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

Franklin Fellows Program
2012 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. All positions are in Washington D.C. with the exception of several in New York with the U.S. Mission to the UN. 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

- **L-002 Attorney Adviser (L/AN, L/LFA)S**
- **HR-005 Industrial Psychologist (HR/REE/BEX)**
- **NEA-004 – Advisor on Iran (NEA/IR)**
- **IO-007 International Organizations Specialist and Executive Director of the International Postal and Delivery Services Advisory Committee (IO/GS)**
- **AID-010 Senior Advisor for Internal Communication (USAID/ASIA/AA)**
- **PA-009 Broadcast Media Producer (PA/OBS)**
- **WHA-002 Advisor on the Columbia River Treaty Review (WHA/CAN)**
- **PA-006 Public Outreach Database Management Specialist (PA/PL)**
- **PA-007 Media Monitoring Specialist (PA/PRS)**
- **PA-008 Digital Communications Specialist (PA/DCC)**
- **FSI-001 Senior Advisor on Language Teaching Methodologies (FSI/SLS)**
- **AID-009 Senior Fellow for Development Partnerships (USAID/ASIA/AA)**
- **ISN-002 Research Coordinator (ISN/BPS)**
- **OES-005 Advisor for Policy (OES/IHB)**
- **S-013 Muslim Engagement Specialist (S/SRMC)**
- **S-031 Senior Global Health Advisor (S/GHI)**
- **L-003 Legislative Management Officer (L/UNA)**
- **DRL-012 Specialist on Disability Rights and Inclusive Development (DRL/SADR)**

Office of the Secretary

- Regional Bureaus
- Functional Bureaus
- Office of the Under Secretary for Public Diplomacy and Public Affairs (R)
    - **R-001 Analyst for Metrics and Evaluation, Center for Strategic Counterterrorism Communication (R/CSCC)**
- U.S. Agency for International Development (USAID)
- Foreign Service Institute (FSI)

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.

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

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

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.

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

- U.S. Mission to the United Nations (USUN)
- Under Secretary for Civilian Security, Democracy and Human Rights (J)

Office of the Secretary

- **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)**
- **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)
  - **S-017 Health Economist (S/GAC)**
  - **S-019 Orphans and Vulnerable Children Advisor (S/GAC)**
- **Global Food Security,** Office of the Coordinator for (S/GFS)
  - **S-004 Global Food Security Advisor (S/GFS)**
- **Global Health Initiative, Office of the (S/GHI)**
  - **S-031 Senior Global Health Advisor (S/GHI)**
- **Global Intergovernmental Affairs,** Special Representative for (S/SRGIA)
  - **S-005 Special Representative for Global Intergovernmental Affairs (S/SRGIA)**
  - **S-016 Special Assistant to the Senior Advisor (S/SRGIA)**
- **Global Partnership Initiative,** Office of the (S/GPI)
  - **S-006 Partner Outreach Specialist (S/GPI)**
  - **S-007 Global Alliance for Clean Cookstoves Fellow (S/GPI)**
- **Muslim Communities,** Office of Special Representative to (S/SRMC)
  - **S-013 Muslim Engagement Specialist (S/SRMC)**
- **Opportunity and Civil Rights,** Office of (S/OCR)
  - **S-030 Attorney Advisor (S/OCR)**
- **Science and Technology Adviser to the Secretary, Office of (S/STAS)**
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- **Senior Advisor for Innovation,** Office of the (S/SAIT)
  - **S-008 Diplomatic Technology Advisor (S/SAIT)**
- **Sudan,** Office of Special Envoy to (S/USSES)
  - **S-012 Advisor on Electoral and Governmental Affairs (S/USSES)**

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)**

Back to Top

Regional Bureaus

- **African Affairs (AF)**
  - **AF-004 Advisor on Equatorial Guinea, Cameroon (AF/C)**
- **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)**
- **Near Eastern Affairs (NEA)**
  - **NEA-003 Advisor on Jordan (NEA/ELA)**
  - **NEA-004 Advisor on Iran (NEA/IR)**
- **Western Hemisphere Affairs (WHA)**
  - **WHA-001 Leadership and Strategy Consultant (WHA/PDA)**
  - **WHA-002 Advisor on the Columbia River Treaty Review (WHA/CAN)**

Back to Top

Functional Bureaus

- Administration (A)
  - A-001 Foreign Affairs Manual Analyst (A/GIS/DIR)
  - A-002 Rules Analyst (A/GIS/DIR)
  - A-003 Database Analyst (A/GIS/DIR)
  - A-004 Foreign Affairs Manual 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)
- 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-005 Analyst (CA/PPT/SPCA)
- Counterterrorism (CT)
  - CT-002 Program Evaluation Officer, Counterterrorism Finance Unit (CT/CTF)
- 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-007 Digital Freedom Promotion Specialist (DRL/MLGA/IF)
  - 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-002 International Telecommunications Expert (EB/CIP/BA)
  - EB-003 International Agricultural Trade Specialist (EB/TPP/MTAA/ABT)
  - 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)
- Educational and Cultural Affairs (ECA)
  - ECA-001 Business Advisor (ECA/EC)
- 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 HR Specialist (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-001 Foreign Affairs Editor (INR/PUB)
  - INR-003 Senior Analyst for Cybersecurity (INR/CYBER)
  - INR-004 Advisor for Korean Military Issues (INR/EAP/NA)
  - INR-005 Foreign Affairs Research Analyst (INR/EUR)
- International Information Programs (IIP)
  - IIP-001 Audience Analyst (IIP/P)
  - IIP-002 Policy Materials Development Officer (IIP/P)
  - IIP-003 Regional Policy and Culture Expert (IIP/EAP)
- 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/HR)
  - IO-005 Initiatives Liaison Officer (IO/SEOIC)
  - IO-006 Advisor on Strategies for Peacekeeping Operations (IO/PSC)
  - IO-007 International Organizations Specialist and Executive Director of the International Postal and Delivery Services Advisory Committee (IO/GS)
- International Security and Nonproliferation (ISN)
  - ISN-001 Advisor on Nonproliferation Issues (ISN/MNSA)
- Legal Adviser (L)
  - L-001 Legislative Management Officer (L/PIL, L/CID, L/EB)
  - L-002 Attorney Adviser (L/AN, L/LFA)
  - L-003 Legislative Management Officer (L/UNA)
  - L-004 Attorney Adviser (L/T)
- 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-ENV)
  - OES-003 Global Bioenergy Liaison (OES/EGC)

Back to Top

- OES-004 Global Health Advisor Liaison (OES/IHB)
- OES-005 Advisor for Policy (OES/IHB)

- Overseas Buildings Operations (OBO)
  - OBO-001 Residential Energy and Sustainable Design [RESD] (OBO/PDCS/DE/ESD)
- Political-Military Affairs
  - PM-001 Global MANPADS Security Specialist (PM/WRA)
- Population, Refugees and Migration (PRM)
  - PRM-001 Advisor on International Migration (PRM/PIM)
- Public Affairs (PA)
  - PA-002 Advisor to the Deputy Assistant Secretary for Outreach (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)
- Resource Management (RM)
  - RM-001 Financial Management Advisor (RM)

Back to Top

U.S. Agency for International Development (USAID)

- **AID-001 Senior Fellow For Alliance Building (USAID/IDEA/OD)**
- **AID-004 Senior Advisor (USAID/EGAT)**
- **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/ASIA/AA)**

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

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

- **USUN-003 Advisor to the Representative (USUN/L)**
- **USUN-004 Assistant in the Accreditations Unit (USUN/HC)**
- **USUN-005 Advisor on Women, Peace and Security Issues (USUN/POL/WPSI)**
- **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

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 - 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 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.

