end user involvement in decision-making on information technology; to improve the way the State Department connects to and works with its USG foreign affairs partner agencies, with other nations' diplomatic institution, and with other entities involved in international affairs; and to foster knowledge management at State. To meet this mandate, eDiplomacy has created and led programs including Diplopedia, Communities@State and Virtual Presence Post and has developed enterprise search and the use of interagency classified and unclassified networks by State personnel. The IRM/eDip staff combines expertise in knowledge management and social media with extensive Foreign Service experience, both domestically and abroad.

Back to Functional Bureau List | Back to Top

- INFORMATION RESOURCE MANAGEMENT, BUREAU OF (IRM)
  - eDiplomacy, Office of (IRM/BP/eDip)
    - Diplomatic Innovative Division (IRM/BP/eDip/DID)

IRM-002 Networking and Metadata (IRM/BP/eDip/DID)

Synopsis: The Fellow will participate in policy formulation and analysis of current projects in eDiplomacy and identification of areas to expand domestically and abroad.

Experience/Expertise:

- Strong web innovation and social networking background

Duties/Activities:

- Participate fully in shaping the Department's professional networking platform. This process will include refinement of the business case for professional networking at State; selection of initial features and a strategy for rollout of additional features of the platform; drafting and securing approval of governance for professional networking and management of the platform; monitoring and analyzing use of the platform; and recommending changes to the platform or governance as the Department gains experience with them.
- Research and adapt best practices in the private and public sectors regarding the use of professional and social networking platforms in enterprise strategies.
- Contribute to, and participate in, another key emerging area of eDiplomacy, the establishment of a metadata working group to create and implement a hierarchical taxonomy for working-level documents domestically and at overseas posts. This effort will incorporate a review of options determined by the subject matter and structure of these records, and the Fellow will advise on a process for the execution of these decisions in order to gather stakeholder input, distribute recommendations, and share information with personnel.

Mission of the Office:

eDip was established in July 2002 with a unique, interrelated three-part mandate: to promote end user involvement in decision-making on information technology; to improve the way the State Department connects to and works with its USG foreign affairs partner agencies, with other nations' diplomatic institution, and with other entities involved in international affairs; and to foster knowledge management at State. To meet this mandate, eDiplomacy has created and led programs including Diplopedia, Communities@State and Virtual Presence Post and has developed enterprise search and the use of interagency classified and unclassified networks by State personnel. The IRM/eDip staff combines expertise in knowledge management and social media with extensive Foreign Service experience, both domestically and abroad.

Back to Functional Bureau List | Back to Top

- INFORMATION RESOURCE MANAGEMENT, BUREAU OF (IRM)
    - eDiplomacy, Office of (IRM/BP/eDip)
        - External Affairs (IRM/BP/eDip/EA)

IRM-003 International Liaison Practitioner (IRM/BP/eDip/EA)

Synopsis: The Fellow will contribute to IRM/BP/eDip/EA's work as international liaison practitioners on the development of strategy to leverage the Department of State participation in the interagency national security/ emergency preparedness telecommunications arena, including formulating policy and position papers relative to international operational national security/emergency preparedness telecommunications issues.

Experience/Expertise:

- Strong telecommunications and national security background.

Duties/Activities:

- Will draft briefing papers and talking points.
- Assist and participate in interagency meetings and intergovernmental meetings.
- Work with mid- and high-level contacts, both inside and outside the Department of State.
- Advise Office, Bureau, and Branch staff on a variety of program/project issues.
- Applicant must possess strong written and oral communications skills and background in research and analysis.
- Applicant should have solid research and computer skills as well as the ability to work under deadline and take on increasing levels of responsibilities/tasks in a fast-paced environment.
- The position requires sound judgment, strong interpersonal, organizational, analytical, written/oral communication skills, and availability for worldwide travel.
- The applicant will have U.S. citizenship; and be eligible for a Top Secret/SCI security clearance. (**Note:** It is not necessary to have a clearance when applying.)

Mission of the Office:

eDip was established in July 2002 with a unique, interrelated three-part mandate: to promote end user involvement in decision-making on information technology; to improve the way the State Department connects to and works with its USG foreign affairs partner agencies, with other nations' diplomatic institution, and with other entities involved in international affairs; and to foster knowledge management at State. To meet this mandate, eDiplomacy has created and led programs including Diplopedia, Communities@State and Virtual Presence Post and has developed enterprise search and the use of interagency classified and unclassified networks by State personnel. The IRM/eDip staff combines expertise in knowledge management and social media with extensive Foreign Service experience, both domestically and abroad.

Back to Functional Bureau List | Back to Top

- INTELLIGENCE AND RESEARCH, BUREAU OF (INR)
    - **Cyber Affairs, Office of (INR/CYBER)**

INR-003 Senior Analyst for Cybersecurity (INR/CYBER)

Synopsis: The Fellow will provide written and oral analysis, interpretations, and recommendations on emerging technological matters of potential importance to U.S. foreign policy, including briefings to senior Department of State officials and intelligence assessments. Areas to be assessed include the implications of technological advances for foreign policy and deterrence and ways in which other nations are likely to adopt this technology in their own national security plan.

Experience/Expertise:

- Well-established cybersecurity background.

Duties/Activities:

- Provide a link to the broader expertise in the academic community on issues such as deterrence strategies, vulnerability and threat reduction, and incident response and recovery policies and activities.
- Develop strong relationships with the other intelligence agencies engaging in cybersecurity policy and operations; State Department bureaus and offices engaged in cyber policy and internal cybersecurity efforts, and with other relevant government agencies, academic institutions, corporations and non-profit organizations, when coordinating interagency efforts.
- Use information gathered from a wide variety of sources including, but not limited to, classified material. The Fellow will investigate all facets of relevant cybersecurity fields, including R&D programs conducted by U.S. technical agencies, other government programs, similar programs in other countries and programs by non-governmental organizations and actors. The Franklin Fellow may work on his/her area of technical expertise but is expected to develop a knowledge of and to cover a much broader range of policy topics, as needed by the Department.
- Prepare briefing papers and assessments that identify current issues and emerging trends that potentially impact U.S. foreign policy or national security interests. The position supports the development of policy, including both formulating assessments of appropriate U.S. Government conduct towards state and non-state actors in cyberspace and technical recommendations on computer network operations and information assurance. The Fellow is expected to communicate this information to policy leaders in the Department.

Mission of the Office:

INR is the nexus between intelligence and diplomacy. Its primary mission is to provide raw intelligence and all-source analysis to the Secretary of State in her role as the President's chief foreign policy advisor and to other key policymakers within the Department of State. As a statutory member of the Intelligence Community (IC) and under the leadership of the Director for National Intelligence, INR also plays an expanding role in providing all source intelligence assessments to the President, Vice-President and other Cabinet Members to support policymaking at the highest level.

Back to Functional Bureau List | Back to Top

- INTELLIGENCE AND RESEARCH, BUREAU OF (INR)
    - **Analysis for East Asia Pacific & Office of Strategic, Proliferation, & Military Issues, Offices of (INR/EAP) and (INR/SPM)**

INR-004 Advisor for Korean Military Issues (INR/EAP/NA)

Synopsis: The fellow will serve as an Advisor in INR Office of East Asia Pacific and reports to both the INR/EAP/NA Director and the INR/SPM Director. The fellow will need to exercise latitude in planning, scheduling, coordinating, and executing assignments, subject to the approval of the incumbent's supervisor. The fellow may make recommendations but does not have any official decision-making authority.

Experience/Expertise:

- Experience with North Korean military and defense issues and South Korean defense and security issues.

Duties/Activities:

Principal areas of coverage are:

- North Korean leadership and internal politics as pertains to defense and security issues and the institutions of state control and policy making--the North Korean Military, the National Defense Commission, and other security or intelligence related organizations.
- North Korea actions towards nuclear proliferation, illicit military activities and involvement of the U.S., other countries, the UN and IAEA in sanctions and arms control issues.
- North and South Korean bilateral security and defense issues.
- South Korean internal military and defense issues, issues involving the US-ROK alliance, and ROK security and military issues with China, Japan and North Korea and other countries.

Mission of the Office:

The Bureau of **Intelligence and Research (INR)** is the nexus between intelligence and diplomacy. Its primary mission is to provide raw intelligence and all-source analysis to the Secretary of State in her role as the President's chief foreign policy advisor and to other key policymakers within the Department of State. As a statutory member of the Intelligence Community (IC) and under the leadership of the Director for National Intelligence, INR also plays an expanding role in providing all source intelligence assessments to the President, Vice-President and other Cabinet Members to support policymaking at the highest level.

Back to Functional Bureau List | Back to Top

- INTELLIGENCE AND RESEARCH, BUREAU OF (INR)
  - **The Geographer and Global Issues, Office of (INR/GGI)**

INR-006 Foreign Affairs Officer for Humanitarian Emergencies (INR/GGI/HIU)

Synopsis: The Franklin Fellow will serve as a Foreign Affairs Officer (FAO) in the Humanitarian Information Unit (HIU), an inter-agency division of INR/GGI that provides U.S. Government officials and other humanitarian organizations with information in the form of both written and visual analysis to prepare for and respond to complex emergencies worldwide. He/she will be responsible for providing expert, all-source analysis on complex emergencies for policy-international organizations, NGOs and academic institutions. The Fellow will report to the HIU Division Chief and Deputy.

