

## LIST OF ROTATIONAL OPPORTUNITIES (AS OF 10-31-2013)

The following Rotational Opportunities existed on the PMF website prior to the November 1, 2013 shut down of the PMF Program's historical on-line systems. Agencies will soon use the PMF TAS (Talent Acquisition System) to post all future Rotational Opportunities. To learn more about Rotational Opportunities and how to search on the PMF TAS, please go to the [Current PMFs\Training and Development\Rotational Opportunities](#) webpage. Some postings may be filled or expired, please direct any questions to the Point of Contact(s) identified.

**Rotation Title:** Executive Office of the President, Office of Management and Budget, International Affairs Division, State Branch, Washington, D.C.

**Creation Date:** 9/3/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5098

**Description:** AGENCY NAME: Executive Office of the President, Office of Management and Budget, International Affairs Division, State Branch

POSITION TITLE: Program Examiner

JOB TYPE: Analyst

PROJECTED NUMBER OF POSITIONS: One

LOCATION: New Executive Office Building, 725 17th Street, NW, Washington, DC

CONTACT INFORMATION: Sarita Vanka, SVanka@omb.eop.gov or Joe Pipan JPipan@omb.eop.gov

DURATION: Four to six month detail, beginning approximately September 2013

DESCRIPTION OF POSITION: This temporary assignment in the State Branch of the International Affairs Division, Office of Management & Budget (OMB) will provide an opportunity to work on various budget and management duties related to the management and operations of the Department of State and related programs.

The detailee will be responsible for a number of budget and management duties as they pertain to these topics, including:

- Analyzing data and recommending courses of action
- Drafting and editing memos and other documents for OMB and potentially other White House offices

- Meeting with agency budget and program staff and leadership
- Reviewing agency strategic and performance goals and plans
- Working with other offices within OMB on issues such as e-government, financial management, procurement, and inter-agency cost sharing issues.
- Tracking appropriations and working on enrolled bill memos and Statements of Administration Policy
- Reviewing and clearing legislative proposals, testimony, and questions for the record

**BACKGROUND INVESTIGATION REQUIREMENT:** Applicants will be required to undergo a background investigation commensurate with the duties performed.

**EXPERIENCE:** Applicants must be self-starters who are flexible, excel in a fast-paced environment, and work well under tight deadlines. The ideal applicant would have some experience with International Affairs issues, the Administration's management agenda, budget analysis, and program management in addition to excellent analytical and writing skills.

For more information on the duties of a Program Examiner, visit

[http://www.whitehouse.gov/omb/program\\_examiner/](http://www.whitehouse.gov/omb/program_examiner/)

**TO APPLY:** Send resume and cover letter to Sarita Vanka (SVanka@omb.eop.gov) or Joe Pipan (JPipan@omb.eop.gov). The home agency or non-Federal entity will be responsible for paying the salary of the detailee while on this temporary assignment.

**Rotation Title:** U.S. Department of State, Bureau of International Security and Nonproliferation, Office of Export Control Cooperation (ISN/ECC), Washington, D.C.

**Creation Date:** 9/3/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5099

**Description:** U.S. Department of State, Bureau of International Security and Nonproliferation, Office of Export Control Cooperation (ISN/ECC), Washington, D.C.

**Duration:** 4 - 6 Months

**Timeframe:** 10/13 – 04/14 (start/end dates flexible within this time frame)

**Clearance required:** Secret or above

**Position:** Foreign Affairs Officer

The Office of Export Control Cooperation is the U.S. Government's premier provider of assistance to foreign governments to ensure strategic trade control systems meet international standards and to establish independent capabilities to detect, interdict, investigate, and prosecute illicit transfers of Weapons of Mass Destruction (WMD), WMD-related items, and conventional arms. ISN/ECC accomplishes this goal through the promotion of dialogue, provision of training, and donation of equipment under the Export Control and Related Border Security (EXBS) Program. EXBS also sponsors international conferences and workshops, and partners with countries to exchange best practices. ISN/ECC is seeking to place a Fellow in a temporary rotation (4-6 months) as a Foreign Affairs Officer. The Fellow would be expected to play a significant role in policy formulation and implementation for the EXBS sub-Saharan Africa portfolio, including: Ghana, Kenya, South Africa, Tanzania, and Uganda,.

**Major Duties and Responsibilities:**

- Assess regional nonproliferation risks and needs through consultation with regional bureaus, country desk officers, and the interagency.
- Establish priorities for bilateral country assistance in conformance with U.S. nonproliferation initiatives.
- Plan and manage EXBS program activities and assistance for African partner countries.
- Maintain contact with officials and counterparts in other USG agencies and non-governmental organizations with whom EXBS works with in implementing its program activities.
- Prepare briefing papers and talking points on EXBS assistance.
- Assist in other programmatic duties as necessary.

Qualifications:

- An academic background and work experience in international relations and international issues, nonproliferation matters, and/or strategic trade controls.
- Knowledge of foreign policy issues (e.g. political, economic, public diplomacy), principles, concepts, and methods.
- Ability to work with a wide variety of actors, including policymakers, office directors, officers in other agencies, representatives of other governments, business, and the non-governmental community.
- Must possess strong interpersonal, writing, research, and analytical skills.
- Experience in program management is a plus.
- A security clearance at the Secret level or above is required.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

Interested candidates should contact:

Michael Wetzel, ISN/ECC FAO, 202- 647-3184, [wetzelMB@state.gov](mailto:wetzelMB@state.gov) or

Andrew Church, ISN/ECC Deputy Director, 202- 647- 2870, [ChurchAP@state.gov](mailto:ChurchAP@state.gov)

For more information on ISN/ECC, please feel free to visit our websites at:

[www.state.gov/t/isn/ecc/index.htm](http://www.state.gov/t/isn/ecc/index.htm)

[www.state.gov/strategictrade](http://www.state.gov/strategictrade)

**Rotation Title:** U.S. Department of State, Office of the Secretary, Office of Global Partnerships, Washington, D.C.

**Creation Date:** 9/3/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5100

**Description:**

**Duration:** 4-6 months (Flexible, 6 months preferred)

**Timeframe:** September 2013 – May 2013

**Clearance required:** Secret

**Position:** Foreign Affairs Officer

**Background:** You will be a member of the Office of the Secretary's Office of Global Partnerships, and part of a small but dynamic team that leads efforts to build public-private partnerships to advance U.S. foreign policy objectives and address global challenges related to oceans, environment, science and technology, health and energy issues, including climate change and renewable energy, fresh water resources and technology, marine resource management, science and technology innovation, and renewable energy. This is a substantive position with high-level implementation responsibility.

**Major Duties and Responsibilities:**

1. Develop, implement, and shape the future direction of partnerships that bring together governments, the private sector and civil society to advance sustainable economic and social development and address challenges in the areas of environment, science, technology, health (ESTH), energy and natural resources, food security and agriculture.
2. Liase with, build synergies across organizational lines, and support partnership efforts in collaboration with the Department's Bureaus Oceans, Environment and Science (OES) and Bureau of Energy Resources (ENR), as well as the Bureau of Economic Affairs, the Special Envoy for Climate Change, relevant offices of the U.S. Agency for International Development, and technical agencies such as the Environmental Protection Agency, Department of the Interior, Department of Energy, Department of Health and Human Services, as well as the National Security Council, Council on Environmental Quality, and U.S. Trade Representative, and Office of Science and Technology Policy.
3. For example, support the development and implementation of the Tropical Forest Alliance 2020 (an effort to reduce deforestation associated with agricultural commodities), high-level partnership efforts involving sustainable ocean management, fresh water, climate change mitigation, renewable energy and energy efficiency, health care, science and technology innovation, and food security.
4. Support efforts to engage private sector and civil society partners in support of these initiatives.

5. Support the Special Representative for Global Partnerships, and, as needed, the Secretary, in efforts to build partnerships on ESTH and Energy, Natural Resource and Agriculture issues.
6. Other duties, as assigned, to support GPI's efforts to strengthen and deepen U.S. diplomacy and development through partnerships that leverage the creativity, innovation, and core business resources of partners for greater impact.

Qualifications:

- Ability to work under tight deadlines and take on increasing levels of responsibilities/tasks in a fast-paced environment.
- Ability to work with a wide variety of stakeholders, including policymakers, office directors, officers at post, representatives of other governments, business and the non-governmental community.
- Must possess strong interpersonal, intercultural, writing, research and analytical skills.
- Experience or demonstrated skills in developing partnerships among diverse organizations representing multiple sectors (public, private, and civil society). Understanding of culture, operations, and motivations of private sector entities is highly desired.
- An academic background and work experience in one or more of the following fields: environment, science, engineering, energy, health, business, economics, development, and/or international relations.
- Knowledge of foreign policy and development issues (e.g., international security, political, economic, public diplomacy), principles, concepts, and methods, particularly as regards ESTH, health, energy and agricultural issues and their impact on key political, economic and social challenges.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov) and the PMF Bureau Coordinator, Helen Driver at [DriverHL@state.gov](mailto:DriverHL@state.gov) .

Point of Contact: Interested candidates should contact Lawrence Sperling, [sperlingli@state.gov](mailto:sperlingli@state.gov).

**Rotation Title:** Department of Health and Human Services/Administration for Children and Families/Office of Administration/Office of the Deputy Assistant Secretary for Administration, Washington, D.C.

**Creation Date:** 9/3/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5101

**Description:** Position: Management Analyst

Location: Department of Health and Human Services/Administration for Children and Families/Office of Administration/Office of the Deputy Assistant Secretary for Administration

Address: 370 L'Enfant Promenade, S.W., Washington, DC 20447

Timeframe: 4-6 months (starting date: ASAP)

The Deputy Assistant Secretary for Administration (DASA) serves as principal advisor and counsel to the Assistant Secretary for Children and Families on all aspects of personnel administration and management; information resource management; financial, grants, and procurement issues; staff development and training activities; organizational development and organizational analysis; administrative services; and facilities management and state systems policy.

Office of Administration, DASA, is seeking a Management Analyst to work on a variety of special projects.

Description of Responsibilities:

- Performs selected assignments in support of the DASA and Chief of Staff (CoS). These may include, but are not limited to, providing oral and written advice, briefing ACF officials on behalf of the DASA and CoS, responding to inquiries from other Federal agencies or the public.
- Assists in the analysis of financial data to facilitate decision making on budget matters.
- Creates and analyzes complex written reports and summarizes key initiatives in a clear, concise format for distribution to the DASA and senior staff.
- Analyzes and evaluates program needs for the DASA, CoS, and other management officials and recommends approaches to attain program goals.

PMF candidates should have the following skills, abilities, and interests:

- Skill in communicating effectively, orally and in writing.
- Skill in organization and time management.

- Ability to work in a fast-paced team environment and develop relationships for collaboration.
- Strong analytic skills and fluency in quantitative analysis.
- Ideally, knowledge of administrative policy issues and the federal budget process.

Interested candidates should contact Shkeda Johnson, Chief of Staff at [Shkeda.johnson@acf.hhs.gov](mailto:Shkeda.johnson@acf.hhs.gov) or 202-401-5239.

**Rotation Title:** U.S. Department of State, Bureau of Intelligence and Research, Office of Analysis for Terrorism, Narcotics and Crime (INR/TNC), Washington, D.C.

**Creation Date:** 9/4/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5102

**Description:**

**Duration:** 4-6 months (Flexible)

**Timeframe:** September 2013 – February 2014

**Clearance required:** Top Secret, with eligibility for Sensitive Compartmented Information (SCI)

**Position:** Foreign Affairs Analyst

**Background:** The Office of Analysis for Terrorism, Narcotics, and Crime (INR/TNC) is responsible for the review and analysis of classified, unclassified, and open source materials concerning world-wide terrorism, narcotics, and crime and the U.S. international relationships and interests affected by these matters. The PMF would serve as a counterterrorism analyst for the South Asia portfolio, with a focus on Afghanistan and Pakistan.

**Major Duties and Responsibilities:**

1. Conduct extensive research using both classified and unclassified sources to produce timely and insightful strategic intelligence assessments, both written and oral, on major terrorism trends in South Asia, primarily Afghanistan and Pakistan, and the implications for U.S. foreign policy. Emphasis is on placing developments in country-specific and regional political, economic, and social contexts.
2. Prepare written briefing materials and in-depth analytical products for distribution within the Department of State and to other interested agencies.
3. Interact daily with policy customers to keep them apprised of evolving terrorism trends in South Asia, primarily Afghanistan and Pakistan, and the implications for U.S. foreign policy.
4. Coordinate intelligence products within the wider intelligence community and keep apprised of analytical differences within the community.
5. Participate in daily intelligence briefing responsibilities for the Bureau of Counterterrorism and other senior Department of State officials.

**Qualifications:**

- Ability to work under tight deadlines and take on increasing levels of responsibilities/tasks in a fast-paced environment.

- Must possess strong interpersonal, writing, research and analytical skills.
- Academic and/or work experience in South Asia foreign policy and terrorism issues preferred.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette C Estrada-Wanner at EstradawannerYC@state.gov

Point of Contact: Interested candidates should contact INR/TNC Deputy Director Michael P. Evans (evansmp@state.gov)

**Rotation Title:** U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA), Washington, D.C.

**Creation Date:** 9/4/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5103

**Description:**

**Duration:** 4-6 months (Flexible)

**Timeframe:** September 2013 – February 2014

**Clearance required:** Secret

**Position:** Front Office Staff Assistant

**Background:** This rotation assignment will be located in the Office of the Assistant Secretary for Educational and Cultural Affairs (ECA). You will be a primary control point and nerve center for the entire bureau in terms of processing official papers for the Principal Deputy Assistant Secretary (PDAS), the Assistant Secretary, and other Department senior officials (including the Secretary). The ECA Bureau reports directly to the Under Secretary for Public Diplomacy and Public Affairs, and exercises delegated authority to plan, organize, and direct the Department's educational and cultural exchange programs. ECA also maintains relationships with other U.S. Government (USG) agencies, private groups, and non-government organizations in support of educational and cultural exchange.

**Major Duties and Responsibilities:**

1. Serve as one of the Bureau's four central points of contact for official Bureau taskers/communiqués received from the Department, Congress, the Administration, OIG, private institutions and/or the general public.
2. Assign employees/organizations responsibility for developing responses to info and clearance requests, and monitors their compilation, integration, and coordination through a correspondence tracking system.
3. Maintain liaison with other Departmental bureaus/offices including Special Assistants, Legislative Officers, and Policy Officers regarding the status of important or time sensitive items related to programs that support U.S. foreign policy. Must be cognizant of overall programs and challenges of the Bureau and keep the Assistant Secretary and PDAS advised of the current status of issues and reports as needed.
4. Review policy and action papers submitted to the Assistant Secretary or PDAS by ECA offices or external entities to determine whether they are responsive to needs and that appropriate coordination and clearances have been completed.