- **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 for 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.

Back to Functional Jobs List | Back to Top

- **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.

- **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).

Back to Functional Jobs List | Back to Top

- **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.

- **The Bureau of Political-Military Affairs (PM),** headed by Assistant Secretary Andrew J. Shapiro, is the Department of State's principal link to the Department of Defense. The PM Bureau provides policy direction in the areas of international security, security assistance, military operations, defense strategy and plans, and defense trade.

- **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

- **The Bureau of Resource Management (RM)** 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. RM has built the foundation of solid budgeting and reporting. 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 Jobs List | Back to Top

S-017 Health Economist (S/GAC)

Synopsis: The Fellow will coordinate with counterparts in partner agencies on PEPFAR-wide data collection and analysis for the President's Emergency Plan for AIDS Relief (PEPFAR).

Experience/Expertise:

- The ideal candidate will be a qualified health economist skilled in analyzing health economic data, familiar with research methods in health economics and knowledgeable about international trends in treatment and costs in order to design studies and direct S/GAC's research program on HIV/AIDS.

Duties/Activities:

- Consider the cost effectiveness of treatment, care and prevention along with the economic cost of HIV/AIDS.
- Advise S/GAC on study methods and data systems as they relate to economic aspects of HIV/AIDS programs, providing leadership and direction for PEPFAR's research program and keeping abreast of new requirements for health economic data.
- Recommend long-range policy for S/GAC, with an eye to the economic impact of proposed health policies and budgets.
- Represent S/GAC when interagency meetings review the effectiveness of HIV/AIDS treatment, care and prevention programs in PEPFAR countries, and discuss implications of U.S. and PEPFAR country policies with country representatives.
- Performs other duties as assigned.

This position requires domestic and international travel approximately 25% of time.

Mission of the Office:

S/GAC is responsible for implementing the President's Emergency Plan for AIDS Relief (PEPFAR) – the largest commitment by any nation to combat a single disease in history. The U.S. Global AIDS Coordinator, who reports directly to the Secretary of State, oversees and directs all resources and activities of the U.S. Government to implement the U.S. President's Emergency Plan for AIDS Relief and combat the global HIV/AIDS pandemic, including U.S. contributions to the Global Fund to Fight AIDS, Tuberculosis, and Malaria and relations with other countries and multilateral organizations. S/GAC leads an integrated U.S. Government global HIV/AIDS prevention, treatment and care program; serves to rally the private sector, faith-based and non-governmental organizations engaged in the fight against HIV/AIDS; and ensures that U.S. Government policies are harmonious, programs are synergistic, and operations are efficient and effective. Additional information about S/GAC and the Emergency Plan may be found at www.pepfar.gov.

Back to Secretary Jobs List | 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)

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 Health Initiative, Office of the (S/GHI)**

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

Note: This position is unavailable until January 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)
  - **Global Intergovernmental Affairs, Special Representative on (S/SRGIA)**

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

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)
  - ❖ **Global Intergovernmental Affairs, Special Representative on (S/SRGIA)**

S-016 Special Assistant to the Senior Advisor (S/SRGIA)

Note: This position is unavailable until June 2012.

Synopsis: The Fellow will handle a wide range of sensitive, confidential and complex functions of direct personal interest and concern to the Office of Global Intergovernmental Affairs.

Experience/Expertise:

- Strong communication and analytical skills to assume a substantive portfolio compatible with his/her background

Duties/Activities:

- Delegate and manage staff projects on behalf of and in support of the Senior Advisor.
- Draft initial key messages, memos, and talking points for clearance.
- Provide editing when necessary on final products.
- Act as a point of contact between S/SRGIA and U.S. state and local elected officials' offices.
- Coordinate follow-up activities and materials.
- Research and advise Senior Advisor as needed regarding projects relevant to S/SRGIA.

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)
  - **Global Partnership Initiative, Office of the (S/GPI)**

S-006 Partner Outreach Specialist (S/GPI)

Note: This position is temporarily unavailable.

Synopsis: The Fellow will assist with partner outreach and relationship building with businesses, NGOs, foundations, and academic institutions, as well as across the U.S. Government.

Experience:

- Relevant work with a foundation.

Duties/Activities:

- Provide a partner perspective for GPI initiatives and partnership building efforts undertaken by the Department and interagency partners.
- Inform the development of training programs for the U.S. Government partnership practitioners and assist in the development of partnership tools, such as a how-to guide for partnerships, legal and financial guidelines, performance metrics, and best practices.
- Identify partnership opportunities that arise from their work with the GPI for partnership practitioners to pursue.
- Inform GPI processes and make recommendations for effective organizational changes to promote efficiency in partnership activity.
- Assist GPI efforts to coordinate mission/bureau-led private sector consultations that contribute to annual and multi-year strategic planning processes.
- Serve in the Global Partnership Initiative (GPI), and reports directly to the Regional Director in close coordination with the Deputy Special Representative. The incumbent exercises latitude in planning, scheduling, coordinating, and executing assignments, subject to the approval of the incumbent's supervisor. The incumbent may make recommendations but does not have any official decision-making authority.

The incumbent will not be involved in any way on any matter related to the financial interests of the incumbent.

Mission of the Office:

S/GPI works to build and enhance relationships between businesses, NGOs, foundations, and academic institutions, as well as across the U.S. Government.

Back to Secretary Jobs List | Back to Top

- OFFICE OF THE SECRETARY (S)
  - **Global Partnership Initiative, Office of the (S/GPI)**

S-007 Global Alliance for Clean Cookstoves Fellow (S/GPI)

Synopsis: The Fellow will support the Secretary of State's Global Partnerships Initiative efforts to support the Global Alliance for Clean Cookstoves. Depending on the Fellows interests and experience, the Fellow will participate and help lead a variety of efforts related to the Alliance. Programmatic and administrative duties will help to ensure quality work addressing the health, gender, environmental, behavioral, and socioeconomic implications of household energy use. Domestic and foreign travel may be required for this position.

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. Must be proficient in basic office software-Word, Excel, PowerPoint, etc.

- Experience: The position requires a combination of communication, program management, and analytical abilities combined with the demonstrated ability to operate within a large, multi-sector partnership. 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: 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: Experience in coordinating and collaborating with multiple agencies to improve interagency communication; expand agency capacity to provide quality services, and reduce duplication and overlap. Promote interagency communication and coordination. Experience in strengthening policy and programmatic frameworks. 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, written, and communications skills are essential.