Experience/Expertise:

- Academic and/or professional experience with disaster preparedness, response, recovery and reconstruction issues is preferred.
- Understanding of Geographic Information Systems and related disciplines and physical and human geography principles is preferred.
- Well-developed research and writing skills. Good public speaking ability.
- Facility using data bases for knowledge management.
- Ability to use social media as a tool of information-sharing.
- Ability to work as a member of a team.
- A Top Secret clearance and eligibility for Sensitive Compartmented Information (SCI) are required before appointment and must be maintained afterward. Applicants do not need to have a clearance before applying for the position. The Franklin Fellows Program will work with the successful candidate to obtain needed clearances.

Duties/Activities:

Principal areas of coverage are:

- Produces classified and unclassified textual and graphic analytic products in a dynamic, web-based environment, utilizing all-source information for distribution within the USG and to the general public, as appropriate.
- Conducts briefings for Department officials and other USG agencies on humanitarian issues.
- Develops contacts and coordinates with key government and non-governmental partners to share appropriate information related to complex emergencies.
- Ensures appropriate and timely response to requests for information and data sharing.
- Represents the Department at professional gatherings (e.g., conferences, seminars, workshops).
- Participates in HIU-internal activities, strategic planning and technical initiatives designed to improve Division efficiency and effectiveness.
- Provides direct support to the Director of the Office of the Geographer and Global Issues as required.

Mission of the Office:

The Bureau of Intelligence and Research (INR) is the nexus between intelligence and diplomacy. Its primary mission is to provide raw intelligence and all-source analysis to the Secretary of State in her role as the President's chief foreign policy advisor and to other key policymakers within the Department of State. As a statutory member of the Intelligence Community (IC) and under the leadership of the Director for National Intelligence, INR also plays an expanding role in providing all-source intelligence assessments to the President, Vice-President and other Cabinet Members to support policymaking at the highest level. The Office of the Geographer and Global Issues (INR/GGI) provides all-source support and analysis to functional bureaus within the State Department, focusing thematically and geographically on issues related to: preparation for and response to complex humanitarian emergencies; peacekeeping and UN Security Council issues; war crimes, atrocities, and early warning mechanisms; democracy and human rights; natural disasters; environment and sustainable development; and water, food and energy security.

Back to Functional Bureau List | Back to Top

- INTERNATIONAL INFORMATION PROGRAMS, BUREAU OF (IIP)
  - CO.NX

IIP-001 PRODUCER (IIP/CO.NX)

Synopsis: The Franklin Fellow will serve as a producer/digital diplomacy specialist in IIP's CO.NX team. The Fellow will design and produce live web broadcasts and other new media programs in support of global thematic projects and mission goals, and recruit participants with expertise in strategic topics of interest to the Department of State. The candidate will work on a team that produces more than 1,000 live, interactive online programs a year featuring subject experts, opinion-makers, community leaders, and U.S. officials.

Experience:

- Advanced understanding of and abiding interest in developments in communications technology globally.
- Facility with current technology (social networking, mobile phone messaging, online conferencing, video and audio program uploads, etc.)
- The ability to explore and apply emerging technology

Duties/Activities:

- Design and produce live web broadcasts and other new media programs in support of global thematic projects and mission goals
- Recruit participants with expertise in strategic topics of interest to the Department of State
- Ensure that the new media programs meet the needs of the intended audience, and that the overall project is appropriately designed to attain U.S. government public diplomacy objective
- Requires contact with overseas posts, NGOs and media organizations involved in communicating with audiences around the world.

Mission of the Office:

IIP CO.NX is an online diplomacy team that engages audiences around the world through interactive web chat programs. Each program provides a dynamic forum for open discussion. Participants interact with experts, opinion makers, U.S. Government officials and community activists on U.S. policy, society, and values, as well as a range of other bilateral issues. The office is part of the State Department's Bureau of International Information Programs.

Back to Functional Bureau List | Back to Top

- INTERNATIONAL INFORMATION PROGRAMS, BUREAU OF (IIP)
  - CO.NX

IIP-002 ANCHOR/MODERATOR (IIP/CO.NX)

Synopsis: The Franklin Fellow will serve as a producer/digital diplomacy specialist in IIP's CO.NX team. IIP's CO.NX team requests an on-camera moderator/program host to script, research, anchor and facilitate live web broadcasts and other new media programs in support of global thematic projects and mission goals, and to interact closely with CO.NX producers, studio staff and program participants recruited for their expertise in strategic topics of interest to the Department of State.

Experience:

- Experience on camera as a program host
- Advanced understanding of and abiding interest in developments in communications technology globally;
- A proven ability to immerse him/herself in the topic at hand.
- Background in the international broadcast industry possessing strong journalistic credentials.
- A demonstrated interest in U.S. foreign policy and global affairs is required.
- Facility with current technology (social networking, mobile phone messaging, online conferencing, video and audio program uploads, etc.) as it is applied to traditional live broadcasting scenarios.
- Excellent communication skills as this position requires contact with senior-level U.S. officials, overseas posts, NGOs and media organizations involved in communicating with audiences around the world.

Duties/Activities:

- The incumbent ensures that the live programs remain engaging, culturally aware/sensitive, entertaining, informative, and meet the needs of the intended audience as well as IIP's Public diplomacy objectives.
- The candidate would work on a team that produces more than 1,000 live, interactive online programs a year featuring subject experts, opinion-makers, community leaders, and U.S. officials.
- The candidate will be the face of the U.S. State Department's CO.NX programming to our global audiences.

Mission of the Office:

IIP CO.NX is an online diplomacy team that engages audiences around the world through interactive web chat programs. Each program provides a dynamic forum for open discussion. Participants interact with experts, opinion makers, U.S. Government officials and community activists on U.S. policy, society, and values, as well as a range of other bilateral issues. It is part of the State Department's Bureau of International Information Programs (IIP).

Back to Functional Bureau List | Back to Top

- **International Information Programs, Bureau of (IIP)**
  - **Innovative Engagement, Office of (OIE)**

IIP-003 Social Media Outreach Expert (IIP/OIE)

Synopsis: The Franklin Fellow will serve as a Social Media Outreach Expert in IIP's Office of Innovative Engagement. The Franklin Fellow will share social media expertise based on his or her organization's experience and be ready to adapt these strategies to a public diplomacy environment and work with the OIE team in articulating this expertise both for the field and in pilot tests.

Experience:

- Possess significant experience with the range of social media platforms, especially experience with mobile development and mobile learning strategies
- Knowledge of international communication strategies, and a strong interest in public diplomacy.
- Strong leadership, interpersonal, and communication skills.
- A background in social media marketing would be particularly suited for this exciting opportunity.
- The work environment is fast-paced and creative.
- The position does not offer telework/flexible hours.

- Useful but not required skills include: experience as a social media community manager; advanced technical knowledge of apps or web design; knowledge of social media analytical tools.

Duties/Activities:

- The Fellow should be prepared to research and evaluate new social media platforms and technologies, particularly mobile, and conceptualize and lead pilot projects and product demos.
- Report on and formally assess his/her efforts for the organizational leadership.

Mission of the Office:

The Office of Innovative Engagement (OIE) explores the social media landscape and identifies apps, platforms and products that could be useful for public diplomacy. OIE provides constantly updated social media guidance for posts worldwide. The office is part of the State Department's Bureau of International Information Programs.

Back to Functional Bureau List | Back to Top

- INTERNATIONAL NARCOTICS AND LAW ENFORCEMENT AFFAIRS, BUREAU OF (INL)
    - **Criminal Justice Assistance and Partnership, Office of (INL/CAP)**

INL-001 Expert in Comparative Research in Criminal Justice/Corrections (INL/CAP)

Synopsis: The Fellow will conduct research in and produce documents of publishable quality in the following areas of international corrections: security threat groups, gangs, reintegration and re-entry.

Experience/Expertise:

- Possesses a PhD from an accredited college or university with at least five years of research experience OR Currently enrolled in a PhD program with ABD status in an accredited college or university and possesses a Masters degree with at least five years of research experience at progressively greater responsibility
- Demonstrates evidence of strong international social science research methods (as evidenced by prior research)
- Available for foreign travel for data collection (10-30% of time)
- Evidence of expertise in U.S. and international prison security threat groups and gang recruitment dynamics
- Team player
- Self-starter
- Conducted state or federal government funded research as a principal investigator (Desirable)
- Foreign language at the 3/3 FSI level (Arabic, French and/or Spanish preferred) (Desirable)

Duties/Activities:

- Conduct research on existing studies and literature on security threat groups, gangs, and reintegration and re-entry in the international arena.
- Conduct original comparative analysis research on the same topics in the international arena.
- Draft and prepare for publication the results of the research.
- Work closely with the INL team of subject matter experts, practitioners, and other stakeholders to ensure that the research is actionable in the development and analysis of foreign assistance programs managed by INL.
- Work under the direction of the INL corrections team lead and Lead Foreign Affairs Officer.
- Assist with the development and review of doctrinal literature in the area of corrections as needed.