5. Ensure that documents' stylistic and technical standards are appropriate to the Assistant Secretary or other Principals to whom directed and that statements are accurate and consistent with ECA and the Department's objectives, priorities, and formats.

6. Transmit to bureau personnel information on action and policy decisions, and keeps personnel informed of formatting standards for the preparation and completion of official documents and annual reports to the Congress, the National Security Service, and various inter-agency working groups.

Qualifications:

- Ability to work under tight deadlines and take on increasing levels of responsibilities/tasks in a fast-paced environment.
- Ability to work with a wide variety of stakeholders, including senior Department Officials, Special Assistants, office directors, program officers, representatives of other bureaus.
- Ability to communicate effectively orally and in writing.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov) .

Point of Contact: Interested candidates should contact Anish Anderson, [AndersonAT@state.gov](mailto:AndersonAT@state.gov)

**Rotation Title:** U.S. Department of State, Office of the Special Representative to Muslim Communities (S/SRMC), Washington, D.C.

**Creation Date:** 9/4/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5104

**Description:**

**POSITION:** Foreign Affairs Officer

**DURATION:** 4 – 6 months

**CLEARANCE:** Top Secret

The incumbent will report to the Deputy Special Representative and will have daily contact with the Special Representative to Muslim Communities, who reports directly to Secretary Kerry.

The Special Representative has been tasked by the Secretary to engage with Muslim communities around the world on a people-to-people and organizational level, specifically focusing on youth. This is the first time in history such a position has been created, presenting a unique opportunity for a PMF to work on one of Secretary Kerry's key priorities in a creative office environment.

The PMF will develop relationships with a wide range of colleagues throughout the Department of State (including Public Affairs, Counterterrorism, Policy Planning, and regional bureaus) and the interagency (including NSS, USAID, DHS, DoD, and NCTC), as well as contacts from the private sector, educational institutions, think tanks, and non-profit organizations. Overseas travel with the Special Representative is likely.

**DESCRIPTION OF RESPONSIBILITIES:**

- Support creative initiatives and outreach opportunities to engage with Muslim communities around the world, particularly leading the "Generation Change" initiative focused on young Muslim leaders around the world;
- Creatively use social media websites, including Facebook and Twitter, to develop and enhance the Special Representative's online engagement with young people around the world;
- Work with U.S. embassies overseas and with regional bureau colleagues to develop new initiatives overseas, as well as initiatives that can be supported from Washington;
- Draft policy papers and memos for the Secretary and other senior interagency officials;
- Support the Special Representative by providing up-to-date information on current news events, as well as Embassy reporting cables and intelligence;

- Support the Special Representative by preparing briefing materials prior to the Special Representative's travel;
- Brief the Special Representative daily on tasks and other pertinent issues;
- Represent S/SRMC at various meetings and interagency working groups.

EXPERIENCE:

Strong analytical, writing, communication, and organizational skills are a requirement for the position. Experience in public affairs and work with new media and social outreach is helpful, although not required.

MOU:

If you are selected for this rotation, a Memo of Understanding (MOU) will be signed by all involved parties prior to the start of the assignment. This is a non-reimbursable temporary rotation. Please coordinate the MOU process through the DoS PMF Program Manager, Yvette Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

POC:

Adnana Kifayet, Deputy Special Representative at [KifayetA@state.gov](mailto:KifayetA@state.gov)

**Rotation Title:** U.S. Department of State, Bureau of Intelligence and Research (INR), Washington, D.C.

**Creation Date:** 9/4/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5105

**Description:** Duration: 4-6 months (Flexible)

Timeframe: November 2013 – April 2014

Clearance required: Top Secret

Position: Balkans Public Opinion Research Analyst

Background: If public diplomacy is a conversation, then INR's Office of Opinion Research is in the listening business. By necessity, public diplomacy policy-makers and practitioners across the USG spend a lot of time preparing talking points, speaking to audiences, and answering questions. To inform and guide these activities, our research asks questions of foreign audiences through surveys and focus groups, places the results into the appropriate context, and delivers analytic judgments to those in the talking and policy-making business. You will be a member of a team of six analysts responsible for public opinion research in the Europe-Eurasia region.

**Major Duties and Responsibilities:**

1. Manage from start to finish a research project studying public opinion in Serbia. Convert policy-relevant research questions into a survey questionnaire, oversee implementation of the research, and produce written analyses or briefings combining the survey results with country knowledge and policy context.
2. Serve as the bureau's lead analyst on public opinion in the Balkans: brief USG officers on assignment in Albania, Bosnia, Croatia, Macedonia, Montenegro and Serbia, respond to requests for information, and evaluate survey results from publicly-available or other sources.
3. Using State-sponsored public opinion research and other sources, gauge changes in foreign public opinion over time, help public diplomacy practitioners identify target audiences and prioritize public diplomacy activities, and assist public diplomacy experts develop and implement focused public diplomacy strategies. Collaborate with Department of State and other USG partners to better coordinate all-source intelligence activities regarding public opinion in the Balkans.

**Qualifications:**

- Competitive candidates care about public opinion and using robust research methodologies to measure it.

- Experience and in-depth knowledge about the countries, cultures, media environments, and U.S. policy priorities in the Balkans are very desirable.
- Strong interpersonal, writing, research and analytical skills, and oral/written communications skills are very desirable.
- The ability to work collaboratively with a wide variety of personnel is desirable.
- Some knowledge of regional language(s) is helpful but not required.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette C Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

Point of Contact: Interested candidates should contact Tim Gembicki, [GembickiTJ@state.gov](mailto:GembickiTJ@state.gov)

**Rotation Title:** Office of Management and Budget, Office of Information and Regulatory Affairs, Washington, D.C.

**Creation Date:** 9/4/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5106

**Description:** AGENCY NAME: Office of Management and Budget, Office of Information and Regulatory Affairs

POSITION TITLE: Policy Analyst

LOCATION: Washington, D.C.

DURATION: 4-6 months.

**DESCRIPTION OF RESPONSIBILITIES:** The purpose of this program is to help develop a cadre of agency experts in Executive Order regulatory review and planning, and to foster better cooperation among the agencies and OMB. In this program, participants will analyze policy matters presented in Federal regulations to ensure that they are consistent with economic principles, sound public policy, and the goals of the President. In addition, participants will review requests by agencies for approval of information collections (e.g., surveys, program evaluations, applications for benefits) under the Paperwork Reduction Act of 1995.

Major topic areas include virtually every domestic policy area including environment, natural resources, agriculture, rural development, energy, labor, education, immigration, health, welfare, housing, finance, criminal justice, information technology, and other related domestic policy issues.

U.S. Citizenship and successful completion of a background check is required.

**EXPERIENCE:** Employees with backgrounds in public policy, public administration, business, law, economics, statistics, survey methodology, public health, or other fields relevant to domestic policy and analysis are particularly encouraged to apply.

**POINT OF CONTACT:** Federal employees interested in applying for the Regulatory Exchange and Training Program should send an e-mail along with a resume to [FN-OMB-OIRA-Recruitment@omb.eop.gov](mailto:FN-OMB-OIRA-Recruitment@omb.eop.gov). Interested applicants may also call (202) 395-6466. Applications will be accepted on a rolling basis.

**Rotation Title:** U.S. Department of State, Office of Management Policy, Rightsizing & Innovation, Washington, D.C.

**Creation Date:** 9/4/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5107

**Description:**

**Position:** Program Analyst

**Location:** Washington, D.C.

**Duration:** Starting September 2013 (4-5 months) Dates flexible upon request

**Clearance required:** Secret or above

This rotation is within the Office of Management Policy, Rightsizing, and Innovation (M/PRI), which directly supports the Under Secretary for Management. M/PRI provides analytic ability and a central focus for the Department's efforts to implement the Secretary's vision of management reform and transformational diplomacy. M/PRI advises senior management on management policy issues, rightsizing the United States Government's presence overseas, and coordinates regionalization, business process re-engineering and shared services with regional, functional and management bureaus. These functions are essential to improving customer service, enhancing service delivery, and containing costs of management operations. M/PRI Innovation's mission is to institute management excellence by promoting performance improvement, shared services, and innovation.

**Rotation Description:**

This rotation will be in the Office of Innovation. There will be three main projects for the PMF. The first is to recalibrate the 'Uniform Service Standards' (USS). The USS are the performance standards for services offered at Post. In the rotation's time frame, we will be examining motorpool services, maintenance & repair services, expendable supplies and procurement. With newly developed applications, and years of performance data that has been collected for analysis, we can set new standards to support data-driven decision making and business process improvement. Experience in performance evaluation will greatly benefit the candidate.

The second project will be to provide management, business and policy support to the Enterprise Data Quality Initiative. This is a priority initiative from the Undersecretary of Management to standardize data that is widely shared across Department systems. Currently, bureaus have been developing their own applications to handle their individual needs and goals, and this 'stovepiped' approach has caused data to become incongruent and cumbersome to share and exchange. This impedes efficiency and leads to miscommunication and error, which can have drastic consequences for the Department. Using the authority of the President's new Executive Order on managing data and increasing transparency, and

the buy-in from functional and regional bureaus at a senior level, the Enterprise Data Quality Initiative has been able to standardize master reference data for 'Post' and 'Mission', and soon 'Countries and Areas'. During the PMF's rotation, they will support the standardization of 'LE staff position titles', 'Post Hours of Operation', and other mission critical datasets. The day to day work on this initiative will involve liaising and negotiating with stakeholder bureaus, both their leadership and their developers, writing Department policy on data standardization and data quality, and ensuring implementation of Department initiatives. This high-profile initiative will grant the PMF access to several members of the Department of State's top leadership, and leadership in a variety of regional and functional bureaus.

The third project is to conduct third-party performance evaluation for Human Resources / Shared Services (HR/SS). HR/SS has requested that M/PRI develop a metric to measure 'cost' per HR service completed. The focus of this project will be reviewing the efficacy of centralizing HR operations in Charleston, South Carolina, versus provisioning HR services in Washington, DC. The PMF will be conducting quantitative analysis on HR data, as well as conducting interviews. The PMF would ideally be applying graduate coursework or experience in performance evaluation to measure the provision of HR services.

#### Qualifications:

The candidate should possess strong analytic skills in gathering and analyzing data, knowledge of automated processes to improve the efficiency of administrative support and program operations, and skill in oral and written communications (including policy writing). Graduate-level statistics, international experience, and interest in management issues will all be considered a plus.

#### MOU:

If you are selected for the rotation, a Memo of Understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the DOS PMF Program Coordinator, Yvette Estrada-Wanner at [Estradawanneryc@state.gov](mailto:Estradawanneryc@state.gov)

#### Point of Contact:

Interested candidates should contact Bruce Berton at [BertonBG@state.gov](mailto:BertonBG@state.gov) and Margot Shoemaker at [ShoemakerMM@state.gov](mailto:ShoemakerMM@state.gov). Please be sure to contact both for timely response.

**Rotation Title:** Federal Emergency Management Agency (FEMA), Operations Security (OPSEC) Program Analyst / Program Coordinator, Washington, D.C.

**Creation Date:** 9/4/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5108

**Description:** PMF's will be at the forefront of developing and leading implementation of one or more aspects of the agency-wide Operations Security (OPSEC) program: policy, doctrine, research, customer-service, leadership, education, and training. Seeking NON-SECURITY applicants.

This rotation will place selected PMF's at the forefront of developing and implementing the FEMA-wide Operations Security (OSPEC) program as instrumental members of a dedicated task force. Seeking NON-SECURITY applicants. A primary role for this rotation will be providing analysis, leadership, and coordination of leaders and subject-matter experts from throughout FEMA. This rotation will also involve policy development and implementation, as well as delivering program briefings to senior leaders and educational briefings to employees. Due to the comprehensive application and customer-focused tailoring of the program for each organization within the agency, this rotation will enable the PMF to experience and interact with a broad range of components, programs, and operations.

**AGENCY NAME:** Federal Emergency Management Agency (FEMA)

**POSITION TITLE:** Program Analyst / Program Coordinator (Presidential Management Fellow)

**LOCATION:** Washington, DC

**DURATION:** 4-6 months

**START DATES:** Flexible. Multiple overlapping positions will be filled on rolling basis.

**DESCRIPTION OF RESPONSIBILITIES:**

The PMF in this position will have a wide range of responsibilities, including but not limited to:

- Directing development and implementation of an agency-wide program within various offices while exercising significant personal initiative, creativity, and adaptive peer-leadership
- Building and directing collaborative groups composed of leaders and subject-matter experts from numerous professional disciplines and agency components
- Developing and presenting sophisticated, innovative, detailed recommendations for program design and implementation to senior leadership across FEMA headquarters
- Managing collaborative drafting, revising, and editing of program directives, instructions, manuals, and standard operating procedures

- Collecting, synthesizing, and analyzing information in order to produce, publish, and distribute aggregate estimates and assessments to support program implementation
- Developing and delivering tailored education, program recommendations, and reference materials to meet the particular needs of individual program stakeholders
- Coaching, teaching, and mentoring stakeholders throughout the agency to incorporate OPSEC into their respective disciplines as they put program structures and processes into practice
- Other duties necessary to develop and implement the program

#### QUALIFICATIONS:

Applicants for this position should exhibit the following traits:

Strategic thinking

Innovative problem solving

Professionalism

Self-motivation

Initiative

This office intends to assemble a team with diverse and multi-disciplinary experience or training related to the program area. Applicants with academic or professional backgrounds in any of the following fields will be considered; applicants with backgrounds in two or more of these fields are strongly encouraged to apply:

#### I. Program Management & Analysis & Coordination

- a. Industrial / Organizational psychology
- b. Systems engineering
- c. Project management

#### II. Communication & Partnership Building

- a. Public relations
- b. Briefing & Instructing
- d. Mediation & dispute resolution

#### IV. Emergency Management or Emergency Operations

- a. Crisis management

- b. EMS, explosive disposal, fire, HAZMAT, law enforcement, search & rescue
- c. Disaster response or recovery
- d. Military leadership, command, or staff experience may qualify as equivalent

V. National Security / Homeland Security

- a. Intelligence
- b. Security: Personnel Security, Information Security, Physical Security, Counterintelligence
- c. Antiterrorism & Force Protection

POINT OF CONTACT:

To be considered, please email the following items to the

FEMA OPSEC Support Officer at [FEMA-OPSEC@fema.dhs.gov](mailto:FEMA-OPSEC@fema.dhs.gov):

- a. a brief statement of interest
- b. a resume
- c. your projected rotation start date & duration

**Rotation Title:** Department of Health and Human Services/Office of the Secretary/Office of Public Affairs, Washington, D.C.