Duties/Activities:

- Planning priority in-country efforts on cookstoves
- Helping to coordinate USG research efforts related to the Alliance
- Supporting interagency communications and collaboration
- Supporting outreach to new and potential public and private partners
- Facilitating collaboration and coordination with the Alliance, and
- More broadly helping to implement and coordinate this private-public initiative.

Back to Secretary Jobs List | Back to Top

Mission of the Office:

The Global Partnerships Initiative coordinates all U.S. Government activity under the Global Alliance for Clean Cookstoves, which is a public-private partnership led by the United Nations Foundation focuses on creating a thriving global market for clean and efficient household solutions. Ten U.S. government agencies have made commitments under the Alliance, including the U.S. Department of State, U.S. Environmental Protection Agency, U.S. Department of Energy, U.S. Department of Health and Human Services – National Institutes of Health and Centers for Disease Control and Prevention, U.S. Agency for International Development, Overseas Private Investment Corporation, U.S. Department of Agriculture, U.S. National Oceanic and Atmospheric Administration, and Peace Corps. This unprecedented whole-of-government approach is mobilizing 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. The Fellow will report to and support the efforts of the U.S. Director of Cookstoves Initiatives.

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 unavailable until May 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)
  - **Senior Advisor for Innovation, Office of the (S/SAIT)**

S-008 Diplomatic Technology Advisor (S/SAIT)

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, Office of the U.S. Special Envoy to (S/USSES)**

S-012 Advisor on Electoral and Governmental Affairs (S/USSES)

Synopsis: The Fellow will review and provide expert comment on education issues to the Juba Government and in support of the Special Envoy's work to prepare for the January 2011 referendum on independence in southern Sudan.

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.

Mission of the Office:

The Secretary of State, appointed by the President with the advice and consent of the Senate, is the President's chief foreign affairs adviser. The Secretary carries out the President's foreign policies through the State Department and the Foreign Service of the United States. On January 21, 2009, Hillary Rodham Clinton was sworn in as the 67th Secretary of State of the United States.

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)

Note: This position is unavailable until January 2013.

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:

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 a new global race-to-the-top to encourage 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.
- Prepare Principals for meetings with bilateral counterparts and external stakeholders.
- Liaise with counterparts in DRL, regional bureaus, other USG agencies, 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)
  - GLOBAL AIDS COORDINATOR, OFFICE OF THE U.S. (S/GAC)

S-019 Orphans and Vulnerable Children Advisor (S/GAC)

Note: This position is temporarily unavailable.

Synopsis: The Orphans and Vulnerable Children (OVC) Advisor provides overall leadership and guidance on the development, implementation and evaluation of Orphans and Vulnerable Children (OVC) strategies and interventions for the President's Emergency Plan for AIDS Relief (PEPFAR). This includes working closely with U.S. Government (USG) agencies to ensure orphans and vulnerable children issues are appropriately addressed within the context of PEPFAR. Working in conjunction with S/GAC, all PEPFAR implementing agencies, other offices within the Department of State, non-governmental organizations (NGOs), and international organizations, the Orphans and Vulnerable Children Advisor is responsible for:

- Working with PEPFAR stakeholders to guide implementation of OVC programs;
- Directing USG policy in these areas and assure highest level country implementation. Maintains key documents, including for example, national action plans for OVC and the state of art technical documents in this area;
- Monitoring and reporting on scientific and technological developments in the area of OVC; and,
- Responding to questions about OVC issues from within the S/GAC and other agencies.

Experience/Expertise:

- A specialized and demonstrated knowledge of the principles, practices, methods, and techniques of administering public health programs, especially in resource poor settings.
- Substantial knowledge of HIV/AIDS and the delivery of services pertaining to its prevention and care.
- Knowledge of the culture, socio-cultural norms, and the public health capacities in countries where the USG is implementing and administering HIV/AIDS programs.
- Knowledge of statistical theories, techniques, and methods to gather, analyze, interpret, and report quantified information, including modeling techniques.
- Knowledge of the operations and capacities of other donor governments, international multilateral organizations, and non-governmental organizations involved in the fight against the global HIV/AIDS pandemic.
- Ability to establish and maintain working relationships at all levels throughout the medical, scientific, public, and private sectors of the broad Emergency Plan community to gather and exchange information and negotiate proposals and initiatives.
- Ability to provide timely expert advice and consultation to executive and senior level management officials regarding the policy implications of issues and developments in the prevention, treatment and care of HIV/AIDS.
- Skill in verbal and written communication to review and present analyses, provide guidance, solicit information, defend proposals, and negotiate agreements.
- Ability to meet deadlines and work independently with a minimum of guidance.

Back to Secretary Jobs List | Back to Top

Duties/Activities:

- Develops overall policy and guidance, in collaboration with other OVC experts in USG implementing Agencies as well as United Nations and other donors relative to OVC programs.
- Convenes and chairs the interagency OVC working group, identifying and following up on key issues, including those related to policy and implementation for action by the USG programs, both in-country and home agency programs. Develops and oversees working group work plan and budget.
- Provides support to field programs on OVC and brings together expertise from USG agencies to provide appropriate technical assistance to the field in issues surrounding orphans and vulnerable children.
- Advances state of the art models and programs for OVC for use in-country. Advances the concept of "wrap-around" programs to assure the needs of AIDS and non-AIDS affected children are addressed.
- Coordinates with technical working group leads for care, particularly in the area of food, prevention, and treatment to assure strong linkages between program areas.
- Coordinates with other sectors, such as education, food security and micro credit as related to orphans and vulnerable children programming within the context of PEPFAR.
- Liaises with the Strategic Information team in S/GAC on monitoring and evaluation of orphans and vulnerable children activities.

Mission of the Office:

The Office of the U.S. Global AIDS Coordinator (S/GAC) is responsible for implementing the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) -- the U.S. Government initiative to help save the lives of those suffering from HIV/AIDS around the world. This historic commitment is the largest by any nation to combat a single disease internationally, and PEPFAR investments also help alleviate suffering from other diseases across the global health spectrum. PEPFAR is driven by a shared responsibility among donor and partner nations and others to make smart investments to save lives. Thanks in large part to U.S. leadership, tremendous progress has been made in the fight against global AIDS. PEPFAR has directly supported life-saving antiretroviral treatment for more than 3.2 million men, women and children worldwide as of September 30, 2010. PEPFAR has directly supported 11 million people with care and support, including nearly 3.8 million orphans and vulnerable children, in fiscal year 2010 alone. PEPFAR directly supported antiretroviral prophylaxis to prevent mother-to-child HIV transmission for more than 600,000 HIV-positive pregnant women in fiscal year 2010, allowing more than 114,000 infants to be born HIV-free. PEPFAR is the cornerstone and largest component of the U.S. President's Global Health Initiative. With a special focus on improving the health of women, newborns and children, the Global Health Initiative's goal is to save the greatest number of lives by increasing and building upon what works and, then, supporting countries as they work to improve the health of their own people. Additional information about S/GAC and PEPFAR is available at www.pepfar.gov.