Mission of the Office: Within INL, the mission of the Office of Criminal Justice Assistance and Partnership (INL/CAP) is to provide technical assistance to help the Department of State, the INL Bureau, the interagency and partner organizations build the capacity of host nation criminal justice systems to prevent or eliminate transnational crime, strengthen governance and prevent conflict.

Back to Functional Bureau List | Back to Top

- INTERNATIONAL NARCOTICS AND LAW ENFORCEMENT AFFAIRS, BUREAU OF (INL)
    - **Criminal Justice Assistance and Partnership, Office of (INL/CAP)**

INL-002 Expert in Comparative Analysis and International Foreign Assistance Program Evaluation (INL/CAP)

Note: This position is unavailable until March 2013.

Synopsis: The Fellow will research the history of various INL corrections foreign assistance programs and other international corrections foreign assistance programs and conduct cross-analyses of these programs to determine the most effective methods for delivering U.S. foreign assistance in the corrections, law enforcement and justice sectors.

Experience/Expertise:

- Possesses a PhD from an accredited college or university with at least five years of research experience OR Currently enrolled in a PhD program with ABD status in an accredited college or university and possesses a Masters degree with at least five years of research experience at progressively greater responsibility
- Demonstrates evidence of strong international social science research methods (as evidenced by prior research)
- Available for foreign travel for data collection (10-30% of time)
- Evidence of expertise in program evaluation
- Team player
- Self-starter
- Conducted state or federal government funded research as a principal investigator (Desirable)
- Foreign language at the 3/3 FSI level (Arabic, French and/or Spanish preferred) (Desirable)

Duties/Activities:

- Conduct literature reviews on international foreign assistance programs, by the United States and other nations.
- Conduct research into the history of INL foreign assistance programs with an emphasis on corrections.
- Conduct comparative analyses of INL foreign assistance programs in corrections, including comparisons between INL programs in different countries and comparisons with other nation corrections assistance programs in the same countries.
- Draft and prepare for publication the results of the research.
- Work closely with the INL team of subject matter experts, practitioners, and other stakeholders to ensure that the research is actionable in the development and analysis of foreign assistance programs managed by INL.
- Work under the direction of the INL corrections team lead and Lead Foreign Affairs Officer.
- Assist with the development and review of doctrinal literature in the area of corrections as needed.
- Conduct assessments of foreign correctional systems and participate in mobile training teams as needed.

Mission of the Office: Within INL, the mission of the Office of Criminal Justice Assistance and Partnership (INL/CAP) is to provide technical assistance to help the Department of State, the INL Bureau, the interagency and partner organizations build the capacity of host nation criminal justice systems to prevent or eliminate transnational crime, strengthen governance and prevent conflict.

Back to Functional Bureau List | Back to Top

- INTERNATIONAL NARCOTICS AND LAW ENFORCEMENT AFFAIRS, BUREAU OF (INL)
    - **Anti-Crime Programs, Office of (INL/C)**

INL-003 Expert in Combating Transnational Crime, Money Laundering, Terrorism Financing (INL/C)

Synopsis: The Franklin Fellow will serve as part of INL Crime Office's Money Laundering/Terrorism Financing (ML/TF) Team, and help support related anti-crime areas. The Franklin Fellow will help to develop and implement programs and policy to build capacity in foreign governments and international organizations to combat money laundering and terrorism financing. The Franklin Fellow will also conduct research related to transnational security threats that impact U.S. foreign policy.

Experience/Expertise:

Experience in or understanding of one or more of the following: combating transnational crime; legal and/or financial regulatory anti-money laundering/counter-terrorist financing (AML/CFT) framework, including establishment or development of such frameworks; AML/CFT regulation and supervision; law enforcement actions and investigations; prosecutions. Good oral and written skills essential.

Duties/Activities:

- Work closely with the INL/C team of subject matter experts, practitioners, and other stakeholders to assess AML/CTF needs and capacities with committed partners and to develop programs to build capacity in selected countries, including, as appropriate, coordinating with other INL/C anti-crime teams
- Maintain relationships with the USG interagency and the donor community, including FATF-style regional bodies, international organizations, and international financial institutions, in order to coordinate assistance and represent DOS/INL policy equities
- Prepare oral and written briefings and provide comment/clearance for intra-department and interagency reports, briefings and taskings related to AML/CFT policies, initiatives, and capacity building projects
- Assist in development of interagency agreements to implement AML/CFT programs and projects, ensuring conformity with DOS/INL policies and requirements, and resolve administrative, financial and logistical issues regarding the conduct of assistance programs
- Maintain responsibility over a region, and cultivate expertise on the countries within, in order to assess AML/CTF needs and develop policy guidance for that region
- Maintain responsibility for accurate information for countries in his/her region for the Financial Crimes Volume of the International Narcotics Control Strategy Report (INCSR)

Mission of the Office: Transnational crime and illicit networks are threats to domestic and international security. INL Anti-Crime (AC) teams (INL/C/CP) combat these by helping to fight organized crime, high-level (kleptocracy) and other forms of corruption, money-laundering and terrorist financing, cyber- and intellectual property crimes, and, through efforts to strengthen border security, narcotics trafficking and other smuggling and trafficking crimes. The INL AC teams work closely with other INL offices on: transnational organized crime, counter-narcotics; demand reduction; money laundering; financial crime; terrorist financing; smuggling of goods; illegal migration; trafficking in persons; border controls; document security; corruption; cyber-crime; intellectual property rights; law enforcement; police academy development; and assistance to judiciaries and prosecutors.

Back to Functional Bureau List | Back to Top

- INTERNATIONAL ORGANIZATION AFFAIRS, BUREAU OF (IO)
    - **Organization of the Islamic Conference (OIC), Office of the U.S. Special Envoy to the (IO/SEOIC)**

IO-005 Initiatives Liaison Officer (IO/SEOIC)

Note: IO/SEOIC has two of these positions available.

Synopsis: The Fellows will serve as liaisons between the Department and other federal agencies, in pursuing the Bureau's primary goal of enhancing American leadership and influence.

Experience/Expertise:

- Strong writing and organizational skills are required, as the position entails drafting guidance and instructing our overseas missions on USG positions.

Duties/Activities:

- Help deepen and expand partnerships with OIC countries in the manner that President Obama outlined in his Cairo address. As members of the office travel to OIC Headquarters and to OIC countries, they identify effective areas of current and future cooperation and work with other offices at the State Department, the NSC, and other USG agencies to improve and implement these initiatives.
- Attend inter-agency meetings and help strategize and plan ways to deepen and expand such partnerships. There will also be opportunities to travel internationally as the Fellow will help coordinate and staff trips.

There may also be opportunities for the Fellow to travel to OIC countries.

Mission of the Office:

The State Department's Bureau of International Organization Affairs (IO), domestically and through its seven missions, develops and implements U.S. policy in the United Nations, its specialized and voluntary agencies, and certain other international organizations. Our mission is to advance U.S. foreign policy strategic goals and U.S. interests through multilateral diplomacy, while ensuring that the international organizations through which we work remain viable and effective. A primary goal of the office is to help shape the multilateral system into a more efficient and effective instrument to meet the challenges of the 21st century. To this end, we are pursuing a program of reform. We aim to preserve and enhance American leadership and influence in the multilateral system, inter alia, through paying our assessments in full and paying our outstanding obligations.

Back to Functional Bureau List | Back to Top

- INTERNATIONAL ORGANIZATION AFFAIRS, BUREAU OF (IO)
  - **Peacekeeping, Sanctions and Counter-terrorism (IO/PSC)**

IO-006 Advisor on Strategies for Peacekeeping Operations (IO/PSC)

Synopsis: The Fellow will formulate and recommend policy positions, strategies and tactics to achieve U.S. objectives on UN political issues involving UN peacekeeping operations and sanctions in countries as assigned, coordinating within the Department and with other USG agencies the discussion and development of said positions, strategies, and tactics to ensure that policies as finally adopted have been exhaustively reviewed and fully embraced by all stakeholders. The incumbent will likely provide direct backup to the desk officers handling Sudan and Democratic Republic of the Congo, but will also cover other portfolios as required.

Experience/Expertise:

Strong writing and organizational skills are required, as the position entails drafting guidance and instructing our overseas missions on USG positions.

Duties/Activities:

Develop expertise on the policy, administrative and operational aspects of UN peacekeeping operations.
Operationalize agreed strategies and tactics to secure United Nations adoption of U.S. positions on UN peacekeeping operations and sanctions. In this connection, prepares and coordinates, within the Department and with other USG agencies, draft UN Security Council resolutions, presidential statements, and explanations of vote to support U.S. policy objectives; and prepares and coordinates instructions to USUN and on UN peacekeeping operations and sanctions.
Maintain personal contacts with officials in USG agencies dealing with all aspects of U.S. policy related to UN peacekeeping operations and sanctions, including several bureaus and offices within the Department of State and the Interagency, including the Departments of Defense, Justice and Treasury, the Central Intelligence Agency, the Agency for International Development, and the National Security Council.
Represent the IO Bureau at meetings with other bureaus and USG agencies on matters related to UN peacekeeping operations.
Apprise senior Bureau and Department officials, through written and oral communications, of significant developments on UN peacekeeping operations and sanctions and of their implications for U.S. policies.
Prepare materials for Congress, including information for testimony by State Department officials, responses to Congressional inquiries and contributions to required reports.