**Creation Date:** 9/4/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5109

**Description:** Position: Writer-Research Manager

Location: Department of Health and Human Services/Office of the Secretary/Office of Public Affairs

Address: 200 Independence Ave. SW, Washington, DC 20201

Timeframe: 4-6 months beginning in September 2013

The Office of the Assistant Secretary for Public Affairs within the Department of Health and Human Services (HHS) is seeking an individual with strong communication, research, organizational, editing and writing skills to conduct research and develop content for written communication materials, including secretarial articles, speeches (by the Secretary and Deputy Secretary), press statements and digital communication. Working under the direction of the Director and Deputy Director of Speechwriting, this individual will:

- Gather, develop and check the accuracy of information through conducting research and interviewing subject-matter specialists, program officials, and other relevant individuals;
- Write and edit products (and portions of products) that articulate, interpret, and explain a variety of HHS-related subjects tailored to specific media and audiences;
- Coordinate with internal and external experts and stakeholders in support of the speechwriting and content development process for written communication materials;
- Provide logistical support, as needed, to further the speechwriting process.

The ideal applicant will have:

- Superior research skills and a background with research tools such as Lexis-Nexus.
- Demonstrated track record in fact checking, proofreading, and editing written materials.
- Knowledge of principles, theories, practices, techniques, terminology and expressions of speechwriting and/or creative writing, as well as public policy,
- Strong communication skills; and

Ability to coordinate projects simultaneously and work with a diverse audience.

Those interested in this position should submit a resume to Steve Rabin, Director of Speechwriting.  
[Stephen.Rabin@hhs.gov](mailto:Stephen.Rabin@hhs.gov)

**Rotation Title:** U.S. Department of State, Bureau of Western Hemisphere Affairs Office of Central American Affairs (WHA/CEN), Washington, D.C.

**Creation Date:** 9/4/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5110

**Description:**

**Timeframe:** Immediately preferred, but flexible

**Duration:** 3 - 6 Months (October 2013 – March 2014)

**Clearance:** Top Secret

**Position:** Panama Desk Officer in the Office of Central American Affairs (WHA/CEN)

**BACKGROUND:**

The Bureau of Western Hemisphere Affairs (WHA) manages and promotes U.S. interests in the region by supporting democracy, trade, and sustainable economic development, and fostering cooperation on issues such as citizen security, strengthening democratic institutions and the rule of law, social inclusion, energy, and climate change.

**OVERVIEW:**

The Office of Central American Affairs (WHA/CEN) is responsible for overseeing and managing bilateral relations with the seven countries of Central America. The PMF will serve as the Panama Desk Officer, and will be responsible for a variety of economic and political issues in close coordination with U.S. Embassy Panama, WHA, the Embassy of Panama in Washington D.C., as well as a variety of private sector and civil society contacts. The Panama desk officer is the key U.S. Government interlocutor in Washington for the U.S. Embassy in Panama and supports and provides guidance on a daily basis to the Embassy. Panama has one of the most dynamic economies in the region as a central transportation hub for the Americas. Key issues on the desk include the May 2014 elections, expansion of the Panama Canal by early 2015 and planning for the Summit of the Americas to be held in Panama in 2015.

**JOB DUTIES & QUALIFICATIONS:**

- Arrange and attend meetings between senior Department officials and foreign government officials. Serve as the main point of contact for the Embassy of Panama, up to the level of ambassador, to facilitate discussions on bilateral issues.
- Establish and maintain contacts with a wide range of officials in the State Department, other USG agencies, business sector, and NGOs to be fully informed of issues affecting the country and the region.

- Monitor political, electoral, security and economic issues that impact bilateral relations with Panama.
- Draft briefing materials for meetings, visits and congressional or other public testimonies related to U.S.-Panama relations.

Knowledge of foreign policy issues is essential. This job requires sound judgment; strong interpersonal, organizational, analytical, and communication skills; and the ability to work with a team. Candidates for this position should have some experience in Latin America.

**MOU:**

If you are selected for this rotation, a Memo of Understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the PMF Program Coordinator,

Yvette Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov) and WHA HR Bureau Coordinator, Aquanette Daniel at [DanielAM@state.gov](mailto:DanielAM@state.gov)

**POINT OF CONTACT:**

Interested candidates should contact Deputy Director Karl Rios at (202) 647-3543, or [rioskl@state.gov](mailto:rioskl@state.gov).

**Rotation Title:** U.S. Department of State, Bureau of Economic and Business Affairs Office of Commercial and Business Affairs (EB/CBA), Washington, D.C.

**Creation Date:** 9/4/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5111

**Description:**

**Timeframe:** Available now

**Duration:** 4 months

**Clearance:** Secret

**Position:** Foreign Affairs Officer

**Position Description:**

The Office of Commercial and Business Affairs (EB/CBA) plays the primary role in supporting U.S. firms doing business overseas. CBA's mission is to engage State Department and other U.S. government resources to assist and promote U.S. business interests overseas, and to ensure that private sector business concerns are fully integrated into the development of U.S. foreign and economic policy. This office actively supports the Secretary of State's Economic Statecraft and Jobs Diplomacy agenda, and covers the following key initiatives: The National Export Initiative, Select USA, Global Infrastructure Exports Initiative, and the Global Entrepreneurship Program.

The incumbent would serve as the Bureau of Economic and Business Affairs (EB) assistant action officer on U.S. commercial and business affairs in countries that are part of the Bureau of Western Hemisphere Affairs (WHA). In this position, the incumbent will coordinate programs and strategies to support EB and WHA policy goals. Tasks could include writing policy papers or analyses to explain or propose policy initiatives; representing the office in intra-departmental or inter-agency meetings; preparing briefing materials for Department principals. Incumbent would develop a broad range of contacts from the private and public sectors, including private business, NGO's, academia, and foreign government officials.

**Qualifications:**

Candidates for this position should be able to demonstrate strong interpersonal and organizational skills. Outstanding oral and written communication skills are essential, and literacy with Microsoft Office and Outlook is strongly desired. Academic or professional experience in international business, entrepreneurship, and/or economic development is helpful but not required. Knowledge of Spanish or Portuguese is likewise helpful but not required.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette Estrada-Wanner at EstradawannerYC@state.gov and the PMF Bureau Coordinator, Deborah Bridgeman at BridgemanDA@state.gov

Point of Contact:

Interested candidates should contact Deputy Special Representative for Commercial and Business Affairs Todd Schwartz at SchwartzTP@state.gov .

**Rotation Title:** Executive Office of the President, Office of Management and Budget, Income Maintenance OMB Professional Development Exchange & Training Program, Washington, D.C.

**Creation Date:** 9/4/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5112

**Description:** AGENCY NAME: Executive Office of the President, Office of Management and Budget, Income Maintenance Branch

POSITION TITLE: Program Examiner, OMB Professional Development Exchange & Training Program

LOCATION: Washington, DC

DURATION: Up to 12 months (no less than 4 months)

TIMEFRAME: Somewhat flexible; we would prefer a detailee that could start in September/October in order to be here for the entire budget development process, but can be flexible for the right candidate.

DESCRIPTION OF RESPONSIBILITIES: The detailee will serve as a Program Examiner in the Income Maintenance Branch (IMB) at the Office of Management and Budget (OMB). This temporary assignment would provide an opportunity to work on various policy analysis, budget, and management duties as they pertain to low income assistance programs in HHS and USDA as well as to the Social Security Administration.

This rotation will provide a unique opportunity for the detailee to work at the highest levels of government and to interact with a variety of White House, Executive Office of the President (EOP), Social Security Administration, HHS, and USDA/FNS employees. The detailee will have all program examiner responsibilities for a set of programs, including (but not limited to):

- Analyzing budget and legislative proposals
- Making recommendations to inform development of the President's Budget
- Reviewing and approving financial plans, appropriations language, and draft regulations
- Assessing the resource implications of policy proposals and decisions
- Writing memoranda or conducting briefings for EOP senior leadership, White House staff, etc.
- Tracking Congressional appropriations and creating and maintaining spreadsheets to track program funding

Under the new Office of Management and Budget (OMB) Professional Development Exchange & Training Program, emerging leaders from the Federal government have the opportunity to gain unique insight into OMB and the Executive Office of the President and to experience the entire cycle of the

formulation of the President's Budget. Participants in the program will select an OMB mentor and participate in quarterly learning sessions and monthly cohort meetings.

OVERVIEW OF HOST OFFICE: IMB's oversight responsibilities include programs in the Administration for Children and Families and Administration for Community Living in HHS, the Food and Nutrition Service in USDA, and the Social Security Administration. Programs in IMB's portfolio include Temporary Assistance for Needy Families (TANF), Head Start, the Child Care and Development Fund, Home Visiting, Child Support Enforcement, Refugee Resettlement programs, the Supplemental Nutrition Assistance Program (SNAP, formerly food stamps), Child Nutrition Programs, the Special Supplemental Feeding Program for Women, Infants, and Children (WIC), the Earned Income Tax Credit and other related programs. Social Security programs include retirement and disability programs, as well as the Supplemental Security Income Program. The Income Maintenance Branch interacts regularly with staff and officials from HHS, USDA/FNS, SSA, the White House and White House policy counsels, and across OMB.

EXPERIENCE: Applicants must be self-starters who are flexible, excel in a fast-paced environment, and work well under tight deadlines. The ideal applicant would have some experience with budget analysis and/or program management in Federal programs, an interest in low-income programs, and excellent analytical and writing skills.

If you are interested, please contact [ffreis@omb.eop.gov](mailto:ffreis@omb.eop.gov) (please include resume). Applications will be taken on a rolling basis, and we encourage those who are interested to reach out as soon as possible.

**Rotation Title:** U.S. Agency for International Development, Bureau for Africa/Office of East African Affairs (AFR/EA), Washington, D.C.

**Creation Date:** 9/4/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5113

**Description:** Location: Washington D.C.

Timeframe: mid September 2013 – mid March 2014 (negotiable)

Duration: 4 - 6 Months

Clearance: Secret Clearance Required

Point of Contact: Christine Leonard cleonardo@usaid.gov or Roger Conrad rconrad@usaid.gov

The U.S. Agency for International Development's Office of East African Affairs is looking for a Presidential Management Fellow (PMF) to rotate on the Somalia/East Africa Regional team for six months. Somalia is a weak state with a recently recognized new government and vast areas of insecurity – it remains in desperate need of both humanitarian and development assistance and human development indicators remain among the lowest in the world.

Somalia is an extremely high profile and top priority country for the White House, the inter-agency, Congress and USAID. This dynamic and fast paced position is an integral part of the Somalia/East Africa Regional team and will be involved in responding to key inter-agency, National Security Staff (NSS), and Congressional taskers on a daily basis. The PMF will be mentored by other Country Development Officers (CDOs) working on the portfolio. The PMF will also be expected to pitch hit on issues related to the USAID/East Africa Regional portfolio, Burundi, and Djibouti.

This rotation includes the following responsibilities:

- Keep abreast of the political, security, social and economic conditions in Somalia that will affect USAID's programs and operations;
- Serve as a liaison between USAID Somalia/EA Regional team, Africa Bureau, and other partners and institutions;
- Coordinate with internal stakeholders to draft materials on the USG approach to Somalia for AFR Senior Staff, the State Department, Congress, other Inter-Agency Partners, and the public;
- Provide agency oversight for Congressional member, staff, and other high-level visits, and prepare briefing materials for senior management to use in Congressional briefings and testimony as needed;

- Track and maintain up to date information on USAID programs and budgets for Somalia/EA Regional, Djibouti, and Burundi;
- Maintain day-to-day programmatic documentation such as Congressional Notifications, Country Checklists, Monthly Programmatic Updates, etc. in the liaison's key technical areas;
- Analyze and synthesize complex material;
- Prepare country briefing materials, analyses, reports and presentations for internal and external audiences;
- In collaboration with other team members and AFR front office staff, prepare other documents as needed, including, but not limited to, speeches, talking points, website text, and outreach materials;
- Represent USAID on Somalia issues at roundtables, seminars, and meeting inside and outside of USAID;
- Maintain a close relationship with the USAID Somalia team in Nairobi; and
- Other duties may be assigned as appropriate.

Interested PMFs should send a resume and brief writing sample (maximum of three pages). In the subject line of your e-mail, please write "Rotation with AFR/Somalia/EA."

**Rotation Title:** U.S. Agency for International Development, Bureau for Africa/Office of East African Affairs (AFR/EA) , Washington, D.C.

**Creation Date:** 9/4/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5114

**Description:** Timeframe: mid September 2013 – mid March 2014 (negotiable)

Duration: 4 - 6 Months

Clearance: Secret Clearance Required

Point of Contact: Christine Leonard cleonardo@usaid.gov or Roger Conrad rconrad@usaid.gov

AFR/EA is a fast-paced office that coordinates and supports development activities in 14 countries with a regional office in Nairobi, Kenya. Due to AFR/EA's dynamic portfolio, the PMF would gain in-depth experience working with Presidential Initiatives, Congressional briefings, other technical bureaus such as Global Health, the annual budget cycle and the Agency's core business processes, as well as interacting closely with senior USAID Africa Bureau leadership.

This rotation includes the following responsibilities:

- Serve as Acting Central African Republic Country Development Officer (CDO), handling inquiries on a complex, resource rich, and conflict ridden country affected by counter-LRA efforts;
- Backstop the Great Lakes Team (includes DRC, Republic of Congo, Rwanda, and Uganda);
- Provide technical support to USAID/Washington and field missions through briefing high level officials on USAID programs in country and providing USAID perspective on potential development activities;
- Shape USAID programs, policies, and political initiatives that relate to the sub-region;
- Follow current events and research that relate to the Addis Ababa Peace Framework, U.S. Special Envoy Feingold and U.N. Special Envoy Mary Robinson;
- Liaise with other parts of USAID and the inter-agency community, particularly the State Department and the White House as well as the academic, think-tank, and development practitioner community;
- Track and analyze conflict trends in the Great Lakes Region;
- Engage in regular interagency policy and programmatic discussion related to responsible minerals trade in the Great Lakes Region of Central Africa; and

- Participate in the review of Country Development Cooperation Strategies.