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)
  - **Opportunity and Civil Rights, Office of (S/OCR)**

S-030 ATTORNEY ADVISOR (S/OCR)

Note: This position is unavailable until January 2013.

Synopsis: The Fellow will work in the Legal Section of S/OCR to provide advice and counsel on all EEO matters within the Department. This includes drafting correspondence, conducting harassment inquiries, delivering EEO briefings to employees, investigating formal complaints of discrimination, conducting legal research, and legal sufficiency reviews of settlement agreements, reports of investigations, and final agency decisions.

Experience/Expertise:

- Background in employment law and/or diversity programs.
- Experience in conducting training.

Duties/Activities:

- Communicates with colleagues, a variety of in-house organizations, other government agencies, contractors, and/or private institutions for the purpose of gaining information and corroborating on findings and/or legal interpretations. May present findings at meetings. Performs legal research of law and procedure, and drafts written legal products such as memoranda, letters, policies, and procedures.
- Renders legal advice and services. Drafts, negotiates, or examines EEO settlement agreements and other legal documents.
- Conducts legal research of facts, laws, regulations, and legal precedents. Provides legal advisory services with respect to questions, regulations, or related issues.
- Applies applicable statutes to a given statement of facts. Evaluates reports of investigation and other documents to determine legal sufficiency and whether proposed settlements are in the government's best interest. Provides advice and policy determinations in matters involving the planning, discussion, and coordination of the activities related to the investigation of cases.

Mission of the Office:

The Office of Civil Rights (OCR) 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)
  - **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

- 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)

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 communications 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

- **USAID**
  - **Development Partners, Office of (USAID/ODP)**

AID-001 Senior Fellow for Alliance Building (USAID/IDEA/OD)

Note: This position is currently unavailable.

Synopsis: The Fellow will lead a small team to identify and nurture relationships with potential new strategic private sector partners for USAID initiatives in food security, education, health, small business and entrepreneur development and growth, and geographic priorities: Pakistan, Afghanistan, Iraq, and sub-Saharan Africa.

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:

- Serve as private sector lead in an IDEA-led SWAT team to identify and overcome USAID policy and procedural impediments to PPPs.
- Serve as private sector lead on IDEA/PSA teams to work with USAID missions, other US Government agencies, donors, and other USAID/W operating units to develop PPPs supporting high-priority foreign policy objectives.
- Develop new instruments to negotiate and execute strategic PPPs. Serve as USAID's private sector lead eliciting strategic priorities of new cooperators and find the best linkage with USAID's strategic interests

Mission of the Office:

Over the next several years, the U.S. Government is committed to doubling its funding for development assistance around the world. The Obama Administration has identified partnership as a core feature of U.S. Government efforts. The Senior Fellow for Alliance Building will be a leading member of a high-performing, results-focused team with frequent exposure to senior USG officials, U.S. corporate executives, senior foreign officials and executives, and other donors. He/she can influence the identification, selection, and development of PPPs supporting the Agency's impact on some of the world's most critical development challenges. The Fellow can energize the U.S. Government's leadership in international development. The Fellow's private sector expertise can build potentially game-changing strategic public-private partnerships.

Back to Top

- **USAID**
  - **Natural Resources Management, Office of (NRM)**
    - **Water Team**
  - **Infrastructure and Engineering, Office of (I&E)**
    - **Urban Team**

AID-004 Senior Advisor (USAID/EGAT)

Synopsis: The Fellow will work with the Urban Team, Regional Bureaus, AID/W technical bureaus, field missions, non-governmental partners to USAID's updated "Making Cities Work" strategy.

Duties/Activities:

Note: The Senior Advisor will lead or support one or more of the initiatives described below. These initiatives are presented as prioritized activities for Urban Programs, the Water Team, and the Senior Advisor work plans. However, they may be amended or added to as appropriate.

- Support USAID's participation in World Habitat Day and the World Urban Forum, in particular, working with implementing partners to develop operational approaches to addressing the needs of the urban poor.
- Develop new partnerships with the private sector and NGO community in the US to support slum-upgrading activities and to bring US expertise and lessons learned on reducing urban poverty and improving service delivery to the developing world.
- Develop a regional strategy for sub-Saharan Africa for the Millennium Development Goals on water and sanitation.
- Assist the Water Team with Mission water and sanitation programs and develop new activities in support of expanded access to these services in cities and towns, particularly in sub-Saharan Africa.
- Contribute to the development of other programs related to the financing and provision of urban infrastructure.

The work includes mid- and high-level contact, both inside and outside the Agency. Some domestic and international travel may be required. While the Senior Advisor works under the direction of both the Water and Urban Team Leaders, s/he is expected to demonstrate a significant degree of autonomy and responsibility while simultaneously working as a collaborative team player with other team members.

Mission of the Office:

USAID's Water Team in the Office of Natural Resources Management (NRM) and its Urban Team in the Office of Infrastructure and Engineering (I&E) are committed to programs in support of the Paul Simon Water for the Poor Act. The Act requires USAID to assist developing countries in achieving the Millennium Development goals for drinking water supply and sanitation along with a comprehensive approach to conserving and improving the quality of water resources. The world's population is now more urban than rural; USAID's Urban Team will update the "Making Cities Work" strategy, developing new ways to reduce urban poverty and improve service delivery.

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

- USAID
  - Asia, Bureau of (USAID/ASIA/AA)

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/ASIA/AA)

Note: This position is unavailable till 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/CAR)**

AID-011 Knowledge Transfer Expert USAID/CAR

Synopsis: The Fellow will serve as a key member of USAID's Central Accounting Reporting Division (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 successful conclusion.

Duties/Activities:

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

Mission of the Office:

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.
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.

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

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

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

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

- OFFICE OF THE FOREIGN ASSISTANCE RESOURCES (F)

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

- USUN
  - Legal Section (USUN/L)

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

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)

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**
  - **Political Section of the U.S. Mission to the UN (USUN/POL/WPSI)**

USUN-005 Advisor on Women, Peace and Security Issues (USUN/POL/WPSI)

Note: This position is unavailable until August 2013.

Synopsis: The Fellow will have primary responsibility for the issue of Women, Peace and Security, including coordination and implementation of U.S. policy in the UN Security Council and General Assembly.

Experience/Expertise:

- Significant experience in international relations, negotiations, and conflict resolution.
- Experience in international/regional organizations is also desirable
- A Master-level or higher academic background which includes international relations and/or international law, particularly relating to gender-based issues, is also preferred.

Duties/Activities:

- Work closely with colleagues at USUN, counterparts in the Department of State, particularly the IO bureau, and with diplomatic colleagues at other missions to the UN and at the UN Secretariat The
- Contribute to other Section efforts on geographic and thematic issues relating to peace and security, including:
  - Representing and advocating for U.S. positions at negotiating meetings
  - Preparing talking points, memos and background information for the U.S. Permanent Representative and other USUN Ambassadors and Counselors
  - Supporting overall U.S. diplomatic goals at the UN.