Mission of the Office:

The Office of Peacekeeping, Sanctions and Counter-terrorism (IO/PSC) is responsible for developing and coordinating DOS and USG positions on major political issues dealt with at the United Nations, in particular within the Security Council. The Office provides guidance to U.S. Mission to the UN in New York, and occasionally to other US Missions, on U.S. positions regarding Peacekeeping, Sanctions, and Counter-terrorism issues; maintains close ties with other appropriate DOS bureaus and offices, as well as with the USG interagency community as appropriate, to develop and consider options for advancing U.S. policy at the United Nations; and interacts with other countries' representatives with a view to gaining support for U.S. positions.

Back to Functional Bureau List | Back to Top

- INTERNATIONAL ORGANIZATION AFFAIRS, BUREAU OF (IO)
  - HUMAN SECURITY, OFFICE OF (IO/HS)

IO-008 Economic and Financial Officer (IO/HS)

Synopsis: The Fellow will serve as an economic officer with responsibility for advocating U.S. positions at the United Nations General Assembly (UNGA) Second Committee on Economic and Financial Issues and the UN Economic and Social Council (ECOSOC). In addition, the incumbent covers economic development policy matters taken up by the UN including on matters related to the achievement of the Millennium Development Goals (MDGS).

Experience/Expertise:

- Knowledge and expertise regarding economic development and financial policy issues.

Duties/Activities:

- Serves as an action officer for the U.S. on economic and financial issues in the UN General Assembly (UNGA) Second Committee on Economic and Financial Issues and the UN Economic and Social Council (ECOSOC).
- Supports IO/HS participation in the UNGA Second Committee and the annual ECOSOC meetings.
- Coordinates U.S. priorities and monitors progress in the negotiation of resolutions.
- Represents the Department at professional conferences and meetings on economic development issues, as well as policy guidance and provides negotiating instructions for delegates to the UNGA, ECOSOC and the UN Conference on Trade and Development (UNCTAD) meetings.
- Provides guidance and instruction to counterparts in other DoS organizations and USG agencies.
- Prepares reports, briefing materials, decision memoranda, correspondence and other documentation that present, defend and/or justify DoS/IO programs, policies and positions on economic issues as they relate to UN programs.
- Develops background material and integrates policy positions from various departmental offices as well as other USG agencies in order to assemble coherent, comprehensive strategies, positions and responses.
- Serves as a liaison with USG agencies concerned with economic development and international financial matters to ensure U.S. policies and interests are accurately reflected and advanced within the UNGA, ECOSOC and the Commission on Social Development.
- Expands and maintains contacts at the UN and other permanent missions, and builds expertise on the UN system and substantive knowledge of relevant issues.
- Ensures security measures and procedures for the safeguarding of classified materials are developed, implemented, and adhered to within the office.

Mission of the Office:

The Office of Human Security (IO/HS) supports implementation of U.S. policy initiatives on human security in the United Nations (UN) system as a whole, including the agencies in New York, Geneva, Nairobi and Rome, with particularly focus on economic growth and sustainable development. These initiatives include issues relating to financing for development, international agreed development goals (such as the Millennium Development Goals), food security, global health and population, the wellbeing of children, urbanization and the needs of countries in special situations.

Back to Regional Bureau List | Back to Top

- INTERNATIONAL ORGANIZATION AFFAIRS, BUREAU OF (IO)
    - **Human Rights and Humanitarian Affairs, Office of (IO/HRH)**

IO-009 Human Rights Officer (IO/HRH)

Note: This position is filled until September 2013.

Synopsis: The Fellow will serve as an action officer on human rights. The Fellow will support IO/HRH's efforts to formulate, coordinate and implement policy on human rights at the UN Human Rights Council (HRC) in Geneva and the UN General Assembly in New York.

Experience/Expertise:

- Strong writing, analytical, and organizational skills are required. The position entails drafting statements, guidance and instructing our overseas missions on USG positions, closely reviewing resolutions and other texts, and coordination among a range of State Department bureaus and offices and other USG agencies.
- Experience in international affairs is preferred.

Duties/Activities:

- Work and advise on country-specific and thematic human rights issues.
- Work closely on U.S. participation in the UN General Assembly's Third Committee, which is the General Assembly's main committee with responsibility for human rights, social development, and humanitarian issues.
- Identify, develop and drive new initiatives for the United States to advance at the HRC and the General Assembly, working closely with other key bureaus in the Department and the interagency community.
- Coordinate Department positions and guidance on established resolutions addressing country-specific and thematic issues.

The position occasionally will require some international and domestic travel, including to Geneva and New York.

Mission of the Office:

IO/HRH plays a key role in the USG's multilateral agenda and handles human rights, democracy promotion, humanitarian, and social issues in the UN system. With the Administration's decision to join the UN Human Rights Council (HRC), this office is at the center of an effort to impact meaningfully the human rights agenda through the multilateral system and demonstrate its success to members of Congress and civil society. IO/HRH leads the Bureau's coordination efforts on multilateral humanitarian assistance and on disaster reduction.

Back to Functional Bureau List | Back to Top

- SECURITY AND NONPROLIFERATION, BUREAU OF (ISN)
    - **Multilateral Nuclear and Nonproliferation Affairs, Office of (ISN/MNSA)**

ISN-001 Advisor on Nonproliferation Issues (ISN/MNSA)

Synopsis: The Fellow will provide advice, recommendations, and alternatives for the development of U.S. strategy and arguments on treaties under MNSA's purview.

Duties/Activities:

- Survey applicable current research that may be relevant, and analyze alternative verification concepts, possible solutions, and areas of needed research.
- Support efforts to formulate the results into policy proposals and would also provide alternatives for strategies to contain proliferation and promote the effective application of IAEA safeguards.
- Provide alternative viewpoints and opinions on MNSA's work and that of other State Department offices and U.S. agencies, regarding technical aspects of safeguards and their implementation in the U.S. and elsewhere.

Mission of the Office:

ISN/MSNA develops and implements policy to maintain and strengthen treaties and international organizations that seek to prevent the spread of nuclear weapons to additional countries. These treaties provide the foundation of the nuclear nonproliferation regime, which includes a wide range of global, regional, multilateral, and national mechanisms and activities. The Office leads U.S. efforts relating to the 1970 treaty on the Non-Proliferation of Nuclear Weapons (NPT), managing the NPT review process that culminates in an international conference of NPT parties every five years. The Office leads U.S. efforts in developing and implementing policy toward nuclear weapons free zone (NWFZ) treaties and protocols. MNSA is also the lead action office in the U.S. government for the International Atomic Energy Agency (IAEA), ratification of the Comprehensive Test Ban Treaty (CTBT), negotiation of a Fissile Material Cut-off Treaty (FMCT), as well as participation in the Geneva-based Conference on Disarmament (CD) and in the UN General Assembly's First Committee on Disarmament in New York.

Back to Functional Bureau List | Back to Top

- SECURITY AND NONPROLIFERATION, BUREAU OF (ISN)
    - **Biological Policy Staff (ISN/BPS)**

ISN-002 Research Coordinator (ISN/BPS)

Synopsis: The Fellow serves as ISN/BPS' research coordinator. He/she develops and oversees projects submitted to the State Department's Non-proliferation and Disarmament Fund (NDF), which allows for funds to be granted to projects with urgent non-proliferation needs and in support of critical training and infrastructure.

Duties/Activities:

- Meet with the Cooperative Threat Reduction program officers in the State and Defense Departments, as well as with their respective health offices, the Health and Human Services, Commerce, Energy and Homeland Security Departments as well as the Office of Director of National Intelligence and the FBI to ascertain where the gaps are in our efforts to better integrate the national security, health, law enforcement and science communities.
- Serve as the subject area "expert" for this cross-sectoral work related to the NDF projects and the variety of associated activities.
- Develop appropriate contacts and research what has been done in a subject area, approved by the ISN Front Office, in order to write and coordinate within the Department and the interagency a proposal for funding.
- The Fellow works with other agencies in the USG to coordinate and develop research projects with non-USG organizations in support of the near and long-term goals of the office.
- Present proposals before the NDF Board several times a year.

Mission of the Office:

ISN/BPS has the interagency lead for the Biological Weapons Convention (BWC) and numerous other related USG activities. These include liaison with a wide variety of organizations, such as the World Health Organization, the National (and International) Academies of Science and international industry.

Back to Functional Bureau List | Back to Top

- LEGAL ADVISER, OFFICE OF (L)
    - **International Claims and Investment Disputes, Office of (L/CID)**

L-001 International Claims and Investment Disputes (L/CID)

Synopsis: The Fellow will assist in several projects relating to the Convention on International Interests in Mobile Equipment (Cape Town Convention), including consultations with industry and other governments on implementation of existing protocols on aircraft and railroad equipment and the possible development of new ones in areas such as space finance as well as agricultural, mining equipment and food security.