French language, previous experience working in Africa, and a background in conflict are a plus, but not requirements. Interested PMFs should send a resume and brief writing sample (maximum of three pages). In the subject line of your e-mail, please write "Rotation with AFR/EA Great Lakes."

**Rotation Title:** U.S. Department of State, U.S. Embassy in Pretoria, South Africa, Washington, D.C.

**Creation Date:** 9/4/2013

**Expiration Date:** 11/3/2013

**Rotation ID Number:** 5115

**Description:** AGENCY: Department of State, U.S. Embassy, Pretoria, South Africa  
PEPFAR Secretariat, Office of International Health

**POSITION TITLE:** Public Health Communications Specialist

**LOCATION:** Pretoria, South Africa

**DURATION:** October 1, 2013 (or earlier if possible) – March 31, 2013

**SHORT DESCRIPTION:**

The U.S. President's Emergency Plan for AIDS Relief (PEPFAR) is the largest effort in history by a country to combat a single disease. South Africa has the highest number of people living with HIV/AIDS in the world, with an estimated adult HIV prevalence of 17%. The PEPFAR program began in South Africa in 2003 and we are now planning to develop a formal report to document PEPFAR's contribution and impact on the HIV/AIDS epidemic and the overall health system in South Africa over the last 10 years. The PEPFAR Secretariat, based within the State Department at the U.S. Embassy in Pretoria, is the central coordination office for the PEPFAR program in South Africa. We are seeking a skilled communications specialist to lead the development and completion of this 10-year report.

**DESCRIPTION OF RESPONSIBILITIES:**

The PMF will lead the development and completion of the 10-year report documenting PEPFAR's contribution and impact in South Africa. The PMF will work in close collaboration with the PEPFAR Secretariat and communication leads from the various U.S. Government agencies implementing PEPFAR activities. The PMF will be supervised by the PEPFAR Coordinator. Primary duties include: 1) convening leadership staff to determine the content and format for the report; 2) leading the development of timelines and task assignments for the generation of report content; 3) overseeing and facilitating execution of tasks in accordance with the timeline; 4) editing and refining report content; 5) working closely with the graphic design contractor to develop the final report format for printing; and 6) developing a dissemination plan for the report.

**EXPERIENCE REQUIRED:**

The PMF should have the following education, experience, skills and professional qualities:

1. Education: Masters degree, preferably in public health or communications.

2. Experience: Must have substantial experience as a writer and/or editor for official communications products. Must have expertise in conceptualizing and developing comprehensive reports focused on documenting program accomplishments and impact using narrative, data, success stories, images and other relevant approaches. Preference for individuals with professional experience in international public health, HIV/AIDS or infectious diseases more broadly.

3. Skills & Professional Qualities: Must have excellent communications skills, particularly in writing and editing. Must be highly effective in project management. Must be creative and capable of delivery high-quality work products with a high degree of independence. Must be self-motivated and task-oriented. Must be effective in working collaboratively with relevant staff as a member or leader of a team.

OTHER:

- S.A.F.E Training - All DOS employees traveling overseas longer than 30- days are required to take S.A.F.E training, which consists of two courses: Security Overseas Seminar (MQ911), a two-day course, and Working in an Embassy (PN113), an online course. Fellows visiting DoS/Rotational PMFs must have their home agency pay for the cost of this training, which is offered by FSI at a cost of \$530.00. For information about course dates, cost, and application procedures, contact the FSI Office of the Registrar, on (703) 302-7144/7137.

- Medical Clearance - All Fellows serving overseas for more than 60-days are required to obtain medical clearances from MED prior to departing for post. MED can be reached (202) 663-1705. The host regional bureau is responsible for processing the Fellow's medical clearance paperwork. Health benefits and coverage will continue for Fellows who have previously elected a FEHB plan. (Fellows should contact his/her health care provider to determine the provider's policy for overseas coverage.)

- If you are selected for this rotation, a Memorandum of Understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. The MOU should be drafted by the PMF, approved by his/her supervisor, his/her bureau coordinator, Post supervisor, Post FMO and PMF Program Manager.

MOU:

- If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette Estrada-Wanner at EstradawannerYC@state.gov and the PMF Bureau Coordinator, Marie Pyle at PyleMM@state.gov

POINT OF CONTACT: James Maloney, PEPFAR Coordinator

U.S. Embassy, Pretoria, South Africa

Phone: +27 (0)12 431 4025

Email: MaloneyJT@state.gov

Please cc Emily Chambers, ChambersEE@state.gov

Website: <http://southafrica.usembassy.gov/pepfar.html>

**APPLICATION PROCESS:**

All interested applications must submit a résumé and cover letter to the James Maloney, PEPFAR Coordinator, by September 15, 2013.

**FINANCIAL CONSIDERATIONS:**

The PEPFAR Secretariat will cover housing and airfare costs. The parent agency may be requested to cover per diem costs for meals and incidental expenses.

**Rotation Title:** United States Environmental Protection Agency – Office of Air and Radiation, Office of Atmospheric Programs, Climate Protection Partnership’s Division, State and Local Branch, Washinton, D.C.

**Creation Date:** 9/17/2013

**Expiration Date:** 11/16/2013

**Rotation ID Number:** 5116

**Description:** POSITION TITLE: State and Local Climate Change Program Support

LOCATION: Washington, DC

DURATION: 4-6 Months

DESCRIPTION OF RESPONSIBILITIES:

The State and Local Climate and Energy Program ([epa.gov/statelocalclimate](http://epa.gov/statelocalclimate)) is helping develop the rules and programs that support the Administration's climate change initiatives, including:

- Working on state-level climate mitigation, energy efficiency and renewable energy policies that reduce GHGs and other pollutants, and
- Advancing climate change mitigation strategies with local and tribal governments via the Climate Showcase Communities (CSC) Program ([epa.gov/climateshowcase](http://epa.gov/climateshowcase)).

The PMF will work across the program and with state and local officials. Specific job responsibilities will be determined based on the candidate’s interests and skills and could include:

- Analyzing emission benefits and design features of GHG and energy policies
- Helping develop approaches to calculating emissions reductions from energy savings
- Researching state and local government priorities for GHG mitigation strategies
- Developing communication and collaboration initiatives to engage with states and local governments on energy and emission reduction programs
- Helping to update our webpages to highlight new climate change, air emissions and energy priorities
- Developing online “how to” resources for local and tribal governments
- Planning, executing and evaluating training webcasts
- Developing presentations and talking points for conferences and briefings

The candidate will have the opportunity to support the Administration's climate change efforts, learn about state climate, clean energy and air regulation policies and programs and community-level energy and sustainability strategies and project implementation, and will participate in a variety of challenging and rewarding projects.

The candidate will also have opportunities to meet with senior managers within EPA in programmatic and/or informal, career-oriented discussions.

**EXPERIENCE:**

Candidates should have excellent verbal and written communication skills, and a strong interest in the environment, climate change, and/or state and/or local government environmental activities.

Candidates should be highly motivated; able to manage and prioritize multiple tasks; and able to work both independently and in a collegial team environment. Applicants are asked to submit a resume and writing sample to the listed points of contact.

**POINT OF CONTACT:**

Julie Rosenberg, Branch Chief – [rosenberg.julie@epa.gov](mailto:rosenberg.julie@epa.gov) 202.343.9154

**Rotation Title:** U.S. Department of State/USAID, Office of U.S. Foreign Assistance Resources, Washington, D.C.

**Creation Date:** 9/17/2013

**Expiration Date:** 11/16/2013

**Rotation ID Number:** 5118

**Description:** Timeframe: Beginning immediately

**Duration:** 3- 6 months (available starting mid-September)

**Clearance:** Secret

**Position:** Global Issues and Initiative Coordinator

**Location:** U.S. Department of State, Washington DC

The Office of U.S. Foreign Assistance Resources (F) reports directly to the Deputy Secretary of State and has authority over all Department of State and U.S. Agency for International Development (USAID) foreign assistance funding and programs throughout the world; develops U.S. Government foreign assistance strategies; and creates and directs consolidated policy, planning, budget, implementation and evaluation of foreign assistance resources. The office also provides guidance on foreign assistance delivered through other agencies and entities of the U.S. Government.

This is an excellent opportunity for a motivated PMF to gain in-depth understanding of how State and USAID allocate foreign assistance resources to address policy priorities at the highest levels of the U.S. Government. You will have responsibility over a large foreign assistance portfolio, and work closely with players across State, USAID, the White House and other agencies that implement foreign assistance. Aside from building negotiating skills and experience with managing decision-making among varied stakeholders in a complex and rapidly-changing global environment, you will get to engage in budget negotiations and inform programmatic decisions during a historic time in our fiscal history.

#### POSITION DESCRIPTION:

The selected applicant will play a critical role assisting F to ensure foreign assistance resources support the Secretary's and the Administration's top foreign policy priorities. You will provide analytical and budgetary support for the Department of State and USAID bureaus, such as the Bureau of Energy Affairs (ENR) at the Department of State and the Bureau of Economic Growth, Education and the Environment (E3) at USAID as well as for Presidential Initiatives, such as the Global Climate Change Initiative. The selected applicant also work to develop the President's FY 2015 budget request. The incumbent will need to make recommendations that balance numerous priorities in a highly constrained fiscal environment to senior Department and USAID leadership as well as the White House Office of Management and Budget. Difficult trade-offs will have to be made in which the selected applicant's analysis and recommendations will inform multi-billion dollar decisions at highest levels of the

Department of State and USAID on some of the most cutting-edge foreign policy priorities. This is a great opportunity to be a key player in decisions on a top Presidential priority in the context of ongoing negotiations on federal government spending and the current sequester.

#### DESCRIPTION OF RESPONSIBILITIES:

- Assist F in the management of the foreign assistance resources for the Global Climate Change Initiative and one or more State and USAID bureaus. Responsibilities include organizing and facilitating interagency discussions, negotiating consensus on complicated and technical policy and budgetary issues, and articulating F decisions to stakeholders.
- Provide analysis and recommendations of the implications of the Administration's policies on the foreign assistance budget for a given bureau or initiative.
- Provide analysis and recommendations on the implications of Congressional appropriations on the Administration priorities and prepare materials for and participate in Congressional briefings.
- Coordinate, review, and clear on both classified and unclassified papers that brief high-level Administration officials and assist in international negotiations related to your portfolio.

#### EXPERIENCE:

Applicants must possess strong written and oral communication skills including the ability to mediate, negotiate, and draft comprehensive memos. The applicant must be able to gain a thorough understanding of political and technical policy priorities and then translate those priorities into concise analysis and recommendations. Experience and a strong interest in the federal budget process, foreign assistance, and subject-matter expertise in one of the related sectors are highly valuable in this position. Applicants must also have experience and capacity to prioritize multiple competing requests for information under tight deadlines, think critically, and tenaciously acquire information.

#### MOU:

If you are selected for this rotation, a Memo of Understanding (MOU) will be signed by all involved parties prior to the start of the assignment. This is a non-reimbursable temporary rotation. Please coordinate the MOU process through the DoS PMF Program Manager, Yvette Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

#### POINT OF CONTACT:

Interested candidates should contact: Lesley Ziman, Global Issues and Initiatives Director at [ZimanLC@state.gov](mailto:ZimanLC@state.gov)

**Rotation Title:** U.S. Department of State, Bureau of European and Eurasian Affairs, Office of European Union and Regional Affairs (EUR/ERA), Washington, D.C.

**Creation Date:** 9/17/2013

**Expiration Date:** 11/16/2013

**Rotation ID Number:** 5119

**Description:**

**Timeframe:** September/October 2013 - January/February 2014

**Duration:** 4 months (September 23, 2013 – January 24, 2014)

**Clearance:** Top Secret

**Position:** Economic Officer

**Position Description:**

The desk officer holds the development and humanitarian aid U.S.-EU coordination portfolios and serves as the European and Eurasian Affairs Bureau's (EUR) regional coordinator for Economic Statecraft and the SelectUSA expansion. The incumbent monitors, analyzes, and reports on these issues' developments with European Union (EU) institutions and within EU member states.

- On development, the incumbent works closely with USAID and other State offices to facilitate current cooperation with the EU and explore opportunities to deepen existing, and promote future, cooperation. She works closely with USAID and the U.S. Mission to the EU (USEU) to develop key policy objectives and timelines for the U.S.-EU Development Dialogue. A session this Dialogue is scheduled for November in Brussels.
- On humanitarian aid, the incumbent engages with State offices and USAID on coordination with the EU on humanitarian response efforts around the world. Recent work has focused on Syria and on responses to other crisis around the world.
- On development and humanitarian aid coordination, the incumbent's work informs policy decisions and promotes transatlantic cooperation.
- On Economic Statecraft and the recent expansion of SelectUSA, the USG's inward investment promotion program, the incumbent works with State's Economic Bureau, the staff of the Undersecretary for Economic Affairs, and EUR offices to define Economic Statecraft priorities, track regional progress towards goals, and provide support to posts in rolling out key Economic Statecraft initiatives, and finalize and implement the overseas concept for SelectUSA expansion. The incumbent also works closely with EUR desk officers as the conduit to Department leadership on Economic Statecraft issues.

- The position provides an opportunity to cover diverse issues and work closely with officers from multiple EUR offices, other bureaus throughout State, as well as with interagency partners.
- EUR/ERA: The European Union is one of the United States' most important global partners. The Office of European Union and Regional Affairs (EUR/ERA) coordinates State Department action on all USG policies and activities related to the European Union and its 28 member states. ERA follows EU policies, manages U.S.-EU collaboration worldwide, handles bilateral and multilateral issues like economics and trade, energy security, climate change, foreign and security policy, and Justice and Home Affairs.

Qualifications:

Candidates for this position should have strong research and writing skills, knowledge of relevant issues including U.S. politics and U.S. foreign and economic policy, and international energy and environment issues. Candidates should also possess strong interpersonal skills, an ability to work with a wide variety of actors, and be comfortable working under tight deadlines. Academic or professional experience in development cooperation, economics, and exposure to the institutions of the European Union is a plus.