Mission of the Office:

The Political Section at USUN deals with political and security matters under discussion at the UN, mostly in the Security Council. Divided into geo-political areas and thematic issues, the Section works in support of the Office of the U.S. Permanent Representative to advance U.S. foreign policy at the UN.

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

- UNDER SECRETARY FOR DEMOCRACY AND GLOBAL AFFAIRS AND COORDINATOR (G)
  - **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

- 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

- 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)

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 June 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)

Note: This position is unavailable until October 2012.

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

- 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

- **WESTERN HEMISPHERE AFFAIRS, BUREAU OF (WHA)**
  - **Public Diplomacy, Office of (WHA/PDA)**

WHA-001 Leadership and Strategy Consultant (WHA/PDA)

Synopsis: The Franklin Fellow will develop planning documents for the region and individual embassies. He/she will coach public affairs officers in the region; travel to the region to promote and advise on new approaches to management and change; and offer seminars on organizational management.

Experience/Expertise:

- Excellent written and oral briefing skills.
- Academic or professional background in international affairs, especially Canada, Latina American and the Caribbean.

Duties/Activities:

- Promote and set-up private, public, and academic partnerships on various initiatives. Working under the direct supervision of the Director of the Office of Public Diplomacy, the Fellow exercises latitude in planning, scheduling, coordinating, and executing assignments, but has no supervisory responsibilities.

Specific responsibilities include:

- **Planning**. Develop planning strategies to implement Mission Strategic Plans and specific campaigns highlighting areas of priority interest.
- **Coaching**. Advise the office on management and business processes to facilitate and streamline work. Prepare reports on public diplomacy integration in the Department and recommend improvements.
- **Travel**. Visit posts in region to consult on their efforts to fulfill mandates and focus on priorities. Offer workshops on management for Bi-national Centers and other post contact institutions.
- **Public-Private Partnerships**. Arrange private sector outreach and involvement in key initiatives, such as Pathways, Brazil Joint Action Plan, counternarcotics public outreach and science education network.
- **Evaluating**. Identify ways to make optimal use of evaluating mechanisms available to posts and offices.
- **Training**. In coordination with the Foreign Service Institute and posts, develop a regional training plan. Prepare workshops on managing change and new technologies.

Mission of the Office:

Public diplomacy is really about making our diplomacy public. It's about explaining to people our government's actions and priorities. It's also about showing the linkages within the Americas, and between the United States and the rest of the world. WHA/PDA seeks to facilitate interconnectedness and to identify ways to deepen our government's ability to understand how that interconnectedness links to our larger challenge of democracy and development.

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

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

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.

Back to Functional Bureau List | Back to Top

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

A-003 Database Analyst (A/GIS/DIR)

Synopsis: The Franklin Fellow will support and maintain the Office's database applications which process work and track Department policies, procedures, electronic forms, Rules and Information Collections.

Experience/Expertise:

- Strong experience with MS Access, SharePoint and SQL Server.
- Experience using database applications

Duties/Activities:

- Maintain and modify several database applications that are used by the Office in its work.
- Respond to user problems.
- Work with the Department's electronic form application when a customer is using a form to feed information to a database application.
- Prepare work reports for Management.

Mission of the Office:

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:

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

- COUNTERTERRORISM
  - **Counterterrorism Finance Unit (CTF)**

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

Note: This position is unavailable until November 2012. (Formerly S-026)

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.

Duties/Activities:

- 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 Office:

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)

Note: This position is unavailable until May 2013.

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.

Back to Functional Bureau List | Back to Top

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)
  - **Passport Services, Directorate (CA/PPT)**
    - **Strategic Planning and Cost Analysis (CA/PPT/SPCA)**

CA-005 Analyst (CA/PPT/SPCA)

Synopsis: The Franklin Fellow will collect and analyze data of workload measurement, and will assist in the review of CA/PPT policies and procedures.

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:

- Coordinate and administer the capture and entry of workload measurement data into the Management Information System (MIS) and other data bases by the organizational elements of the Headquarters and the passport agencies and production centers in the field.
- Configure or manipulate data into an appropriate format in response to requests from more senior analysts.
- Review and analyze data in order to identify any prevailing trends; identify and convey to the requestor the causes for any apparent increases or decreases in productivity statistics.
- Perform recurring analytical assignments in support of the organizational unit's budgetary mission; assignments include: compiling and analyzing raw financial data; planning and tracking expenditures; determining whether expenditures are in line with program plans and work methods; recommending alternative courses of action; and assisting with the quarterly, mid-year and annual program reviews.
- Provide assistance with the regular and recurring review of the various functions, policies and procedures of the Directorate of Passport Services; interview employees and conduct research of functional statements, regulations, policies, procedures, records, reports and other pertinent sources of information.

Mission of the Office:

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 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 summer 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.

Back to Functional Bureau List | Back to Top

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 and Corporate Social Responsibility, Office of (DRL/MLGA/IF)**
    - **Internet Freedom Section (DRL/MLGA/IF)**

DRL-007 Digital Freedom Promotion Specialist (DRL/MLGA/IF)

Synopsis: The Fellow will assist the office in monitoring and responding to existing and emerging threats to Internet freedom (e.g., censorship, surveillance of dissidents, and the passage of repressive media laws).

Experience/Expertise:

- A strong background of research into control of the Internet and other digital technologies by repressive regimes.

Duties/Activities:

- Advise the Bureau on improving its reporting on Internet freedom in the annual human rights reports.
- Assist in the preparation of this section of the report for key countries.
- Lead an inter-bureau effort to develop Country Action Plans to positively affect Internet freedom in countries of particular concern.
- Assist in the development of a training course for Foreign Service Officers on monitoring and responding to threats to Internet freedom.
- Clear press guidance, respond to Congressional requests and participate in relevant panels and conferences on behalf of the Department.

Mission of the Office:

As illustrated by Secretary Clinton's speech of January 21, 2010, Internet freedom is an area of increasing importance for the State Department and U.S. foreign policy. DRL/MLGA/IF runs a $30 million program to promote free expression and the free flow of information on the Internet and other digital technologies. Additionally, DRL is charged with functional responsibility for the NetFreedom Taskforce, an internal policy-coordinating body within the Department, co-chaired by the Under Secretaries for Economics and Global Affairs.

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.

Back to Functional Bureau List | Back to Top

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)

Note: This position is unavailable until July 2012.

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 guidance on the development of policies and strategies to ensure the inclusion 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 programs and services in international development prgroams, in government service, in an academic institution or in the private sector.
- International professional experience working for an international organization or multi-national corporation.
- Knowledge of the Americans with Disabilities Act (ADA) and the Convention on 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:

- Review and suggest ways to Strengthen U.S. public diplomacy in order to ensure the inclusion of disability issues and persons with disabilities.
- Propose ways to strengthen the inclusion of disability issues and persons with disabilities in existing or new programs of the State Department.
- Formulate 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.
- Work 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 organizations of persons with disabilities, NGOS, universities, private sector companies as well as UN agencies, in the development and implementation of strategies.
- Represent the Special Advisor in meetings of other Offices, Bureaus, Working Groups and other entities internal to the State Department.
- Participate in external meetings, conferences and missions to other countries upon request of the Special Advisor.