Duties/Activities:

- Work with the WCO-UNCITRAL Joint Legal Task Force on the single window initiative to facilitate trade. Arbitration-related work may include assisting in the development of a USG position in UNCITRAL on the scope of new rules on transparency in investor-State arbitration; researching legal issues relating to the USG's defense of a NAFTA Chapter 11 case brought by Mexican claimants regarding cross-border trucking; and exploring the possibility of new UNCITRAL arbitration rules relating to project finance.
- Examine questions relating to the Foreign Investment and National Security Act of 2007 and the operations of the Committee on Foreign Investment in the United States.
- Incumbent will work individually or as part of a team, depending on the particular issue. The individual will work closely with relevant offices in the State Department and with other concerned federal agencies, as well as with a variety of domestic stakeholders in the private sector and foreign governments.
- Write legal memoranda and position papers and help develop rules and guidelines and other international instruments.
- Take on other projects that arise in the course of the work of the concerned L offices.

The position may require occasional foreign or domestic travel.

Mission of the Office:

L/CID is the largest office in the Office of the Legal Adviser. It represents the United States and coordinates activities within and outside the Department with respect to all aspects of international claims and investment disputes. L/CID has received the award of the American Bar Association's Section of International Law and Practice for "Outstanding Performance by an International Law Office in a Government or International Organization."

Back to Regional Bureau List | Back to Top

- LEGAL ADVISER, OFFICE OF (L)
    - **African and Near Eastern Affairs, Office of (L/AN)**
    - **Legislation and Foreign Assistance, Office of (L/LFA)**

L-002 Attorney Adviser (L/AN, L/LFA)

Note: This position is unavailable until December 2013.

Synopsis: The Fellow will support efforts by L/AN and L/LFA to formulate, coordinate and implement legal policy issues arising from the AF and NEA regions and related to foreign assistance programs in those regions, as well as in certain functional areas like counterterrorism assistance.

Experience/Expertise:

- Strong writing, analytic and organizational skills are required.
- Some legal background is desirable.
- Strong interest and background in international affairs is desirable.

Duties/Activities:

- Provide legal advice on a wide range of issues, including foreign assistance, regional stability, transitional justice, and security cooperation.
- Provide legal advice on foreign assistance and appropriations law issues.
- Track and analyze the work of international judicial bodies and other international courts with cases involving countries or individuals from the NEA and AF regions
- Work closely with relevant offices in the State Department and with other concerned federal agencies, as well as with a variety of domestic stakeholders in connection with legal issues related to countries in the AF and NEA regions
- Work on critical infrastructure support projects in the NEA countries.
- Write legal memoranda and position papers and help develop rules and guidelines and other international instruments, as well as take on other projects that arise in the course of the work of the office.

Mission of the Office:

L/AN provides legal advice and assistance to NEA and AF and other Department offices including the Special Envoys for Mideast peace, Sudan, and the African Great Lakes involved in issues affecting US relations within the Near East and Africa, including the Mideast peace process, the International Criminal Tribunal for Rwanda, the Special Court for Sierra Leone, and the Special Tribunal for Lebanon.

L/LFA provides legal advice and assistance to most regional and functional bureaus on the use of appropriated funds and the authorities available to provide foreign assistance. The office also provides guidance on the authorities available to the Department under the State Department Basic Authorities Act and other authorization legislation.

Back to Regional Bureau List | Back to Top

- LEGAL ADVISER, OFFICE OF (L)
    - **Legal Adviser for United Nations Affairs, Office of (L/UNA)**

L-003 Legislative Management Officer (L/UNA)

Synopsis: The Fellow will support efforts by the Office of the Legal Adviser for United Nations Affairs to formulate, coordinate and implement legal and legal policy issues related to the work of the United States in connection with the United Nations, the International Court of Justice, the International Criminal Court and other international institutions.

Experience/Expertise:

- Strong writing, analytic, and organizational skills are required.
- Some legal background and a strong interest and background in international affairs are desirable.

Duties/Activities:

- Work with IO, USUN and the relevant regional and other bureaus on the drafting and negotiation of resolutions and other instruments to be adopted by the United Nations, in particular by the UN Security Council.
- Support efforts to provide advice to policy bureaus within the Department and throughout the United States Government in connection with the implementation of any such instruments.
- Track and analyze the work of international judicial bodies and other international courts, including the International Court of Justice and the International Criminal Court.
- Work closely with relevant offices in the State Department and with other concerned federal agencies, as well as diplomacy by the United States.

Mission of the Office:

L/UNA is responsible for providing legal advice on issues arising from U.S. participation in the United Nations system and in international conferences, such as those concerned with resolutions and other activities of the UN Security Council, development of international law, dependent territories, pacific settlement of disputes, peacekeeping, and privileges and immunities. Substantive areas of responsibility include issues related to UN sanctions, UN peacekeeping, UN financing, the International Criminal Court and international criminal justice, the International Court of Justice (including representation of the United States in cases before the Court), issues coming before the Sixth (Legal) Committee of the United Nations General Assembly, issues coming before the International Law Commission, representation of the United States and other entities in international organizations, and on the status of the United States as host country for the United Nations and other international organizations.

Back to Functional Bureau List | Back to Top

- LEGAL ADVISER, OFFICE OF (L)
    - **Treaty Affairs, Office of (L/T)**

L-004 Attorney Adviser (L/T)

Note: This position is unavailable until March 2013.

Synopsis: The Fellow will advise lawyers and policy makers on international and domestic legal issues concerning treaty law.

Experience/Expertise:

- The fellow must have a J.D. or equivalent degree.
- The fellow must have strong writing and analytical skills.
- The fellow should have training or experience in international law, including the international law of treaties.
- Experience in appellate litigation, especially constitutional litigation, is a plus.

Duties/Activities:

- Advise clients regarding the State Department's C-175 process for granting approval to policy offices to negotiate, conclude, amend or terminate international agreements.
- Draft U.S. legal agreements and political arrangements.
- Interpret international agreements to which the U.S. is a party.
- Advise clients on available remedies in the case of another country's breach of international legal obligations owed to the U.S.
- Advise on the domestic legal effects of a U.S. international agreement, including in the context of litigation.
- Work with the Senate Foreign Relations Committee to secure Senate advice and consent to ratification of certain international agreements.
- Perform other L/T duties as assigned.

Mission of the Office:

L/T serves as the principal U.S. government repository for U.S. treaties and other international agreements. The treaty office advises other offices under the Legal Adviser, other Department bureaus (including posts overseas), and other government agencies on all aspects of treaty law and procedure, including constitutional questions, and provides guidance and assistance in the authorization, drafting, negotiation, application, and interpretation of hundreds of agreements annually. It also responds to treaty-related inquiries from Congress, academia, members of the public, and officials of foreign governments and international organizations.

Back to Functional Bureau List | Back to Top

LEGAL ADVISER, OFFICE OF (L)

- **Assistant Legal Adviser for Consular Affairs, Office of (L/CA)**
- **Assistant Legal Adviser for Ethics and Financial Disclosure, Office of (L/EFD)**

L-006 Attorney Adviser (L/CA, L/EFD)

Note: This position is filled until July 2013.

Synopsis: This position is located in the Office of the Legal Adviser with the Fellow's time split evenly between the Office of the Assistant Legal Adviser for Consular Affairs (L/CA) and the Office of the Assistant Legal Adviser for Ethics and Financial Disclosure (L/EFD).

Experience/Expertise:

- The fellow must have a J.D. or equivalent degree.
- The fellow must have strong writing and analytical skills.
- The fellow must have litigation experience
- The fellow must be familiar with finance industry

Duties/Activities:

L/EFD

- Serve as a reviewer and certifier of financial disclosure forms for confidential and public filers.
- Primary focus will be on the 278 filers, the employees who hold the highest offices in the Department, including Senior Executive Service, Senior Foreign Service, and Presidential Appointees receiving Advice and Consent of Senate. Incumbent will be the lead attorney on these files, with technical assistance from a paralegal as required and supervision as required from the Assistant Legal Adviser.
- Incumbent may also be assigned to work on 450 "confidential" filers.
- Interact with the Office of Government Ethics and White House Counsel's office as appropriate and required for certification of Presidential Appointees.
- Ensure all technical and legal requirements have been satisfied.
- Incumbent may also be assigned other legal duties related to provision of advice to employees consistent with ethics laws and regulations.

L/CA

- Responsible for passport litigation, performing all aspects of defending the Department of State in cases filed in U.S. District Court under 8 U.S.C. 1503.
- Prepare litigation reports, drafting pleadings, drafting and reviewing motions, preparing discovery responses, attending depositions, and developing litigation strategy and settlement options.
- Serve as the Department lead on specific cases in litigation in consultation with attorneys and other officials in the Bureau of Consular Affairs.
- Assist attorneys in the Assistant U.S. Attorneys' Offices and the Office of Immigration Litigation at the Department of Justice.
- Assist with intake and case management generally.
- Provide passport litigation expertise.
- Support attorneys in the office, including gathering and organizing material on common legal issues and litigation procedures and practice.
- The incumbent may also be assigned other legal duties related to provision of advice to the Bureau of Consular Affairs.