MOU:

If you are selected for this rotation, a Memo of Understanding (MOU) will be signed by all involved parties prior to the start of the assignment. This is a non-reimbursable temporary rotation. Please coordinate the MOU process through the DoS PMF Program Manager, Yvette Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

Point of Contact:

Interested candidates should contact Alicia Romano, [RomanoA3@state.gov](mailto:RomanoA3@state.gov)

**Rotation Title:** U.S. Department of State, Afghanistan Rule of Law & Justice Programming, Washington, D.C.

**Creation Date:** 9/17/2013

**Expiration Date:** 11/16/2013

**Rotation ID Number:** 5120

**Description:** Duration: 4-6 Months

Timeframe: Immediately/Negotiable

Clearance required: Secret

Position: Foreign Affairs Officer

The State Department's Bureau of International Narcotics and Law Enforcement Affairs, Office of Afghanistan and Pakistan Programs (INL/AP) is looking for a rotational candidate(s) to backfill for multiple Afghanistan Rule of Law Team program officers on their own PMF rotations. INL/AP would prefer candidates available to begin their temporary assignment immediately, though dates are negotiable. Working in this dynamic office provides an opportunity to gain experience with policy formation, while also developing the skills of a program officer including program design, management, monitoring and evaluation, policy implementation, contract and grant operation, and federal budgeting.

#### Portfolio 1: Legal Education

A well-trained cadre of lawyers and legal educators is essential to sustaining the rule of law in Afghanistan through functioning justice institutions and capable civil society advocates. INL/AP's legal education program works with Afghan public and private universities, American law schools, and legal professionals to develop a legal education regime in which aspiring Afghan justice professionals can access educational opportunities both within and outside Afghanistan, providing both practical skills and critical thinking ability through interactive teaching methods.

The Legal Education Program Officer will be expected to do some or all of the following:

- Manage INL's four legal education grants to higher educational institutions in both the United States and Afghanistan, totaling over \$28M worth of annual programming. These programs offer advanced degrees to Afghan legal educators, develop degree-granting law programs in Afghan universities, and provide skills-based practical legal education to Afghan law students. The legal education officer guides monitoring and oversight of the programs, conducts site visits, tracks program performance, and ensures that the programs function well to serve the Afghan legal system;
- Monitor and report on political issues and policy trends relating to legal education in Afghanistan, especially as pertains to program implementation;

- Develop a comprehensive knowledge of the Afghan legal system, with a particular focus on legal education, criminal justice, and human rights standards.
- Liaise with Embassy Kabul, the Office of the Special Representative to Afghanistan and Pakistan (S/SRAP), and the Afghanistan Desk;

#### Portfolio 2: Access to Justice

A robust demand for justice and an environment conducive to citizen participation in the justice system is essential to maintaining stability in any democratic society and provides a check on government power. The INL/AP Access to Justice program partners with the Afghan government and civil society to create an environment in which citizens are aware of their rights and the justice sector services available to them. Citizens should concurrently feel empowered to access those services and demand their rights.

The Access to Justice Program Officer will be expected to do some or all of the following:

- Manage INL's access to justice grants and inter-agency agreements, totaling over \$16M worth of annual programming. These programs build public understanding of citizens' legal rights and commensurate demand for justice services, increase citizen access to legal representation when interacting with the justice sector, and develop the ability of civil society actors to credibly engage with and challenge the Afghan government in the justice sector. The access to justice officer guides monitoring and oversight of the programs, conducts site visits, tracks program performance, and ensures that the programs function according to USG goals;
- Monitor and report on political issues and policy trends relating to access to justice in Afghanistan, especially as pertains to program implementation;
- Develop a comprehensive knowledge of the Afghan legal system, with a particular focus on access to justice, criminal justice, and human rights standards.
- Liaise with Embassy Kabul, the Office of the Special Representative to Afghanistan and Pakistan (S/SRAP), and the Afghanistan Desk;
- Serve as team liaison for State Department outreach and social media pertaining to Afghan justice programs.

#### Portfolio 3: Anti-Corruption

INL/AP's Anti-Corruption Programs build a culture against corruption by supporting Afghan investigative and prosecutorial efforts, initiatives to increase transparency, and tools for the public to participate in accountable governance.

The Anti-Corruption Program Officer will be expected to do some or all of the following:

- Manage INL's anti-corruption contracts and grants, totaling over \$12M worth of annual programming. These programs improve the tracking, transparency, and management of cases across the legal system, and observe public trials to ensure transparency in the judicial process. The anti-corruption officer guides monitoring and oversight of the programs, conducts site visits, tracks program performance, and ensures that the programs function according to USG goals;
- Monitor and report on political issues and policy trends relating to anti-corruption in Afghanistan, especially as pertains to program implementation;
- Develop a comprehensive knowledge of the Afghan legal system, with a particular focus on anti-corruption, criminal justice, and human rights standards.
- Liaise with Embassy Kabul, the Office of the Special Representative to Afghanistan and Pakistan (S/SRAP), and the Afghanistan Desk;

#### Afghanistan Rule of Law Team:

All three positions would be a part of INL/AP's Afghanistan Justice Team. The Justice team's cutting-edge programs work with the Afghan government to focus on institutional capacity building within Afghan justice ministries; professionalizing justice sector personnel through legal education and training initiatives; combating gender-based violence; supporting the Afghan government's efforts to prosecute national security crimes, corruption, and drug trafficking; expanding access to legal services; increasing public legal awareness; and extending the formal justice system throughout the country while working with the traditional systems to provide alternative dispute resolution.

#### About INL/AP:

INL's Office of Afghanistan and Pakistan programs (INL/AP) is responsible for a wide range of law enforcement, counternarcotics, and rule of law development programs in Afghanistan and Pakistan. The office manages foreign assistance programs focused on capacity-building and sustainability while also developing policy and long-term USG strategy for this critically important region. The office's programs in counternarcotics work to disrupt the overseas cultivation and trafficking of illicit drugs by means of assistance and coordination with foreign nations and international organizations. As a complement to these counternarcotics efforts, INL/AP designs and implements programs to holistically strengthen criminal justice systems and promote human rights. This is achieved through extensive law enforcement training and capacity building, as well as wide-ranging and creative rule of law programming.

INL/AP is the strategic focal point for over \$700 million in foreign assistance programs in Afghanistan and Pakistan. The work necessitates coordination and interaction with other offices in the State Department, including the Embassies in Kabul and Islamabad, and also with the interagency and international organizations including DOD, JCS, Congress, DOJ, DEA, USAID, OMB, and UNODC. Working in this dynamic, exciting office is an excellent opportunity to gain experience with policy formation in a strategically important area of the world, while also gaining the highly valued skills of a program officer

including program development, evaluation and monitoring, policy implementation and strategy, contract and grant operation, and the federal budgeting process.

MOU:

If you are selected for this rotation, a Memo of Understanding (MOU) will be signed by all involved parties prior to the start of the assignment. This is a non-reimbursable temporary rotation. Please coordinate the MOU process through the DoS PMF Program Manager, Yvette Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

POC:

INL Bureau Coordinator, Barbara Stevenson at [StevensonBA@state.gov](mailto:StevensonBA@state.gov)

**Rotation Title:** Department of Labor, Chief Evaluation Office

**Creation Date:** 9/17/2013

**Expiration Date:** 11/16/2013

**Rotation ID Number:** 5121

**Description:** Evaluation Specialist

Washington, DC

Beginning early to mid-November 2013; timeframe is negotiable, minimum of 4 months

Interested in gaining marketable experience in evaluation and contract management? In gaining technical knowledge in areas ranging from international child labor and forced labor to worker safety and health, job training, unemployment insurance, and disability access, among others? Then you should consider a rotational assignment at The Chief Evaluation Office (CEO), the small, dynamic office leading evaluation efforts in the Department of Labor (DOL). This position provides the opportunity to gain experience with evaluation and performance management from the design phase, through procurement, project management, analysis and report review. The PMF in this position will work, independently and as part of the CEO team, with agencies across DOL to use evaluation strategically, shape policy, and link performance management to evaluation outcomes. The right candidate will be given significant responsibility and will work hand-in-hand with leadership towards achieving the goals of CEO and the Department.

**Experience:** Strong written and oral communication skills, along with the ability to think creatively about data analysis and evaluation as related to program activities and outcomes. Successful candidates must have good time management skills and the ability to manage multiple, concurrent projects. Experience with evaluation and performance management preferred.

**Background:** CEO was created within the Office of the Assistant Secretary for Policy to implement, manage, and coordinate the Department's evaluation program. CEO works closely with agency staff to design, fund, and implement program evaluations. The results from evaluations inform policy, advance DOL's mission, and improve its performance-based management initiatives in support of the Government Performance and Results Modernization Act of 2010.

**Responsibilities:** The PMF in this position will participate in a variety of evaluation and performance management activities, which may include:

- Creating new evaluation designs and writing Statements of Work (SOWs) for evaluation contracts.
- Commenting on the designs of evaluations developed outside CEO, as well as strengthening the evaluation and performance measurement content of the Department's Solicitations for Grant Applications.

- Meeting with contractors to monitor evaluation progress, analyzing data, reports and financial statements associated with contracts
- Coordinating meetings and forums on evaluation across agencies and outside of government.
- Delivering presentations and briefings to agency leadership

Point of Contact: Please send your resume and a letter of interest to Celeste Richie at richie.celeste.j@dol.gov by October 1, 2013. Visit us at: <http://www.dol.gov/asp/evaluation/>

**Rotation Title:** U.S. Department of State, Secretary's Bureau, Office of the U.S. Global AIDS Coordinator (S/GAC), Washington, D.C.

**Creation Date:** 9/17/2013

**Expiration Date:** 11/16/2013

**Rotation ID Number:** 5122

**Description:** Duration: November 2013 – March 2014

Position Title: Foreign Affairs Officer

Clearance Required: Secret or above

The U. S. Global AIDS Coordinator's mission is to lead implementation of the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). PEPFAR is 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.

The PMF position at the Office of the U.S. Global AIDS Coordinator (S/GAC) supports the Senior Advisor for Gender in designing and implementing gender policies and programs that support further successful implementation of PEPFAR and the President's Global Health Initiative (GHI).

Description of responsibilities:

The PMF will support the work of the Senior Advisor for Gender for PEPFAR in the following activities:

- Participation in the PEPFAR Gender Technical Working Group, to ensure effective interagency consultation and decision-making based on sound scientific evidence and USG interests;
- Support the development of programs and policies that serve to advance prevention, treatment, and care that is gender transformative, considering the specific needs of women and girls;
- Oversee the effective implementation of programs related to gender in PEPFAR;
- Ensure that the results and impact of gender programming in PEPFAR are monitored to inform budget and programming decisions;
- Direct activities and outreach efforts of the Office of the Global AIDS Coordinator (S/GAC) related to gender;
- Plan and execute activities that foster leadership and promote a coordinated international response to the issue of gender and HIV/AIDS;

- Act as a liaison with both donor and developing countries as well as multilateral institutions, to ensure coordination among bilateral programs, multilateral initiatives, and USG foreign policy in the area of gender and HIV/AIDS.

Qualifications:

- Secret clearance or above required;
- Strong interpersonal, writing, research, and analytical skills;
- Academic background and work experience in international issues and/or public health;
- Knowledge of international HIV/AIDS and gender policy issues and programs;
- Ability to work with a wide variety of actors, including policymakers, high-level government representatives, as well as representatives of other governments, the private sector, and the non-governmental community;
- Experience working with PEPFAR a plus.

Point of Contact:

Interested candidates should submit their résumé and brief statement of interest as soon as possible to Daniela Ligiero (202-203-7489) or [LigieroDP@state.gov](mailto:LigieroDP@state.gov); and Lilly Bertz (202-203-7494) or [BertzLM@state.gov](mailto:BertzLM@state.gov).

**Rotation Title:** Department of Labor, Chief Evaluation Office, Washington, D.C.

**Creation Date:** 9/25/2013

**Expiration Date:** 11/20/2013

**Rotation ID Number:** 5144

**Description:** Department of Labor, Chief Evaluation Office PMF Rotation

Evaluation Specialist

Washington, DC

Beginning early to mid-November 2013; timeframe is negotiable, minimum of 4 months

Interested in gaining marketable experience in evaluation and contract management? In gaining technical knowledge in areas ranging from international child labor and forced labor to worker safety and health, job training, unemployment insurance, and disability access, among others? Then you should consider a rotational assignment at The Chief Evaluation Office (CEO), the small, dynamic office leading evaluation efforts in the Department of Labor (DOL). This position provides the opportunity to gain experience with evaluation and performance management from the design phase, through procurement, project management, analysis and report review. The PMF in this position will work, independently and as part of the CEO team, with agencies across DOL to use evaluation strategically, shape policy, and link performance management to evaluation outcomes. The right candidate will be given significant responsibility and will work hand-in-hand with leadership towards achieving the goals of CEO and the Department.

**Experience:** Strong written and oral communication skills, along with the ability to think creatively about data analysis and evaluation as related to program activities and outcomes. Successful candidates must have good time management skills and the ability to manage multiple, concurrent projects. Experience with evaluation and performance management preferred.

**Background:** CEO was created within the Office of the Assistant Secretary for Policy to implement, manage, and coordinate the Department's evaluation program. CEO works closely with agency staff to design, fund, and implement program evaluations. The results from evaluations inform policy, advance DOL's mission, and improve its performance-based management initiatives in support of the Government Performance and Results Modernization Act of 2010.

**Responsibilities:** The PMF in this position will participate in a variety of evaluation and performance management activities, which may include:

- Creating new evaluation designs and writing Statements of Work (SOWs) for evaluation contracts.

- Commenting on the designs of evaluations developed outside CEO, as well as strengthening the evaluation and performance measurement content of the Department's Solicitations for Grant Applications.
- Meeting with contractors to monitor evaluation progress, analyzing data, reports and financial statements associated with contracts
- Coordinating meetings and forums on evaluation across agencies and outside of government.
- Delivering presentations and briefings to agency leadership

Point of Contact: Please send your resume and a letter of interest to Celeste Richie at richie.celeste.j@dol.gov by October 1, 2013. Visit us at: <http://www.dol.gov/asp/evaluation/>

**Rotation Title:** Joint Staff Strategic Plans and Policy Directorate (J5), Directorate for Politico-Military Affairs (Middle East), Arlington, VA

**Creation Date:** 9/20/2013

**Expiration Date:** 11/20/2013

**Rotation ID Number:** 5123

**Description:** The Joint Staff Directorate for Politico-Military Affairs (Middle East) is seeking a self-starting, dedicated, already placed PMF to spend between 5 and 6 months as a desk officer for the Middle East Levant region. You will immediately be exposed to the most senior leaders in the U.S. military and have a chance to see how decisions are made at the highest levels of the defense policy and strategy community. This is an opportunity available to few civilians, as well as for anyone interested in pursuing a career or gaining experience in national security affairs. You will be challenged and the expectations are high for the products you will be tasked to produce. You will work on a daily basis within the military command structure and assist by providing timely assessments and advice to national security leaders on some of today's most complex national security issues such as Egypt's democratic transition, the Middle East Peace Process, and the Syrian Civil War. As no area expertise is required, this is an excellent opportunity to gain foreign affairs or Middle East-specific experience to use later in your careers.