Back to Functional Bureau List | Back to Top

Mission of the Office:

The Special Advisor for Internationla Dsiability Rights I shcarged with “the development of a comprehensive strategy to promote the rights of persons with disabilities internationall; coordinate an interagency porcess for the ratification of the Conevention on the Rights of Persons with Dsiabilities; ensure that foreign assistance incorporates persons with disabilties; ensure that the needs of persons with disabilties 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/stateDRL#!/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)**
  - **Bilateral and Regional Affairs, Office of (EB/BA)**
    - **International Communication and Information Policy, Office of (EB/CIP/BA)**

EB-002 International Telecommunications Expert (EB/CIP/BA)

Note: This position is unavailable until June 2012.

Synopsis: The Fellow will serve as an advisor to EB/CIP/BA 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 office on:
  - Promoting fair, pro-competitive telecommunications regulatory regimes overseas; ensuring minimal regulation of the Internet and e-commerce to promote expansion in these areas and to support freedom of expression under the Secretary's Global Internet Freedom Taskforce (GIFT);opening access to foreign telecommunications and e-commerce markets; and implementing bilateral ICT development assistance through CIP's Telecommunications Leadership Program (TLP) and the President's Digital Freedom Initiative (DFI).

Mission of the Office:

EB/CIP/BA leads the Executive Branch 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)
  - MULTILATERAL TRADE AND AGRICULTURE AFFAIRS, OFFICE OF (EB/TPP)
    - Agriculture, Biotechnology and Textile Trade, Office of (EB/ABT)

EB-003 International Agricultural Trade Specialist (EB/TPP/ ABT)

Note: This position is unavailable until June 2012.

Synopsis: The Fellow will manage agricultural and biotechnology trade and consumption policy issues in one or more regions, such as Western Hemisphere or Africa.

Experience/Expertise:

- Prior experience with an international organization, U.S. Government agency, the private sector or an organization related to non-governmental trade or agriculture.
- Good, non-technical writing skills are a must.

Duties/Activities:

- Coordinate and protect USG and U.S. industry interests related to international organizations.
- Manage regional and bilateral biotechnology trade policy issues, promoting USG agricultural biotechnology objectives in one or more regions and countries.
- Advance acceptance and trade of ag-biotech products around the globe.
- Serve as Department representative to international meetings.
- Cover commodity policy issues, which might include effect of biofuel consumption on grain supply and prices, as well as secondary effects on poultry/livestock supply and prices.
- Analyze bioterrorism as it pertains to safeguarding the U.S. food supply.

Mission of the Office:

EB/TPP/MTAA works to expand export opportunities for American businesses, farmers, ranchers and workers, including by advancing global trade negotiations, such as the World Trade Organization's Doha Development Agenda. MTAA seeks to maximize the benefits of trade for economic development, poverty reduction, food security/hunger alleviation, environmental protection and worker rights.

The office's Agriculture, Biotechnology and Textile Trade (ABT) Division manages programs to promote the use and understanding of agricultural biotechnology, seeks to maintain open markets for U.S. products derived from modern biotechnology, and oversees trade in textile and apparel products. ABT also covers all bilateral, regional and global trade negotiations or disputes relating to agricultural products, food safety issues, programs to enhance food security in developing countries, and U.S. food aid policy.

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 2012.

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 September 2012.

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 May 2012.

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 June 2012.

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)

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)

Note: This position is unavailable until October 2012.

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:

Back to Functional Bureau List | Back to Top

- EDUCATIONAL AND CULTURAL AFFAIRS, BUREAU OF (ECA)
  - **Private Sector Outreach, Office of (ECA/EC)**

ECA-001 Business Advisor (ECA/EC)

Note: One position is unavailable until November 2012.

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 serve as a liaison between USG interests and organizations within the private sector.

Duties/Activities:

- Develop and manage partnerships, implement the Office of Private Sector Outreach strategic plan and identify opportunities to leverage private sector resources.
- Brief management on the status of initiatives, milestone attainment and program accomplishments.
- Interface with various offices and outside agencies and organizations.
- Serve on committees related to assignments.
- Articulate and defend recommendations.
- Conduct briefings of sensitive and sometimes controversial matters and produce coherent reports, policy recommendations, memoranda, and written proposals which identify and recommend solutions to problems.

Mission of the Office:

ECA/EC 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.

Back to Functional Bureau List | Back to Top

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.

Back to Functional Bureau List | Back to Top

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.

Back to Functional Bureau List | Back to Top

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.

Back to Functional Bureau List | Back to Top

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.

Back to Functional Bureau List | Back to Top

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)
  - **Publications, Office of (INR/PUB)**

INR-001 Foreign Affairs Editor (INR/PUB)

Synopsis: The Fellow will draw on INR's profound experience and deep expertise, canvas its readers, and recommend changes to INR's product line in the most inclusive way possible.

Experience/Expertise:

- High-level mastery of written English communications
- Experience as a senior editor at a major commercial news magazine or newspaper is highly desirable
- Critical thinking skills and knowledge of the most up-to-date analytical methods must be at the highest level
- Must be thoroughly familiar with Microsoft Word and able to employ templates and macros to aid production
- In order to achieve the preceding expectations, it is expected that the editor will meet these qualifications:
  - Demonstrable expertise in writing and editing; and
  - 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.)

Duties/Activities:

- He/she will combine fresh perspective and professional expertise with existing talent to ensure that INR is providing a line of written products that are of superior quality in terms of content, value, style, and impact on foreign policy and diplomacy. Once product line and marketing strategy are established, the editor will provide group and individualized instruction, advise INR's production staff on how to guide drafters and enforce Bureau product line standards, and explore software and other ways to aid staff in meeting them.

Mission of the Bureau:

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)
  - **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)

Note: This position is unavailable until September 2012.

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)
  - **Analysis for Europe, Office of (INR/EUR)**

INR-005 Foreign Affairs Research Analyst (INR/EUR)

Note: This position is unavailable until August 2012.

Synopsis: The fellow will serve as an expert in the research and analysis of information related to political-economic issues affecting Europe and, in particular, the European Union.

Experience/Expertise:

- Experience in international affairs, especially European political-economic affairs, is desirable.