Mission of the Office:

The Office of the Legal Adviser furnishes advice on all legal issues, domestic and international, arising in the course of the Department's work. This includes assisting Department principals and policy officers in formulating and implementing the foreign policies of the United States, and promoting the development of international law and its institutions as a fundamental element of those policies.

The Office is organized to provide direct legal support to the Department of State's various bureaus, including both regional and geographic offices (those which focus on specific areas of the world) and functional offices (those which deal with specific subject matters such as economics and business, international environmental and scientific issues, or internal management).

The Assistant Legal Adviser's Office for Consular Affairs supports the Bureau of Consular Affairs as well as other components of the Department in matters relating to passports, visas and provision of consular services to Americans. The Assistant Legal Adviser's Office for Ethics and Financial Disclosure supports the Department in complying with ethics laws including financial disclosure processes.

Back to Functional Bureau List | Back to Top

- OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS, BUREAU OF (OES)
    - **Environmental Policy, Office of (OES/ENV)**

OES-001 Senior Advisor on U.N. Commission on Sustainable Development (OES/ENV)

Synopsis: The Fellow will serve as an advisor on progress in meeting Sustainable Development commitments; the Green Economy in the Context of Sustainable Development and poverty reduction; and an Institutional Framework for Sustainable Development.

Experience/Expertise:

- Experience working with teams coordinating interdisciplinary groups and expertise or experience in one or more of the following:
- Knowledge experience or interest In UN institutions and/or processes in the environment economic or development field.
- Experience with Sustainable Development policies and programs in the US and/or internationally.
- Knowledge of Green Economy, Life cycle analysis, sustainable consumption and production.

Duties/Activities:

- Track issues and serve as a liaison with relevant parts of the USG community, the United Nations, and civil society for the Office of Environmental Policy. The incumbent will remain informed of CSD issues and initiatives, and provide recommendations on emerging matters of interest to the USG. The themes of the CSD are progress and Sustainable Development commitments; the Green Economy in the Context of Sustainable Development and poverty reduction; and an Institutional Framework for Sustainable Development.
- Serve as a subject area expert to the Division Chief and to the Commission on Sustainable Development (CSD) process in the U.S. Government and at the United Nations. The individual will work closely on areas relevant to CSD issues with other State Department offices, with U.S. Government officials, with private sector and non-governmental representatives.
- Coordinate and manage U.S. preparations for CSD. This will include leading in the preparation and clearance of a National Report for the United States, to be submitted on behalf of the U.S National Focal Point for CSD, covering the themes of the 2009-2010 CSD. The incumbent will also provide policy guidance and instructions on science-related issues that support USG objectives at CSD and as requested and appropriate for US interactions with the United Nations Environment Program (UNEP).
- Working with the Division Chief, coordinate an inter-agency working group for matters related to the CSD themes. Position will possibly require travel to meetings in New York, Geneva and other places to be determined.

The Fellow reports directly to the Division Chief, in close coordination with the Deputy Director and Director of the Office of Environmental Policy. He/she exercises latitude in planning, scheduling, coordinating, and executing assignments, subject to the approval of the incumbent's supervisor. The Fellow may make recommendations but does not have any official decision-making authority. He/she also exercises no supervisory responsibilities.

Back to Functional Bureau List | Back to Top

Mission of the Office:

OES/ENV plays a key role in development of U.S. policy on cutting edge issues related to trade and the environment and has the lead within the U.S. government for negotiation and implementation of Environmental Cooperation and other similar environmental cooperation mechanisms (ECMs), that are normally concluded in conjunction with free trade agreements (FTAs). In this pursuit, the Office manages U.S. foreign policy considerations under a number of multilateral organizations that deal with trade and environment, including the World Trade Organization (WTO) and the Organization for Economic Cooperation and Development (OECD), and in bilateral and regional trade agreements, including, among others, FTAs with Jordan, Chile, Bahrain, Australia, Morocco, and certain Central American countries. The Office also is responsible for coordinating and overseeing all cooperative environmental work that occurs with our trading partners under the framework of an ECM. The aim of this work is to build capacity, or to work cooperatively, in a variety of environmental areas in the countries with which we have negotiated ECMs. For example, the Office currently is coordinating and overseeing implementation of $20 million worth of cooperative environmental projects in countries that have signed the Dominican Republic/Central American Free Trade Agreement (CAFTA-DR).

Back to Functional Bureau List | Back to Top

- OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS, BUREAU OF (OES)
    - **Conservation and Water, Office of (OES/ECW)**

OES-002 Water Resources Expert (OES/ECW)

Note: This position is unavailable.

Synopsis: The Fellow will serve as an advisor on strategies to providing affordable access to safe water and sanitation in developing countries.

Experience/Expertise:

- Expertise in water/sanitation service provision, water resources management, and/or international development

Duties/Activities:

- Work on the implementation of the Senator Paul Simon Water for the Poor Act of 2005. The Act requires the Secretary of State, in consultation with the U.S. Agency for International Development and other U.S. Government agencies to develop and implement a strategy "to provide affordable and equitable access to safe water and sanitation in developing countries" within the context of sound water management.

Mission of the Office:

OES/ENV is the office responsible for leading these activities and producing the annual report to Congress on the implementation of the Act. (The legislation as well as the 2006 and 2007 Reports to Congress can be found at www.state.gov/g/oes/water.) The incumbent would work directly with the Special Coordinator for Water Resources within OES to support the interagency process, conduct research, and assist in the development of the report to Congress.

Back to Functional Bureau List | Back to Top

- OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS, BUREAU OF (OES)
    - **International Health and Biodefense, Office of (OES/IHB)**

OES-004 Global Health Advisor Liaison (OES/IHB)

Note: This position is unavailable until January 2013.

Synopsis: The Fellow will serve as a global health advisor on a wide variety of infectious disease, health systems, environment health and sustainable development-related matters. The Fellow will work to assess the relationship of infectious disease, health systems, environmental health and sustainable development questions to foreign policy and international efforts by the Department and other Federal agencies.

Experience/Expertise:

- Expertise in infectious disease, health systems, environment health and sustainable development.
- Experience in global health, foreign policy, or development, who can provide advice on these issues,
- Strong writing, communication, and interpersonal skills.

Duties/Activities:

Over the term of the Fellowship, the Fellow will be responsible for further developing the Department's infectious disease, health systems and environmental health portfolios by undertaking activities in five broad areas:

- Work within the Department to facilitate the integration of infectious disease, health systems and environmental health considerations into foreign policy and foreign assistance budget planning processes;
- Coordinate and/or participate in interagency deliberations on infectious diseases, health systems, environmental health, and sustainable development issues;
- Work with regional and function bureaus in the Department to promote the inclusion of health considerations into foreign policy planning initiatives with respect to post-conflict/reconstruction contexts;
- Develop strategies to mobilize resources and galvanizing foreign officials towards more effective action to address public health challenges; and
- Build support for USG efforts on international health affairs through public affairs/diplomacy and outreach.

In this position, the Fellow can expect to write briefing memos and talking points for senior Department officials, conduct studies, develop options, and prepare position papers for interagency consideration, and brief senior officials and other agencies on findings. Interpersonal skills are important; the person selected for this position will often represent the office and the Bureau and chair meetings with other agencies, NGOs, think-tanks, and for-profit organizations involved in international health affairs. The office is fast-paced and very collegial.

Back to Functional Bureau List | Back to Top

Mission of the Office:

OES/IHB, under the leadership of the Deputy Assistant Secretary for Health and Science and the Office Director of IHB, coordinates and provides policy guidance regarding U.S. international policies on environmental health, infectious diseases, health in post-conflict situations and other prominent issues of global health and develops strategies to use diplomatic engagement to advance these priorities.

The Office maintains working relationships with other bureaus within the Department of State and with Executive Branch departments, as well as other stakeholders, and consults with them to formulate U.S. positions in negotiations with foreign governments and international organizations on global health issues.

Back to Functional Bureau List | Back to Top

- **OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS, BUREAU OF (OES)**
  - **International Health and Biodefense, Office of (OES/IHB)**

OES-005 Advisor for Policy (OES/IHB)

Note: This position is unavailable until July 2013.

Synopsis: The Fellow will primarily work in the biodefense and health security arena. He or she will work with other government agencies to develop U.S. positions on biodefense/health security matters, represent the United States in international fora, and assist U.S. diplomatic posts in their health security-related activities with foreign governments.

Experience/Expertise:

- Expertise in infectious disease, health systems, environment health and sustainable development.
- Experience in global health, foreign policy, or development, who can provide advice on these issues,
- Strong writing, communication, and interpersonal skills.

Duties/Activities:

Over the term of the Fellowship, the Fellow's primary duties will be to:

- Provide the Assistant Secretary for Oceans, Environment and Science, and other DoS officials with analysis, guidance, and recommendations for a range of health security related issues.
- Serve as a subject area expert to the Office Director and Deputy Director on relevant biodefense work, while working closely with the Senior Health Security Foreign Affairs Officer.
- Field questions from overseas posts relating to relevant topics. Position occasionally will require travel to various domestic and international locations.
- Fill in on other matters as determined by Office needs – for example, pandemic preparedness including the Pandemic Influenza Preparedness Framework, International Health Regulations, and other issues related to infectious and zoonotic disease.