The Joint Staff Directorate for Politico-Military Affairs (Middle East) is responsible for regional planning and policy and for the implementation of U.S. National Security Strategy for the Middle East region, supporting the commanders of U.S. Central Command and European Command.

**AGENCY NAME:** Joint Staff Strategic Plans and Policy Directorate (J5), Directorate for Politico-Military Affairs (Middle East)

**POSITION TITLE:** Politico-Military Affairs Officer

**LOCATION:** The Pentagon, Arlington, VA

**DURATION:** 5-6 months

**DESCRIPTION OF DUTIES:** As a fully integrated action officer within the Joint Staff Middle East section, the PMF will: (1) Provide advice to the Chairman of the Joint Chiefs of Staff (CJCS), the Vice Chairman of the Joint Chiefs of Staff (VCJCS) and senior Department of Defense (DoD) leaders on strategy, operations, plans, and policy matters related to the Middle East; (2) Represent Joint Staff interests at interagency forums, intergovernmental meetings, and congressional engagements; (3) Conduct liaison with combatant commands, military services, U.S. embassies, representatives from regional governments, and members of the Interagency, including the National Security Council; (5) Prepare CJCS, VCJCS, and other senior leaders for participation in Deputies Committees, Principals Committees, engagements with foreign military and civilian dignitaries, and congressional hearings/testimony on the Middle East; and (6) Author strategic documents and briefings on Middle East in support of CJCS.

CLEARANCE: TS/SCI required (interim TS/SCI clearance acceptable)

EXPERIENCE: Only placed PMFs can be screened. No prior experience is required for this position. A strong candidate will possess some if not all of the following experience/qualities: (1) Self-starter who can work well under deadline; (2) Highly developed written and oral communication skills; (3) The ability to conduct complex research and analysis in a compressed time period; (4) The ability to collaborate well with other national security professionals, build strong relationships with their peers in the office and beyond, and operate effectively in ever changing complex bureaucratic environments.

POINT OF CONTACT:

CAPT Kristy Doyle, USN

J-5 (Deputy Directorate, Middle East, Levant Division)

(703) 614-9413

[Kristy.d.doyle.mil@mail.mil](mailto:Kristy.d.doyle.mil@mail.mil)

**Rotation Title:** U.S. Department of State, Secretary's Bureau, Office of the U.S. Global AIDS Coordinator (S/GAC), Washington, D.C.

**Creation Date:** 9/20/2013

**Expiration Date:** 11/20/2013

**Rotation ID Number:** 5124

**Description:** Duration: November 2013 – March 2014

Position Title: Foreign Affairs Officer

Clearance Required: Secret or above

The U. S. Global AIDS Coordinator's mission is to lead implementation of the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). PEPFAR is 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.

The PMF position at the Office of the U.S. Global AIDS Coordinator (S/GAC) supports the Senior Advisor for Gender in designing and implementing gender policies and programs that support further successful implementation of PEPFAR and the President's Global Health Initiative (GHI).

Description of responsibilities:

The PMF will support the work of the Senior Advisor for Gender for PEPFAR in the following activities:

- Participation in the PEPFAR Gender Technical Working Group, to ensure effective interagency consultation and decision-making based on sound scientific evidence and USG interests;
- Support the development of programs and policies that serve to advance prevention, treatment, and care that is gender transformative, considering the specific needs of women and girls;
- Oversee the effective implementation of programs related to gender in PEPFAR;
- Ensure that the results and impact of gender programming in PEPFAR are monitored to inform budget and programming decisions;
- Direct activities and outreach efforts of the Office of the Global AIDS Coordinator (S/GAC) related to gender;
- Plan and execute activities that foster leadership and promote a coordinated international response to the issue of gender and HIV/AIDS;

- Act as a liaison with both donor and developing countries as well as multilateral institutions, to ensure coordination among bilateral programs, multilateral initiatives, and USG foreign policy in the area of gender and HIV/AIDS.

Qualifications:

- Secret clearance or above required;
- Strong interpersonal, writing, research, and analytical skills;
- Academic background and work experience in international issues and/or public health;
- Knowledge of international HIV/AIDS and gender policy issues and programs;
- Ability to work with a wide variety of actors, including policymakers, high-level government representatives, as well as representatives of other governments, the private sector, and the non-governmental community;
- Experience working with PEPFAR a plus.

Point of Contact:

Interested candidates should submit their résumé and brief statement of interest as soon as possible to Daniela Ligiero (202-203-7489) or [LigieroDP@state.gov](mailto:LigieroDP@state.gov); and Lilly Bertz (202-203-7494) or [BertzLM@state.gov](mailto:BertzLM@state.gov).

**Rotation Title:** Department of Health and Human Services/Office of the Secretary/ Office of Global Affairs, Washington, D.C.

**Creation Date:** 9/20/2013

**Expiration Date:** 11/20/2013

**Rotation ID Number:** 5125

**Description:** Position: Public Health Analyst

Location: Department of Health and Human Services/Office of the Secretary/ Office of Global Affairs

Address: Switzer Building, 330 C Street, S.W., Washington, DC 20201

Timeframe: 4-6 months beginning mid January 2013

The Office of Global Affairs (OGA) is interested in providing a PMF rotational opportunity that would support OGA's Agency Liaison Office. OGA promotes the health of the world's population by advancing the Secretary's global strategies and partnerships. OGA is the point of coordination for global health policy, security and initiatives within the U.S. Government. The office supports the Secretary and HHS leadership by providing strategic direction for global health, which allows for a consistent approach across government sectors and multilateral organizations.

One of OGA's priorities is its work in the arena of global health diplomacy. HHS has decades of experience in this area of work, which has allowed the Department to play a vital role in representing key U.S. interests internationally. The office represents the Secretary and HHS in discussions at the international level with representatives from foreign governments and multilateral organizations, most frequently, but not limited to the World Health Organization (WHO), the United Nations, and the Global Fund to Fight AIDS, Tuberculosis, and Malaria. This individual will:

- Work directly with the Director of the Agency Liaison Office on a number of issues related to HHS' global health and human services work.
- Coordinate efforts to increase collaboration across HHS OPDIVS and STAFFDIVS operating globally.
- Analyze global operational and management policy.
- Liaise internally between OGA and various HHS OPDIVS and STAFFDIVS on these and other issues.

The ideal applicant will have:

- An interest and experience in the global health arena, particularly in public relations or policy.
- Strong writing and editing skills.

- Experience on global health efforts at other USG agencies, DoS, USAID, or DoD.
- Experience working in a fast-paced, high-visibility setting, and should possess a degree of political savvy.

Those interested in this position should submit a resume to John Spangler at [John.Spangler@hhs.gov](mailto:John.Spangler@hhs.gov)

**Rotation Title:** U.S. Department of State, Bureau of Economic and Business Affairs, Office Transportation Policy (EB/TRA/OTP), Washington, D.C.

**Creation Date:** 9/20/2013

**Expiration Date:** 11/20/2013

**Rotation ID Number:** 5126

**Description:**

Timeframe: Available Now

Duration: 6 months

Clearance: Secret

Position: Foreign Affairs Officer

**Position Description:**

This position is located in the Bureau of Economic and Business Affairs under the Deputy Assistant Secretary for Transportation Affairs, Office of Transportation Policy (OTP). The office is responsible for developing and coordinating international civil aviation and maritime policy, with broad substantive and/or multinational application, such as those involving the International Civil Aviation Organization (ICAO), the International Maritime Organization, the Organization for Economic Cooperation and Development, the World Trade Organization and the European Union (EU). OTP also handles issues involving safety and security, technical assistance, accident investigations, environment, discriminatory and unfair practices, tariffs, user charges, taxation, data-sharing, infrastructure utilization, airspace control, and port practices.

The incumbent serves as an adviser to State Department Principals on U.S. maritime security policy. The incumbent coordinates maritime security issues with the National Security Staff, Department of Homeland Security entities (U.S. Coast Guard, Customs and Border Protection, etc.), other agencies (Defense, Commerce, Transportation), the private sector, other governments and multi-lateral fora, and internally to effectively develop, implement and integrate the National Strategy for Maritime Security (NSMS), the National Strategy on Supply Chain Security, and operational programs with U.S. foreign policy to enhance national security and maritime policy objectives.

NB: Counter-piracy policy is coordinated by the Political Military Bureau.

**Qualifications:**

Candidates for this position should be able to demonstrate strong interpersonal and organizational skills. Outstanding oral and written communication skills are essential, and literacy with Microsoft Office and Outlook is strongly desired. Academic or professional experience in international business, national security, policy, and/or the international shipping industry is helpful but not required.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. The MOU should be drafted by the PMF, approved by his/her supervisor, his/her HR bureau or agency coordinator, gaining supervisor, gaining HR bureau coordinator and the Department of State PMF Program Manager. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette Estrada-Wanner at EstradawannerYC@state.gov

Point of Contact:

Interested candidates should contact the Maritime Team Leader, Stephen Miller: MillerSM@state.gov .

**Rotation Title:** U.S. Department of Justice, Office of Justice Programs, National Institute of Justice, Washington, D.C.

**Creation Date:** 9/20/2013

**Expiration Date:** 11/20/2013

**Rotation ID Number:** 5127

**Description:** AGENCY NAME: U.S. Department of Justice, Office of Justice Programs, National Institute of Justice

POSITION TITLE: Policy Advisor

LOCATION: Washington, D.C.

DURATION: 3 -6 months, flexible start date

**DESCRIPTION OF OPPORTUNITY:** The National Institute of Justice (NIJ), the Department of Justice's research, development, and evaluation arm, seeks a PMF to serve as a legal policy advisor to the subject matter experts of NIJ's criminal justice technology portfolio. NIJ develops and evaluates cutting edge technology and tools for law enforcement and corrections officers, advancing effective enforcement and ensuring officer safety. However, these innovative approaches must acknowledge and abide by ever-changing technology regulations and privacy restrictions. NIJ seeks an attorney to advise subject matter experts on the regulatory and legal constraints restricting the development of criminal justice technologies.

#### DESCRIPTION OF RESPONSIBILITIES

Duties may include (depending on PMF's abilities/interests):

- Researching newly emerging technology regulations and case law on 4th amendment privacy restrictions affecting NIJ's technology portfolio
- Presenting on this research to NIJ and DOJ leadership, and representing NIJ at multiple high-level meetings
- Independently drafting advisory/white papers and internal policies to ensure NIJ's technology portfolio complies with emerging regulations and public law
- Generating briefing documents to be shared with Attorney General staff
- Speechwriting and preparing briefings for NIJ leadership to deliver to White House and Interagency councils as needed
- Serving as NIJ's liaison with technology constituents, identifying key stakeholders and making presentations on NIJ's technology portfolio as needed.

EXPERIENCE: A J.D. from an accredited law school is required. Previous experience working on privacy or technology issues is not required. PMFs with a strong research and writing ability and experience with independently developing and presenting high-level briefing are encouraged to apply. The selected PMF will be representing NIJ/DOJ among many high-level officials – professionalism is a must.

Applications will be reviewed on a rolling basis, and the position may be filled prior to the closing date of this announcement.

POINT OF CONTACT: To apply, please e-mail your resume and a brief letter of interest to [maureen.q.mcgough@usdoj.gov](mailto:maureen.q.mcgough@usdoj.gov). Questions about the position may be directed to Maureen McGough at (202) 305-4539 or the above e-mail address.

AGENCY NAME: U.S. Department of Justice, Office of Justice Programs, National Institute of Justice

POSITION TITLE: Policy Analyst

LOCATION: Washington, D.C.

DURATION: 3 -6 months, flexible start date

DESCRIPTION OF OPPORTUNITY: The National Institute of Justice (NIJ), the Department of Justice's research, development, and evaluation arm, seeks a PMF to serve as a policy analyst with the subject matter experts of NIJ's criminal justice technology portfolio. NIJ develops and evaluates cutting edge technology and tools for law enforcement and corrections officers, advancing effective enforcement and ensuring officer safety. The policy analyst will play a vital role in shaping the direction of NIJ's future technology research, and will work closely with subject matter experts to identify existing gaps and prioritize the field's technology needs.

#### DESCRIPTION OF RESPONSIBILITIES

Duties may include (depending on PMF's abilities/interests):

- Interpreting and analyzing existing criminal justice technology research findings, translating findings for a lay audience, and working with subject matter experts to disseminate findings to key stakeholders
- Conducting a technology needs assessment of public safety officers, and working with subject matter experts to identify priority areas of future research
- Preparing and delivering briefings on technology portfolio and research needs to high-level Department officials
- Preparing and delivering written and oral presentations on technology portfolio to both internal and external audiences
- Attending and participating in high-level meetings as a representative of NIJ
- Speechwriting and developing briefings for NIJ subject matter experts to deliver to White House and Interagency councils as needed.

EXPERIENCE: PMF must show experience/ability to translate difficult concepts for a lay audience through written, oral, and visual presentations. Previous experience working on criminal justice technology issues or speechwriting is a plus. PMF must adapt quickly to a fast-paced environment and quickly learn the depth and breadth of NIJ's technology portfolio. The selected PMF will be representing NIJ/DOJ among many high-level officials – professionalism is a must. All advanced degrees are encouraged to apply.

Applications will be reviewed on a rolling basis, and the position may be filled prior to the closing date of this announcement.

POINT OF CONTACT: To apply, please e-mail your resume and a brief letter of interest to [maureen.q.mcgough@usdoj.gov](mailto:maureen.q.mcgough@usdoj.gov). Questions about the position may be directed to Maureen McGough at (202) 305-4539 or the above e-mail address.

**Rotation Title:** U.S. Department of State, US Mission to the United Nations, Political Section, New York, N.Y.

**Creation Date:** 9/20/2013

**Expiration Date:** 11/20/2013

**Rotation ID Number:** 5128

**Description:** Location: 799 United Nations Plaza, 16th Floor, New York, N.Y., 10017

**Office:** Political Section - Sanctions/Counter-terrorism Unit

**Timeframe:** 2-3 months (Early October through end of December 2013)

**Clearance Required:** Top Secret

**Background:**

The U.S. Mission to the United Nations (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, representing the United States' political, economic and social, legal, military, public diplomacy, and management interests at the United Nations.

USUN seeks a highly-motivated PMF for a rotation in the USUN Political Section (Sanctions/Counter-terrorism Unit). The PMF would assist the section in covering a broad range of issues related to UN sanctions and counter-terrorism. Key areas of focus for this position include UN sanctions imposed on Sudan, Democratic Republic of the Congo (DRC), Somalia, Eritrea, Cote D'Ivoire and Guinea-Bissau. In addition to the excitement of living and working in New York, this rotation provides a great opportunity for a PMF to engage in real-world multilateral diplomacy at the UN.