Duties/Activities:

- Provide expert advice and consultation in defining intelligence collection requirements and priorities, working under the supervision of the Unit Chief.
- Provide guidance to policy making officials in interpreting and applying intelligence information.
- Initiate, plan and conduct in-depth research studies.
- Serve as a point of contact with other organizations, including other intelligence agencies, on all matters related to the economies of European countries.
- Assess confirm the validity, accuracy and reliability of information received and determines appropriate responses based on the significance of intelligence to the current interests of the policy making organizations supported.
- Initiates contact with overseas Foreign Service personnel, intelligence analysts in other Intelligence Community agencies and other experts in the academic and non-governmental foreign policy research communities to broaden the incumbent's understanding of European political-economic issues.
- Define subject matter, scope and objective of studies based on an in-depth understanding of most significant policy interests in the specialty area. Identifies sources of information and acquires the resources needed to accomplish research objectives. Prepares and presents results to officials at various levels within the Bureau and Department and to other intelligence organizations involved in or affected by the issues addressed.
- Submit written products for publication in Bureau reporting vehicle and contribute to various interagency analytical products, including the President's Daily Brief.

Back to Functional Bureau List | Back to Top

- INTERNATIONAL INFORMATION PROGRAMS, BUREAU OF (IIP)
  - **Policy, Planning and Evaluation, Office of (IIP/P)**

IIP-001 Audience Analyst (IIP/P)

Synopsis: The Fellow will conduct audience analysis focused on the interagency foreign affairs community.

Duties/Activities:

- Develop thorough analysis and elaboration on the characteristics and information-gathering behaviors of designated target audiences for IIP and public diplomacy programs and initiatives.
- Coordinate with appropriate offices throughout the interagency foreign affairs community for coherent and efficient information sharing on identifying and analyzing international audiences.

Mission of the Office:

IIP/P coordinates policy and planning within the Bureau:

- Manages content for the public diplomacy/strategic communication site INFOCENTRAL;
- Represents the IIP on issue-focused intra- and interagency working groups;
- Coordinates strategic planning and evaluation for the bureau;
- Manages the digital outreach team inserting USG messages on the international blogosphere; and
- Conducts audience analysis for the bureau.

IIP/P is a part of the IIP Front Office.

Back to Functional Bureau List | Back to Top

- INTERNATIONAL INFORMATION PROGRAMS, BUREAU OF (IIP)
  - **Policy, Planning and Evaluation, Office of (IIP/P)**

IIP-002 Policy Materials Development Officer (IIP/P)

Synopsis: The Fellow will draft content to be used on the INFOCENTRAL website and by Chiefs of Mission (COMs).

Duties/Activities:

- Provide timely guidance/ talking points in convenient form for use in the field (and in the Bureau)
- Draft content, including Issue Briefs, for INFOCENTRAL, a web site containing guidance and other information resource databases for public affairs officers worldwide.
- Draft generic op-eds for customization by Chiefs of Missions and provide timely guidance/talking points in convenient form for use in the field (and in the Bureau).

Mission of the Office:

IIP/P coordinates policy and planning within the Bureau:

- Manages content for the public diplomacy/strategic communication site INFOCENTRAL;
- Represents the IIP on issue-focused intra- and interagency working groups;
- Coordinates strategic planning and evaluation for the bureau;
- Manages the digital outreach team inserting USG messages on the international blogosphere; and
- Conducts audience analysis for the bureau.

IIP/P is a part of the IIP Front Office.

Back to Functional Bureau List | Back to Top

- INTERNATIONAL INFORMATION PROGRAMS, BUREAU OF (IIP)
  - East Asia-Pacific Affairs, Office of (IIP/EAP)

IIP-003 Regional Policy and Culture Expert (IIP/EAP)

Synopsis: The Fellow will provide regional policy and cultural expertise during the formulation, implementation, promotion, and analysis of public diplomacy products intended for East Asian-Pacific audiences. The incumbent collaborates with subject matter experts in regional and functional bureaus throughout the State Department, Defense Department and greater USG, as well as with NGOs, policy research organizations and academic institutions in support of the Department's engagement efforts with foreign constituents.

Experience/Expertise:

- Familiarity with East Asia-Pacific policy, regional media environments, communication technology trends, public diplomacy best practices, and the greater foreign affairs community are highly desirable.

Duties/Activities:

- Promote and train public diplomacy professionals in the use of products or programs.
- Strategically and technically analyze which traditional and digital methods are most effective and practical to convey foreign policy to a country or region.
- Conduct special projects, as assigned.

Mission of the Office:

IIP/EAP is responsible for advising the Bureau of International Information Programs (IIP) on issues related to the East Asia-Pacific region, and working with other regional and functional offices and bureaus to ensure that IIP responds appropriately to field requests and Department-wide initiatives. Working closely with IIP's Offices of Current Issues, Speaker Programs, Information Resources, Publications, and Web Management, IIP/EAP ensures that the bureau produces an array of products and services, particularly in Chinese, consonant with USG policies and national interests and U.S. public diplomacy initiatives

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: The mission of the Bureau of International Narcotics and Law Enforcement Affairs (INL) is to minimize the impact of international crime and illegal drugs on the United States and its citizens through providing effective foreign assistance and through fostering global cooperation. 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: The mission of the Bureau of International Narcotics and Law Enforcement Affairs (INL) is to minimize the impact of international crime and illegal drugs on the United States and its citizens through providing effective foreign assistance and through fostering global cooperation. 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)
  - **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: The mission of the Bureau of International Narcotics and Law Enforcement Affairs (INL) is to minimize the impact of international crime and illegal drugs on the United States and its citizens through providing effective foreign assistance and through fostering global cooperation. Within INL, the mission of the Crime Office /Anti-Crime Programs is to strengthen criminal justice systems and the abilities of law enforcement agencies around the world to combat transnational criminal threats before they extend beyond their borders and impact our homeland including disrupting and dismantling cross-border illicit networks.

Back to Functional Bureau List | Back to Top

- INTERNATIONAL ORGANIZATION AFFAIRS, BUREAU OF (IO)
  - **Human Rights, Office of (IO/HR)**

IO-004 International Human Rights Expert (IO/HR)

Synopsis: The Fellow will support IO/HR's efforts to formulate, coordinate and implement policy across UN agencies and councils in New York and Geneva on human rights and humanitarian and social affairs.

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:

- Work and advise on issues that are wide-ranging including country-specific and thematic human rights issues; democracy and governance; humanitarian assistance; women/children/gender issues and much more.

Mission of the Bureau:

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.

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 over Federal agencies, in pursuing the Bureau's primary goal to enhance 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 agencies across the federal government to improve and implement these initiatives.
- Attend meetings across the U.S. government and will 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:

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)
  - **Global Systems, Office of (IO/GS)**

IO-007 International Organizations Specialist and Executive Director of the International Postal and Delivery Services Advisory Committee (IO/GS)

Synopsis: The Fellow will serve as an advisor in IO/GS, working on issues related to various technical agencies of the UN. Specifically, he/she will coordinate all aspects of the Advisory Committee on International Postal and Delivery Services (FACA) in its mandate to advise the U.S. Government with regard to postal issues. Duties include, but are not limited to, the FACA's charter, membership, meetings, outcome documents and production of a newsletter. In the lead up to the Universal Postal Union's (UPU) Congress in the fall, the Fellow will manage the tracking, drafting, production and clearance of the position papers required by the U.S. delegation. There is a large coordination role, both within the State Department and with other USG agencies and the private sector to ensure that policies as finally adopted have been exhaustively reviewed by all stakeholders. The incumbent may provide direct backup to the team leader of Postal Affairs.