Specific work that the Fellow may be asked to perform may include, for example, representing OES in the continued development of Presidential Directive #2 (National Strategy for Countering Biological Threats) and HSPD-10 (Biodefense for the 21st Century).

Mission of the Office:

OES/IHB, under the leadership of the Deputy Assistant Secretary for Health and Science and the Office Director of IHB, coordinates and provides policy guidance regarding U.S. international policies on environmental health, infectious diseases, health in post-conflict situations and other prominent issues of global health and develops strategies to use diplomatic engagement to advance these priorities.

The State Department's Office of International Health & Biodefense coordinates with other parts of the State Department, other U.S. government agencies, the United Nations and international organizations, the private sector, non-governmental organizations, and foreign governments on international health policy. Among its goals are strengthening biodefense and enhancing global health security and systems by providing political leadership and encouraging strong international collaboration.

The Office maintains working relationships with other bureaus within the Department of State and with Executive Branch departments, as well as other stakeholders, and consults with them to formulate U.S. positions in negotiations with foreign governments and international organizations on global health issues.

Back to Functional Bureau List | Back to Top

- **OVERSEAS BUILDINGS OPERATIONS, BUREAU OF (OBO)**
    - **Energy and Sustainable Design Division within the Office of Design and Engineering (OBO/PDCS/DE/ESD)**

OBO-001 Sustainability Metrics Coordinator [RESD] (OBO/PDCS/DE/ESD)

Note: This position is unavailable until September 2013.

Synopsis: The Franklin Fellow will apply expertise in residential planning, design, construction, operation and maintenance across a wide range of energy and sustainability issues. He/she will participate in all Green Team activities, advocating for residential enhancements as part of OBO's worldwide building program. The Fellow also will assist in the development of educational outreach programs to further the data-gathering process.

Experience/Expertise:

- Expertise in residential planning, design, construction, operation and maintenance.

Duties/Activities:

- Work independently on residential energy and environmental concepts, technologies, and products. The Fellow's independent research will be applied in diplomatic compounds and living quarters.
- Produce a comprehensive residential Green Guide with information on do-it-yourself home energy audits, simple performance improvements, and routine operation and maintenance tasks in support of the Department of State's Green Diplomatic Initiative (GDI).
- For certain tasks, work closely with other offices in the State Department, members of the Energy and Sustainable Design (ESD) Unit, and the Department's Greening Diplomacy Initiative (GDI).
- Provide a summary of recommendations for changes to improve the existing metrics, procedures, protocol, and methodologies related to OBO's current Utility Data Portal.
- As called upon, represent OBO/PDCS/ESD at relevant GDI and interagency meetings.
- Serve as a liaison between OBO and US residential associations and institutions actively involved in green housing developments (NAHB, AIA, DOE, CSI, ICC, USGBC, and HUD). In this role, the Fellow is expected to capture best industry practices in the area of residential energy and sustainable design.

The Green Guide will be field tested at one major post (e.g., Tokyo, Bangkok, Mexico). Foreign travel to interview potential users and stake holders may be required to implement this task. Domestic travel may also be required.

Mission of the Office:

OBO/PDCS/DE/ESD is the home of OBO's "Green Team," which was established as a multi-discipline workgroup committed to energy conservation initiatives, sustainable design research, public awareness and industry outreach.

Back to Functional Bureau List | Back to Top

- POPULATION, REFUGEES AND MIGRATION, BUREAU OF (PRM/PIM)
    - **Population and International Migration, Office of (PRM/PIM)**

PRM-001 Advisor on International Migration (PRM/PIM)

Note: This position is unavailable until December 2013

Synopsis: The Fellow will help the Office carry out its wide-ranging mission, exercising leadership on the Bureau's behalf in enhancing international cooperation on migration matters and encouraging the creation of orderly, legal and humane migration regimes.

Experience/Expertise:

- An appropriate academic background (in the social sciences, law, or international development/international affairs) and professional qualifications who is also able to:
    - Communicate effectively with senior government officials
    - Exhibit high-level organization skills and attention to detail
    - Display superb written and verbal communication skills
    - Work in a fast-paced environment; juggle competing tasks

- Knowledgeable about both domestic (U.S.) immigration policy and international migration policy, and have prior experience that bridges these domains
- Familiarity with key migration trends and issues in Africa, the Americas and/or Asia would be a plus, as would prior familiarity with the International Organization for Migration (IOM), which implements all PRM-funded regional migration programs
- Knowledge about one or more of the key migration policy issues of concern to the office, including U.S. and other efforts to address the problem of irregular (undocumented) migration; interdiction/rescue at sea; human rights of migrants; statelessness; global governance of international migration; migration and development; and, climate change and migration.

Duties/Activities:

- Advise on the foreign policy implications of issues of domestic (U.S.) immigration policy, including (e.g.) migrant detention policy, with a view to ensuring that the policies and practices the U.S. adopts domestically are consistent with principles we advocate internationally.
- Apply knowledge about both domestic (U.S.) immigration policy and international migration policy, and have prior experience that bridges these domains.

Mission of the Office:

PRM's Office of Population and International Migration (PIM) focuses on the needs of vulnerable cross-border migrants *other than* refugees, including asylum-seekers, unaccompanied minors, stateless persons, stranded migrants, victims of human trafficking and victims of gender-based violence, including members of the lesbian, gay, bisexual and transgender community. PRM/PIM exercises leadership on the Bureau's behalf in enhancing international cooperation on migration matters and encouraging the creation of orderly, legal and humane migration regimes. It also attends to the foreign policy implications of issues of domestic (U.S.) immigration policy, including (e.g.) migrant detention policy, with a view to ensuring that the policies and practices the U.S. adopts domestically are consistent with principles we advocate internationally

Back to Functional Bureau List | Back to Top

- PUBLIC AFFAIRS, BUREAU OF (PA)
    - **Historian, Office of the (PA/HO)**

PA-003 Historian (PA/HO)

Synopsis: The Fellow will provide rigorous historical analysis to offices, agencies, and bureaus throughout the Federal government. This process includes research at government archives and dissemination of final products through briefings and written reports for Department officials and others.

Experience/Expertise:

- Strong academic and/or career background in diplomatic history, international relations, outreach, teaching, and publishing.

Duties/Activities:

- Teach and lecture within the Department of State and at the Foreign Service Institute (FSI).
- Plan and host seminars and conferences related to the Office's work.
- Compile a targeted volume for the *Foreign Relations of the United States* (FRUS) series, the official documentary record of U.S. Foreign policy, on a topic for which the fellow has unique knowledge. Interested Fellows should note this task entails a two-year commitment, which is subject to approval by the Department of State.
- Work on a joint volume of edited foreign relations documents; compiled in collaboration with foreign ministries of other nations. Interested Fellows should note this task entails a two-year commitment, which is subject to approval by the Department of State.
- Use cutting edge digital history tools to enhance the Office's online presence through website, social media and Web 2.0 initiatives.
- Learn or use existing knowledge of XML mark up and manipulation, XQuery, and related technologies to digitally edit, enrich, and publish historical material online.

Mission of the Office:

The Office of the Historian (PA/HO) is responsible, under law, for the preparation and publication of the official documentary history of U.S. foreign policy in the Foreign Relations of the United States series. In addition, the Office prepares policy-supportive historical studies for Department principals and other agencies. These studies provide essential background information, evaluate how and why policies evolved, identify precedents and derive lessons learned. Department officers rely on institutional memory, collective wisdom and personal experience to make decisions; rigorous historical analysis can sharpen, focus, and inform their choices. The Office of the Historian conducts an array of initiatives, ranging from briefing memos to multi-year research projects. The Office's public outreach activities include hosting scholarly conferences on key issues in the history of U.S. foreign policy, answering historical research questions, consulting with scholars, educators, and students and working with high school teachers across the country to provide high-quality materials for classroom use.

For additional details on the work of PA/HO, please see http://history.state.gov/about

Back to Functional Bureau List | Back to Top

- PUBLIC AFFAIRS, BUREAU OF (PA)
    - **Washington Foreign Press Center (PA/WFPC)**

PA-004 Program Officer (PA/WFPC)

Synopsis: The Fellow will advise relevant State Department bureaus, U.S. Embassies and other U.S. government entities on media relations with regional journalists, while developing a working relationship with the journalists by organizing tours, briefings, and other FPC programs.

Experience/Expertise: The Fellow should be comfortable working with international media and have an excellent knowledge and understanding of U.S. society, institutions, politics, culture, and values. An awareness of current events and news and an ability to organize programs and events is a must. Overseas experience is desirable.

Duties/Activities:

- Serve as the office's expert on themes to be determined through consultation with the Fellow.
- Serve as the FPC liaison to designated Cabinet agencies.
- Independently plan, organize and implement briefings, interviews, visits and reporting tours of specific value to U.S. policy on the region and themes in the Fellow's portfolio.
- Serve as back-up Program Officer for other regions.
- Support press activities for the PA bureau, to include press engagement by the Secretary of State and the State Department Spokesman.