This position is located in New York, NY. Transportation and lodging are not provided by the USUN; however, these expenses should be paid by either your home bureau or home agency.

**Responsibilities:**

- Coordinate extensively with Washington to develop and advance U.S. positions related to existing UN sanctions programs (namely, travel bans, arms embargos, asset freezes);
- Represent the United States on UN Security Council committees that oversee the sanctions regimes in the PMF's portfolio;
- Take notes and prepare summaries/readouts/cables of important meetings for circulation to Washington and U.S. posts/embassies abroad;

- Help formulate policy options for changes to existing sanctions regimes or the creation of new sanctions measures;
- Negotiate with other Security Council delegations on Council actions related to sanctions (e.g, communications to UN member states about sanctions, statements of the President of the Council, new Council resolutions, etc.).

Qualifications:

- Excellent writing skills;
- Strong interpersonal and oral communication skills, including an ability to interact with international diplomats from many different cultures;
- Working knowledge of the State Department's Washington bureaucracy and structure in Washington;
- Specific knowledge about the UN system or multilateral diplomacy, and/or background working with a country currently or previously under a UN sanctions regime would be useful.

MOU:

If you are selected for this rotation, a Memo of Understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate through the PMF Program Manager, Yvette Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

Point of Contact:

Interested candidates should contact Alex Snider, at [SniderA@state.gov](mailto:SniderA@state.gov)

**Rotation Title:** U.S. Department of Energy, Office of Intelligence and Counterintelligence, Office of the Director, Washington, D.C.

**Creation Date:** 9/20/2013

**Expiration Date:** 11/20/2013

**Rotation ID Number:** 5129

**Description:** U.S. Department of Energy, Office of Intelligence and Counterintelligence, Office of the Director (6 Month Developmental Assignment).

Position title: Executive Briefing Support Officer

Duration of assignment: Six months.

Clearance: Must hold Top Secret clearance.

Background:

The Department of Energy (DOE)'s Office of Intelligence and Counterintelligence (IN) advises policymakers on threats to and opportunities for U.S. national security in the nuclear, energy, cyber, and science and technology fields. It also collects and disseminates information in DOE's technical areas of expertise and seeks out DOE technologies to solve demanding problems for the intelligence community. The Office is also charged with defending DOE's nationwide complex from foreign penetration, including espionage, sabotage, terrorism, cyber intrusions, and the insider threat. IN's distinctive trademarks are its ability to leverage the technological excellence of the DOE national laboratory complex and its willingness to challenge analytic orthodoxy and accepted wisdom. The Office focuses on arguably the most interesting and difficult national security challenges the country faces.

Position Description:

IN seeks a highly motivated and self-directed PMF to serve as an Executive Briefing Support Officer. This officer plays a vital part in satisfying the intelligence needs of the Secretary of Energy and Deputy Secretary of Energy. This role includes understanding the broad national security discussion at the interagency level and Departmental equities in order to provide tailored support in a high-tempo environment, to include direct interactions with the Department's senior-most policymakers. This position will provide the PMF with a unique view into the workings of the Department, the national laboratories, and the Intelligence Community.

Responsibilities include:

- Interactions with Department leaders to understand and meet intelligence requirements.
- Preparation of responses to senior-level questions and taskings, to include interactions with IN and other IC analysts and quality control of these responses.

- Selection of intelligence and other material to be provided to senior Departmental officials in support of Departmental and interagency decisionmaking.

Qualifications/Experience desired

- Knowledge of the U.S. Intelligence Community.
- International relations or national security background
- Strong oral and written communication skills.
- Excellent organizational skills.
- Ability to work independently as well as collaboratively.

For Consideration candidates should submit a resume to:

Denise Williamson at Denise.Williamson@doe.gov OR

Kenneth Fields at Kenneth.Fields@hq.doe.gov

**Rotation Title:** U.S. Department of State, Bureau of Civilian Security, Democracy, and Human Rights (J), Office to Monitor and Combat Trafficking in Persons (J/TIP), Washington, D.C.

**Creation Date:** 9/20/2013

**Expiration Date:** 11/20/2013

**Rotation ID Number:** 5130

**Description:** U.S. Department of State, Bureau of Civilian Security, Democracy, and Human Rights (J), Office to Monitor and Combat Trafficking in Persons (J/TIP), Washington, D.C.

**POSITION TITLE:** Foreign Affairs Officer

**DURATION:** Four to six months, beginning early January 2014 or soon thereafter

**CLEARANCE:** Secret or Top Secret required

The incumbents will report to the Senior Coordinator and Deputy Senior Coordinator for Reports and Political Affairs.

**DESCRIPTION OF POSITION:**

Seeking two skilled and motivated candidates for challenging and rewarding work on a cutting edge human rights issue: modern slavery, better known as trafficking in persons. Joining a team of officers in the Reports and Political Affairs Section (RPA) of the Office to Monitor and Combat Trafficking in Persons (J/TIP), the incumbent would be responsible for collecting and analyzing data on trafficking trends and anti-trafficking efforts of foreign governments; and providing oral and written analyses for a wide range of audiences. Specifically, the incumbent would undertake some or all of the following: conduct research on the problem of human trafficking in countries around the world and the efforts of relevant governments to confront it; compile and track statistical data on global anti-trafficking law enforcement and victim protection efforts; draft and coordinate clearances of relevant country assessments for the annual Trafficking in Persons (TIP) Report; and actively participate in planning and carrying off the June launch of the 2014 TIP Report, which serves as the Department's key foreign policy instrument on human trafficking and a diagnostic tool for partnerships with foreign governments on the advancement of anti-trafficking reforms.

**EXPERIENCE:**

Strong analytical, communication, and organizational skills are a requirement for the position. Ability to think critically, write succinctly, manage multiple projects and deadlines, and work both independently and in a team environment are crucial.

**MOU:**

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties two weeks prior to the start of the assignment. Please coordinate with the

Department of State PMF Program Coordinator, Yvette EstradaOWanner at  
EstradawannerYC@state.gov.

**OTHER:**

If interested in this rotation, please send your resume, a brief cover letter (detailing your availability and relevant experience) and writing sample to Martha Lovejoy at LovejoyM@state.gov.

**POINT OF CONTACT:**

Martha Lovejoy, Deputy Senior Coordinator for Reports and Political Affairs

**Rotation Title:** U.S. Department of State, U.S. Embassy, Phnom Penh, Cambodia, PEPFAR Strategic Information Advisor, Washington, D.C.

**Creation Date:** 9/20/2013

**Expiration Date:** 11/20/2013

**Rotation ID Number:** 5131

**Description:** U.S. Department of State, U.S. Embassy, Phnom Penh, Cambodia, PEPFAR Strategic Information Advisor

**AGENCY/SUB-AGENCY NAME:** U.S. Embassy, Phnom Penh, Cambodia.

**POSITION TITLE:** Strategic Information Advisor

**LOCATION:** Phnom Penh, Cambodia

**DURATION:** 3-6 months starting November/December 2013

**SECURITY CLEARANCE:** Secret or above required

**DESCRIPTION OF RESPONSIBILITIES:**

The President's Emergency Plan for AIDS Relief (PEPFAR) is 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.

The PEPFAR Program in Cambodia is implemented through the U.S. Agency for International Development (USAID) and the U.S. Centers for Disease Control and Prevention (CDC). The SI Advisor position reports directly to the PEPFAR Country Coordinator and, through the Coordinator, to the Deputy Chief of Mission (DCM). The incumbent will receive technical guidance on issues related to SI programs from the interagency heads of the PEPFAR Country Team within USAID and CDC. S/he is expected to be able to exercise considerable independent judgment in carrying out assigned tasks and to be able to function effectively within a multicultural and interagency environment. Assignments are often self-generated and made in terms of a review of goals and objectives to be achieved and the results expected. Expected duties include:

- Work closely with USG Country PEPFAR SI Team to provide strategic direction for all PEPFAR SI and M&E activities. Lead the coordination of strategic planning related to SI, M&E of programmatic activities for all USG partners that receive funding through PEPFAR, including the development of M&E and SI plans and standardized program monitoring systems.
- Responsible for the development and timely submission of the Annual Progress Reports to the Office of the U.S. Global AIDS Coordinator (S/GAC) based on the guidance provided by S/GAC's SI team.

The incumbent will have to work closely with USG Country PEPFAR SI Team and the M&E teams of all implementing partners to compile program data, and provide appropriate narrative and explanation for the progress of each technical program area required by the reports.

- Responsible for the timely compilation and reporting of indicators to monitor the progress of PEPFAR for all partners receiving funding through PEPFAR. S/he is the point of contact for auditors and program reviewers related to maintaining quality standards of reporting on PEPFAR, performance monitoring plans, performance against set indicators and targets, and data quality. The incumbent will be the lead and work closely with the USG Country PEPFAR SI Team to ensure the SI/M&E requirements of PEPFAR are met on a timely basis, e.g., target setting for the COP; activity development for the SI program area of the COP; progress reports; and coordination of responses to ad hoc SI requests from OGAC.
- Lead the managing and coordinating of M&E-related and other SI-related processes required for the development of the annual Country Operational Plan (COP) and provide technical guidance on the M&E needs of PEPFAR in Cambodia. The incumbent inputs or supervises the inputting of all M&E targets into the FACTS Info database. Working closely with PEPFAR-funded partners, s/he will ensure systems are in place for partners to plan and monitor programs to be in compliance with PEPFAR requirements. The incumbent will also work with the USG Country PEPFAR SI Team to build implementing partner and government partner capacity to respond to planning and reporting requirements, review and assess and modify, as needed, the targets set by partners, track the progress of results achieved by all partners against their targets, track overall progress in achieving the PEPFAR goals, and, when needed, recommend adapting targets to be consistent with appropriated budgets, country constraints, and new opportunities. The SI Advisor will also prepare detailed analyses and estimates of annual funding needs for PEPFAR programs as related to SI.
- Proactively coordinate with Cambodian government officials and other donor agencies, including UNAIDS, GFATM, the World Bank, AusAID, the United Nations Children's Fund, and WHO on planning, implementation and policy issues related to HIV/AIDS activities, specifically as related to SI.

EXPERIENCE: An educational background in public health or a health related field (such as epidemiology, surveillance and monitoring, data analysis and interpretation, data collection and reporting) is helpful. Work experience in public health, international health, HIV/AIDS, epidemiology, surveillance, monitoring and evaluation or health management information systems is helpful. Strong analytical skills, data analysis and interpretation, interpersonal skills, sound judgment and diplomacy, excellent communication skills and pro-activeness necessary.

OTHER:

- S.A.F.E Training - All DOS employees traveling overseas longer than 30- days are required to take S.A.F.E training, which consists of two courses: Security Overseas Seminar (MQ911), a two-day course, and Working in an Embassy (PN113), an online course. Fellows visiting DoS/Rotational PMFs must have their home agency pay for the cost of this training, which is offered by FSI at a cost of

\$530.00. For information about course dates, cost, and application procedures, contact the FSI Office of the Registrar, on (703) 302-7144/7137.

- Medical Clearance - All Fellows serving overseas for more than 60-days are required to obtain medical clearances from MED prior to departing for post. MED can be reached (202) 663-1705. The host regional bureau is responsible for processing the Fellow's medical clearance paperwork. Health benefits and coverage will continue for Fellows who have previously elected a FEHB plan. (Fellows should contact his/her health care provider to determine the provider's policy for overseas coverage.)

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. The MOU should be drafted by the PMF, approved by his/her supervisor, his/her HR bureau or agency coordinator, Post supervisor, Post FMO and Department of State PMF Program Manager. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette Estrada-Wanner at EstradawannerYC@state.gov and the Post's PMF HR Bureau Coordinator, John Stanley at StanleyJ3@state.gov

POINT OF CONTACT: Please send resumes to Carrie Whitlock, PEPFAR Coordinator, Whitlockc2@state.gov, +855.23.728.322, [www.pepfar.gov](http://www.pepfar.gov).

**Rotation Title:** U.S. Department of Justice, Office of Justice Programs, National Institute of Justice, Washington, D.C.

**Creation Date:** 9/20/2013

**Expiration Date:** 11/20/2013

**Rotation ID Number:** 5132

**Description:** POSITION TITLE: Policy Advisor

LOCATION: Washington, D.C.

DURATION: 3 -6 months, flexible start date

DESCRIPTION OF RESPONSIBILITIES: The National Institute of Justice (NIJ), the Department of Justice's research, development, and evaluation arm, seeks a PMF to serve as a legal policy advisor to the subject matter experts of NIJ's criminal justice technology portfolio. NIJ develops and evaluates cutting edge technology and tools for law enforcement and corrections officers, advancing effective enforcement and ensuring officer safety. However, these innovative approaches must acknowledge and abide by ever-changing technology regulations and privacy restrictions. NIJ seeks an attorney to advise subject matter experts on the regulatory and legal constraints restricting the development of criminal justice technologies.

Duties may include (depending on PMF's abilities/interests):

- Researching newly emerging technology regulations and case law on 4th amendment privacy restrictions affecting NIJ's technology portfolio
- Presenting on this research to NIJ and DOJ leadership, and representing NIJ at multiple high-level meetings
- Independently drafting advisory/white papers and internal policies to ensure NIJ's technology portfolio complies with emerging regulations and public law
- Generating briefing documents to be shared with Attorney General staff
- Speechwriting and preparing briefings for NIJ leadership to deliver to White House and Interagency councils as needed
- Serving as NIJ's liaison with technology constituents, identifying key stakeholders and making presentations on NIJ's technology portfolio as needed.

EXPERIENCE: A J.D. from an accredited law school is required. Previous experience working on privacy or technology issues is not required. PMFs with a strong research and writing ability and experience with independently developing and presenting high-level briefing are encouraged to apply. The selected PMF will be representing NIJ/DOJ among many high-level officials – professionalism is a must.

Applications will be reviewed on a rolling basis, and the position may be filled prior to the closing date of this announcement.

POINT OF CONTACT: To apply, please e-mail your resume and a brief letter of interest to [maureen.q.mcgough@usdoj.gov](mailto:maureen.q.mcgough@usdoj.gov). Questions about the position may be directed to Maureen McGough at (202) 305-4539 or the above e-mail address.

**Rotation Title:** U.S. Department of Justice, Office of Justice Programs, National Institute of Justice, Washington, D.C.