Experience/Expertise:

- Strong writing and organizational skills are required, as well as the ability to work autonomously and under pressure against fixed deadlines. Must be able to analyze dense documents, identifying policy issues that need to be discussed and briefed to State leadership as well as to other USG stakeholders. Must be able to juggle ever- changing priorities and be comfortable working as part of a team.

Duties/Activities:

- Streamline communication between the FACA and the U.S. Government.
- Highlight the benefits available to Americans through U.S. membership in the UPU.
- Ensure that the FACA meets its legal obligations as a Federal Advisory Committee.
- Provide primary support for management of the U.S. delegation to UPU Council sessions.
- Take the lead in handling priority issues in the international postal portfolio for the State Department. Depending on previous experience and qualifications, issues assigned may be quality of service, terminal dues, customs issues, etc.
- Take the lead in monitoring development regarding Congressional interest in postal issues.

Mission of the Office:

The Office of Global Systems (IO/GS) has primary responsibility for most of the specialized and technical agencies of the UN, including the UPU. It is responsible for developing and coordinating State Department and USG positions on major issues that these agencies deal with. The Office maintains close ties with other appropriate State bureaus and offices, as well as with the USG interagency community and private stakeholders, as appropriate, to develop and consider options for advancing U.S. policy in these technical UN agencies. The Office also interacts with other countries' representatives with a view to gaining support for U.S. positions.

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)**
  - **Economic and Business Affairs, Office of (L/EB)**

L-001 Legislative Management Officer (L/CID, L/EB)

Synopsis: The Fellow will assist in several projects relating to the International Institute for the Unification of Private Law (UNIDROIT) 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."

L/EB is responsible for the legal work of the Department concerning international economic questions. These include negotiation and advice concerning international investments and trade, telecommunications, economic sanctions, intellectual property and other areas. It coordinates economic legal activities within the Department and with other U.S. government agencies and the private sector.

Back to Functional 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)

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 Functional 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

- **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)**
  - **Environmental Policy, Office of (OES/ENV)**

OES-002 Water Resources Expert (OES/ENV)

Note: This position is unavailable until August 2012.

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)
  - **Global Change, Office of (OES/EGC)**

OES-003 Global Bioenergy Liaison (OES/EGC)

Synopsis: The Fellow will serve as U.S. Government's primary liaison for all activities related to the Global Bioenergy Partnership (GBEP), advising senior officials orally, as well as through policy and briefing materials and developing U.S. proposals as appropriate.

Experience/Expertise:

- Academic background and experience in public policy, economic and environmental and/or energy issues.
- Preparing and organizing briefing, including preparing high-level briefing books.
- Synthesizing information for negotiations into briefing memos and presentations.

Duties/Activities:

- Ensure that outcomes of GBEP meetings are consistent with U.S. policy by actively working with and coordinating positions among the interagency community.
- Work with other GBEP partners to ensure that U.S. goals for partnership are met.
- Work with appropriate USG officials to educate them on GBEP and identify how GBEP complements other USG biofuels efforts.
- Chair GBEP work on harmonizing greenhouse gas methodologies and ensure that U.S. views are the foundation of any decisions and actions.
- Serve as the Department's primary staff liaison for issues relating to the sustainability of biofuels.
- Coordinate and develop a positive international agenda on biofuel sustainability through close coordination with U.S. interagency community and the OES Principal Deputy Assistant Secretary.
- Build and maintain strong working relationships with those involved in this issue in the Bureau, the Department, other U.S. agencies, NGOs, the private sector and other countries.

Mission of the Office:

OES/ECG is the lead U.S. Government office on most international issues relating to climate change and plays a lead role in many international energy issues. The Office leads in preparing and representing U.S. positions in negotiations under the UN Framework Convention on Climate Change (FCCC) and in other international fora in which the issue arises, including the OECD, G-8, and the UN General Assembly.

The Office leads U.S. government involvement in the Asia-Pacific Partnership on Clean Development and Climate, the Administration's signature international initiative on Clean Development and Climate issues. The Office is also responsible for multiple bilateral and regional partnerships on climate change and clean energy and leads or participates in many interagency processes relating to climate-related science and technology.

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 Biodefense and Health Security (OES/IHB)

Note: This position is unavailable until July 2012.

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 July 2012.

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

- POLITICAL-MILITARY AFFAIRS, BUREAU OF (PM)
  - **Weapons Removal and Abatement, Office (PM/WRA)**

PM-001 Global MANPADS Security Specialist (PM/WRA)

Synopsis: Man-portable air defense systems (MANPADS) are shoulder-fired missiles which, in the hands of terrorists, pose a serious and catastrophic threat to civilian aviation. The Franklin Fellow will be assigned to an interagency task force housed in the Bureau of Political and Military Affairs' Office of Weapons Removal and Abatement which advances solutions to this problem through weapons security and destruction programs in support of the U.S. Government's International Aviation Threat Reduction program.

Experience/Expertise:

- A background in security/strategic studies; foreign policy/national security affairs; political science/international relations; human security/proliferation; or counter-terrorism.
- Strong communication (written and oral) and analytical skills.
- Willingness and ability to take on significant programmatic responsibility in a fast-paced environment.

Duties/Activities:

- Liaise with interagency partners (NSC, DOD, DHS) via the Interagency MANPADS Task Force.
- On occasion, represent the task force as a technical expert in foreign travel and meetings.
- As required, work with non-governmental organizations and think tanks as pertinent to the issues of global small arms/light weapons proliferation and security.
- As assigned, manage specific programming on behalf of the task force.
- Develop subject matter expertise within the specialty areas of the task force and prepare briefings and background materials for senior leaders.

Mission of the Office:

The Office of Weapons Removal and Abatement (PM/WRA) creates local, regional and international conditions conducive to peace, stability and prosperity by curbing the illicit proliferation of conventional weapons of war such as light automatic weapons and rocket propelled grenades, and removing and destroying others, such as persistent landmines and abandoned stocks of munitions, that remain and pose hazards after the cessation of armed conflict. In FY 2012 PM/WRA spent approximately $150 million on these activities, engaging over 30 countries. Housed within PM/WRA is the Interagency MANPADS Task Force, established by the National Security Council to implement the U.S. Government's International Aviation Threat Reduction Program. The Franklin Fellow will be assigned to this task force.

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)

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

- 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 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)
  - **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

- **RESOURCE MANAGEMENT, BUREAU OF (RM)**
  - **Assistant Secretary for Resource Management and Chief Financial Officer, Office of the (RM)**

RM-001 Financial Management Advisor (RM)

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

Experience / Expertise:

- Experience in budgeting across many programs for a large diverse organization.
- 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.
- Train staff in the CFO's office on how to work with the private sector in expanding and creating partnerships.
- Perform discrete tasks that relate to improving Department management.

Mission of the Office:

The Bureau of Resource Management (RM) 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. RM has built the foundation of solid budgeting and reporting. 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