Mission of the Office:

The Foreign Press Centers support U.S. foreign policy by helping foreign journalists and broadcasters report on the United States. Through programs, events, and outreach, we seek to deepen journalists' comprehension of the political, economic, and social foundations that shape American foreign policy. To accomplish our mission, we offer:

- Live press briefings on American policy and society by both governmental officials and non-governmental experts. The briefings are transmitted on American Embassy Television Network and transcribed for secondary dissemination, and audio and video recordings are posted online at **www.fpc.state.gov**. The FPC also receives live press briefings from the White House, the Department of State, and the Pentagon via closed-circuit TV.
- Press reporting tours organized around key policy themes and issues, designed to expose foreign media to America outside of the Washington bubble.
- Assistance for resident and visiting foreign media in facilitating coverage, including arranging interviews with American newsmakers and experts.
- Digital video-conferencing to connect U.S.-based or overseas foreign journalists with domestic sources.
- Research and online reference support from a professional librarian and a full range of periodicals and newspapers.
- Working facilities for journalists, including computers with internet access, phone and fax lines, photocopiers, and a wifi hotspot.

Back to Functional Bureau List | Back to Top

- PUBLIC AFFAIRS, BUREAU OF (PA)
    - **Public Liaison, Office of the (PA/PL)**

PA-006 Public Outreach Database Management Specialist (PA/PL)

Synopsis: The Fellow would develop a method to track and monitor incoming communication from broad U.S. constituencies and identify ways to use this information to inform State Department policy.

Experience/Expertise:

- Comprehensive and professional knowledge of communications and public affairs.
- Knowledge of U.S. foreign policy.
- Skill in developing databases or tracking systems to streamline incoming information from the public.
- Ability to develop and implement creative outreach plans, using social media and technological resources to identify and reach a broad public audience
- Some knowledge of partner communities that can be leveraged to maximize PA/PL's reach.

Duties/Activities:

The position is located in the Public Liaison Office in the Bureau of Public Affairs (PA/PL). PA/PL is the first point of entry into the State Department for all Americans on the full range of foreign policy issues. PA/PL relies on mechanisms including on-line FAQs, voice mail and letters to facilitate conversation and ensure public opinion informs decision making of senior state department officials.

This position would work with the Director of Public Liaison to streamline the input process to develop new strategies for efficiency, using cutting edge technology solutions, to ensure that accurate, timely and effective communication can take place with the State Department's broadest constituencies. The incumbent would also work with the PA/PL team, as called upon, to help implement the Department's various public outreach programs designed to explain U.S. foreign policy, engage the American public, solicit input, and engage diverse groups of opinion leaders.

Mission of the Office:

The mission of PA is to explain the foreign policy of the United States, to make it less "foreign" to citizens of this country, as well as people around the globe. This is done by explaining the goals of United States' foreign policy initiatives to the media and the public including though the use of new social and other electronic media.

Effective public outreach requires effective planning; the Bureau provides guidance and direction to the various functional and regional bureaus of the State Department on the communication of foreign policy. This includes providing both short and long-range strategic planning to support the Secretary's effort to bring foreign policy issues to the American people. We develop strategies to advance the Administration's priority policy issues, shaping effective messages to explain these policies. The Bureau of Public Affairs and the Spokesperson for the State Department lead these efforts. The offices within Public Affairs also coordinate the communication of foreign policy with the White House, Department of Defense, and other agencies dealing with foreign affairs.

Back to Functional Bureau List | Back to Top

- PUBLIC AFFAIRS, BUREAU OF (PA)
    - **Press Office (PA/PRS)**

PA-007 Media Monitoring Specialist (PA/PRS)

Synopsis: The Fellow will assist with media monitoring, identifying breaking news and tracking ongoing world events as reported in the media.

Experience/Expertise:

- Broad knowledge of communications, journalism, and public affairs.
- Knowledge of U.S. foreign policy.
- The ability to identify key issues and to highlight important information for high-level officials quickly.
- Attention to detail and the ability to track multiple issues at once.

Duties/Activities:

The position is located in the Press Office in the Bureau of Public Affairs (PA/PRS). PA/PRS' Media Monitoring team tracks breaking news stories on the wires and key domestic daily outlets and provides full-article clips for PA internal bureau consumption. The team also tracks specific issues requested by the Public Affairs Front Office. Team members use access to media outlet websites and Google searches to remain abreast of breaking stories and ensure the Front Office is informed of new developments.

Team hours of operation are from 5 am - 11 pm M-F, and 8 am - 9 pm on weekends, with additional overnight coverage provided during periods of Secretarial travel. Work may be done remotely, and is subject to a telework agreement with the unit supervisor. Weekend and after hours work is entirely done remotely.

Mission of the Office:

The Office of Press Relations supports the President and Secretary of State by explaining the foreign policy of the United States and the positions of the Department of State to domestic and foreign journalists. The office also provides logistical support and expertise to the Secretary of State and other Department officials for events involving media coverage/participation.

Specifically, the Press Office responds to press queries, conducts media interviews, monitors media for breaking international events, and coordinates special press briefings and conference calls. They also support the Secretary of State's public events in addition to those of the Deputy Secretary and other senior Department officials.

Back to Functional Bureau List | Back to Top

- PUBLIC AFFAIRS, BUREAU OF (PA)
    - **Digital Communications Center, Office of the (PA/DCC)**

PA-008 Digital Communications Specialist (PA/DCC)

Synopsis: The Fellow would develop written and digital materials that communicate U.S. foreign policy programs and activities via the Department of State's social media platforms.

Experience/Expertise:

- Thorough, comprehensive, and professional knowledge of communications, journalism, and public affairs.
- Skill in developing and producing written and digital materials.
- Skill in analyzing and developing recommendations from a wide range of conflicting and divergent input and arriving at a final product that can be disseminated.
- Knowledge of U.S. foreign policy.
- Skill in identifying resources to market written and digital content to diverse audiences.

Duties/Activities:

The position is located in the Office of Digital Communications Center in the Bureau of Public Affairs (PA/DCC). PA/DCC provides timely and comprehensive public communication support for U.S. foreign policies and the diplomatic initiatives of the Secretary of State and other senior Department officials.

The Franklin Fellow would conceptualize, plan, and develop written and digital materials that communicate U.S. foreign policy programs and activities via the Department of State's official presence on social media platforms, such as the DipNote blog, Facebook, Flickr, Twitter, and YouTube.

In coordination with appropriate subject matter experts in the Department, the Fellow would also develop responses to public comments on the various social media platforms.

Mission of the Office:

The mission of PA is to explain the foreign policy of the United States, to make it less “foreign” to citizens of this country, as well as people around the globe. This is done by explaining the goals of United States’ foreign policy initiatives to the media and the public including though the use of new social and other electronic media.

Effective public outreach requires effective planning; the Bureau provides guidance and direction to the various functional and regional bureaus of the State Department on the communication of foreign policy. This includes providing both short and long-range strategic planning to support the Secretary’s effort to bring foreign policy issues to the American people. We develop strategies to advance the Administration’s priority policy issues, shaping effective messages to explain these policies. The Bureau of Public Affairs and the Spokesperson for the State Department lead these efforts. The offices within Public Affairs also coordinate the communication of foreign policy with the White House, Department of Defense, and other agencies dealing with foreign affairs.

Back to Functional Bureau List | Back to Top

- PUBLIC AFFAIRS, BUREAU OF (PA)
    - **Broadcast Services, Office of (PA/OBS)**

PA-009 Broadcast Media Producer (PA/OBS)

Synopsis: The Franklin Fellow will be one of six producers responsible for coordinating the production of broadcast media products that advance the Department's key global messaging priorities worldwide.

Experience/Expertise:

- Excellent written and oral communication skills.
- Experience or academic work in broadcast media, media relations or press.
- Experience with Avid Media Composer/Avid Assist or other video editing programs.

Duties/Activities:

Serve as producer for the following types of productions:

- Live and taped television interviews with State Department officials for news broadcasters worldwide.
- Coverage of the Secretary of State's open press events in Washington, D.C.
- Coverage of other Department principals' open press events in Washington, D.C.
- Interactive web events with domestic and foreign audiences such as Conversations with America (CWA) and Live At State (LAS)
- Post-requested broadcast productions, targeted features and special events coverage.

Producer duties include:

- Coordinating with regional bureau press officers, the Office of the Secretary of State, internal and external venue event managers and others as necessary on the requirements of each production.
- Advising on and determining distribution methods of footage from each event in consultation with Bureau leadership.
- Serving as overall point person and coordinator for assigned productions.
- Troubleshooting on site/during production.
- Preparing the pre- and post-production documentation required to ensure proper dissemination of video assets.

Mission of the Office:

- Supports the foreign affairs communication mission of the Department of State by producing live TV global pool satellite and fiber transmission coverage of daily briefings and events involving the Secretary of State, Department principals and spokespersons.
- Connects the State Department in real time to U.S. and international TV broadcasters via fiber and satellite networks.
- Produces television coverage of current events in the U.S. and worldwdie that presents U.S. policies, including clip reels, special events programs and co-productions with foreign broadcasters.
- Assists more than 100 small and large foreign TV news bureaus in the U.S. with live and taped coverage, b-roll footage, research, interviews and TV production.
- Operates the Department of State's satellite feed – a direct U.S. television resource for international broadcasters.

Back to Functional Bureau List | Back to Top