**Creation Date:** 9/20/2013

**Expiration Date:** 11/20/2013

**Rotation ID Number:** 5133

**Description:** POSITION TITLE: Policy Analyst

LOCATION: Washington, D.C.

DURATION: 3 -6 months, flexible start date

**DESCRIPTION OF RESPONSIBILITIES:** The National Institute of Justice (NIJ), the Department of Justice's research, development, and evaluation arm, seeks a PMF to serve as a policy analyst with the subject matter experts of NIJ's criminal justice technology portfolio. NIJ develops and evaluates cutting edge technology and tools for law enforcement and corrections officers, advancing effective enforcement and ensuring officer safety. The policy analyst will play a vital role in shaping the direction of NIJ's future technology research, and will work closely with subject matter experts to identify existing gaps and prioritize the field's technology needs.

Duties may include (depending on PMF's abilities/interests):

- Interpreting and analyzing existing criminal justice technology research findings, translating findings for a lay audience, and working with subject matter experts to disseminate findings to key stakeholders
- Conducting a technology needs assessment of public safety officers, and working with subject matter experts to identify priority areas of future research
- Preparing and delivering briefings on technology portfolio and research needs to high-level Department officials
- Preparing and delivering written and oral presentations on technology portfolio to both internal and external audiences
- Attending and participating in high-level meetings as a representative of NIJ
- Speechwriting and developing briefings for NIJ subject matter experts to deliver to White House and Interagency councils as needed.

**EXPERIENCE:** PMF must show experience/ability to translate difficult concepts for a lay audience through written, oral, and visual presentations. Previous experience working on criminal justice technology issues or speechwriting is a plus. PMF must adapt quickly to a fast-paced environment and quickly learn the depth and breadth of NIJ's technology portfolio. The selected PMF will be representing

NIJ/DOJ among many high-level officials – professionalism is a must. All advanced degrees are encouraged to apply.

Applications will be reviewed on a rolling basis, and the position may be filled prior to the closing date of this announcement.

POINT OF CONTACT: To apply, please e-mail your resume and a brief letter of interest to [maureen.q.mcgough@usdoj.gov](mailto:maureen.q.mcgough@usdoj.gov). Questions about the position may be directed to Maureen McGough at (202) 305-4539 or the above e-mail address.

**Rotation Title:** General Services Administration, Office of Strategic Innovation, Presidential Innovation Fellows Program, Washington, DC

**Creation Date:** 10/28/2013

**Expiration Date:** 11/21/2013

**Rotation ID Number:** 5180

**Description:** Position: Program Analyst/Policy Analyst

Location: Washington, D.C.

Duration: Starting December 2013/January 2014 (6 months)

Clearance required: none

This rotation is with the Office of Strategic Innovation, part of the Federal Acquisition Service (FAS) within the General Services Administration (GSA). This office is the operational home of the Presidential Innovation Fellows (PIF) Program, a program founded by the White House Office of Science and Technology Policy (OSTP) of the Executive Office of the President and now partnering with GSA to continue to make the program grow and succeed beyond administrations. The PIF program pairs the best innovators from outside government with the best innovators inside government to develop game-changing solutions to exceedingly difficult challenges in a short timeframe. The program partners with agencies who sponsor projects that aim to save lives, save taxpayer money and fuel economic growth: [www.whitehouse.gov/innovationfellows](http://www.whitehouse.gov/innovationfellows).

Rotation Description:

This rotation will be in the program office for the PIF program within GSA. The PMF will be instrumental in helping manage and support the rapidly growing program and large classes of fellows. The PMF will help design and implement survey tools and program performance metrics that will be invaluable to the program to track progress on PIF projects, assess the satisfaction and needs of the fellows and agency sponsors, and provide measurable progress tools and performance standards that can be applied through multiple rounds of the program. The PMF will also be asked to assist in the external and internal communication needs of the program. The person will be exposed to a great deal of cross-agency work and collaboration and will be able to work Presidential Innovation Fellows on a one on one basis, helping to track project performance and remove barrier to progress. There will also be other tasks to work on during the rotation including assisting with recruitment and outreach, event coordination, and working with OSTP on program policy objectives and goals.

Qualifications:

The candidate should possess exceptional analytical and critical thinking skills, an understanding of program management and operations, and excellent abilities in both written and oral communication. Proficient knowledge in Microsoft Office Programs such as Excel, Word, PowerPoint is a must along with

knowledge of other analytical and presentation tools. Experience in communication will be considered a plus. The candidate should be able to work well independently on tasks with sufficient direction, as well as in teams and groups Experience in cross-agency initiatives and a passion for innovation and driving both culture and process change in government is highly desired. Basic knowledge of lean startup and agile principles will be also considered a plus, but not required.

Points of Contact:

Interested candidates should read about the program and current round of fellows/project by going onto [www.whitehouse.gov/innovationfellows](http://www.whitehouse.gov/innovationfellows) before applying for the position. Contact both Arianne Gallagher at [arianne.gallagher@gsa.gov](mailto:arianne.gallagher@gsa.gov) and Lena Trudeau at [lena.trudeau@gsa.gov](mailto:lena.trudeau@gsa.gov) in order to apply.

MOU: If you are selected for this rotation, a Memorandum of Understanding (MOU) must be completed and signed by all involved parties prior to the start of the rotation. Please coordinate with your supervisor and with the GSA contacts above to get a MOU created and signed before the start of the rotation if you are selected.

**Rotation Title:** Department of Homeland Security/Immigration and Customs Enforcement/Office of Acquisition Management, Suspension and Debarment Division, Washington, DC

**Creation Date:** 9/23/2013

**Expiration Date:** 11/23/2013

**Rotation ID Number:** 5134

**Description:** Point of Contact Information: Antonia Acevedo, (202) 732-1140, Antonia.n.acevedo@ice.dhs.gov .

Position Information: - Management and Program Analyst, Washington, DC

(2 openings)

Short Description: This position is established to serve as a Debarment Analyst and will directly support the suspension and debarment mission of the agency. Incumbent will be responsible for advising and assisting agency officials in carrying out agency responsibilities with respect to these activities. This PMF rotational assignment would support the continuing development of the ICE Suspension and Debarment Program.

Description of Responsibilities: The duties include providing suspension and debarment guidance (e.g., research, analysis, writing, and case management) to the agency. Analysis and writing often require the highest degree of originality and creative legal thinking to obtain the necessary balance between conflicting interests, factual issues, and policy considerations. The analyst will directly support the mission of agency oversight regarding suspension and debarment activities. The analyst will be responsible for advising and assisting in carrying out USICE responsibilities with respect to these duties, including:

- Research/Analysis
- Writing (legal/business)
- Public speaking
- Editing/document review
- Coordination with other entities (e.g., Interagency Suspension & Debarment Committee)
- Data Entry and Data Integrity
- Database Management
- Administrative Tasks (e.g., file preparation, compliance checklists, and mailings)

Experience: The PMF should have strong communication skills, possess a solid background in research and writing, and have an interest in suspension and debarment as well as government contracting.

Backgrounds in suspension and debarment, law enforcement, immigration enforcement are ideal, but not required. Basic knowledge of Share Point and standard business software applications such as Microsoft Word are required. Enthusiasm, adaptability, and initiative are highly valued.

Security Level: Background check required. If applicant is not an ICE employee, background and onboarding process can take 2-3 months.

Duration of Assignment/Desired Hours of Availability: 4-6 months (Full-time) – Proposed Start Date October, 2013.

**Rotation Title:** U.S. Department of Defense, Office of the Under Secretary of Defense for Policy / Partnership Strategy and Stability Operations, Washington, D.C.

**Creation Date:** 9/23/2013

**Expiration Date:** 11/23/2013

**Rotation ID Number:** 5135

**Description:** Agency Name: Office of the Secretary of Defense, Office of the Deputy Assistant Secretary of Defense for Partnership Strategy and Stability Operations

Position Title: Policy Analyst

Location: Pentagon, Washington D.C.

Timeframe: mid-October 2013-March 2014

Duration: 3-6 months, flexible

Clearance: Top Secret

Description of Responsibilities:

The PMF will aid the DASD for Partnership Strategy and Stability Operations by developing, coordinating, and managing DoD policy on interagency conflict prevention and stabilization funding, global development, and public-private partnerships (PPP). The position requires regular engagement with multiple DoD components, the State Department, USAID, National Security Council Staff, and the U.S. Institute of Peace.

The individual must be a strong communicator able to negotiate effectively with senior U.S. government officials -- periodically providing policy advice to the Secretary of Defense and other senior-level decision makers in OSD. The individual will be self-motivated and innovative, able to work in a fast-paced and dynamic environment. Strong writing skills are a must, as the individual will be asked to produce quality written products with short deadlines. The person selected may be required to travel on occasion.

Experience: Experience with national security issues and the interagency environment are helpful but not required.

Desired Skills for the position: Leadership; teamwork and analytical and writing acumen; Top Secret level security Clearance (those with only Secret clearance are encouraged to apply)

Point of Contact: CAPT Dan Bryan, Director, Peacekeeping and Stabilization Operations, 703-697-2202, daniel.bryan@osd.mil

**Rotation Title:** Executive Office of the President, Council on Environmental Quality, Washington, D.C.

**Creation Date:** 9/23/2013

**Expiration Date:** 11/23/2013

**Rotation ID Number:** 5136

**Description:** Agency Name: Executive Office of the President, Council on Environmental Quality

Position Title: Land and Water Policy Analyst

Location: Washington, DC

Duration: 4-6 months

Description of Responsibilities:

The White House Council on Environmental Quality (CEQ), created in 1970 by the National Environmental Policy Act, plays a key role in coordinating federal environmental policy and advises the President on environmental issues. CEQ works closely with agencies and other White House offices in the development of environmental policies and initiatives that support the President's environmental goals.

CEQ's priorities include Land & Water Ecosystems; Energy and Climate Change; Federal Sustainability; and Environment and NEPA Oversight. The PMF in this position at CEQ would work closely with the Associate Director for Land & Water Ecosystems to help develop and implement environmental policy in coordination with federal departments and agencies, including OMB, on issues such as water resources management, ecosystem restoration, mountaintop mining, landscape conservation, and ecosystem services, among other issues. In this role, PMFs would support senior CEQ staff in coordinating policy activities across federal agencies, convening agency experts on high-priority issues, and fulfilling CEQ's statutory role to oversee cross-agency compliance with NEPA.

PMFs at CEQ gain exposure to high-level policymakers and environmental issues while working in a small but highly visible office. Likely tasks would include researching the legal, economic, and environmental impacts of proposed policy options; conducting meetings and outreach with stakeholders; analyzing potential policy options; convening and/or participating in interagency working groups; and synthesizing research and information into memoranda and issue papers for senior federal managers and/or the Chair.

Experience:

We are looking for motivated individuals who have an interest in environmental policy issues. Candidates should be comfortable working in a fast-paced, high-visibility setting, and should possess a degree of political savvy and knowledge of the President's environmental priorities.

Point of Contact:

For more information or to express interest, please contact Laura Whorton at 202-395-5944 or [laura\\_e\\_whorton@ceq.eop.gov](mailto:laura_e_whorton@ceq.eop.gov)

**Rotation Title:** U.S. Department of State, Office of the Secretary, Office of the Special Representative for North Korea Policy, Washington, D.C.

**Creation Date:** 9/23/2013

**Expiration Date:** 11/23/2013

**Rotation ID Number:** 5137

**Description:** Duration: 4-6 months

**Starting Date:** November 2013

**Clearance required:** Secret

**Position:** Staff Assistant

The Office of the Special Representative for North Korea Policy (S/NKP) is responsible for U.S. policy regarding North Korea. Special Representative Glyn Davies serves as a senior emissary for U.S. engagement with North Korea and Head of Delegation to the Six-Party Talks. In addition, he oversees all other aspects of our security, political, economic, human rights, and humanitarian assistance policy regarding North Korea.

S/NKP is a fast-paced and dynamic office that works in coordination with other State Department bureaus and offices, the White House, the interagency, Congress, academics, and private organizations.

**Duties and responsibilities:**

As the Staff Assistant to the Special Representative for North Korea Policy (S/R), s/he will work closely with the S/R and Special Envoy for North Korean Human Rights Robert King, and will report directly to the S/NKP Special Assistant. S/he will coordinate paper, events, and appointments to support both principals.

His/her duties will include, but not be limited to:

- Planning the logistics for the principals' events, trips, speeches, informal meetings, and formal bilateral or multilateral meetings with foreign officials;
- Working with departmental, interagency, congressional, and private sector contacts to plan logistics for the Special Representative's events, speeches, and meetings;
- Occasionally attend meetings with principals for additional support and note-taking;
- Assisting with management of office operations and scheduling for all three principals;
- Managing and improving S/NKP's paper-flow process

- o Prioritizing and tracking the memoranda, speeches, policy briefs, reports, and other documents to ensure the efficient use of office principals' time and timely clearance
- o Performing initial review of papers for grammatical, formatting, and other edits;
- Managing website content and other social media; and
- Other duties as assigned.

This position is responsible for a key part of office operations and is an excellent opportunity to learn about the policy-making and diplomatic process on a high stakes issue. Candidates for this position should have outstanding written and oral communication skills, excellent organizational skills, and be a highly motivated self-starter.

MOU:

If you are selected for this rotation, a memorandum of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette C Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

Point of Contact: Interested candidates should contact Daniel Grant, [grantd@state.gov](mailto:grantd@state.gov).

**Rotation Title:** Department of Health and Human Services/Office of the Deputy Assistant Secretary and Interdepartmental Liaison for Early Childhood Development, Washington, D.C.

**Creation Date:** 9/23/2013

**Expiration Date:** 11/23/2013

**Rotation ID Number:** 5138

**Description:** Position: Policy Analyst

Location: Department of Health and Human Services/Office of the Deputy Assistant Secretary and Interdepartmental Liaison for Early Childhood Development

Address: 901 D Street (Aerospace Building) S.W., Washington, DC 20447

Timeframe: 4-6 months (starting date: January 6, 2014 - negotiable)

Overview of Host Office: The Office of the Deputy Assistant Secretary and Interdepartmental Liaison for Early Childhood Development (ECD) works to improve the availability of high quality early learning and development programs. ECD oversees the Office of Head Start, Office of Child Care, and the Early Childhood Interagency Team.

In addition to providing coordination across the Offices of Head Start and Child Care, we manage early childhood development efforts with other offices within the Department of Health and Human Services. ECD works with and serves as a liaison to other federal agencies, particularly the U.S. Department of Education. We work with state and tribal councils and administrators who administer early childhood programs and a wide range of national organizations and non-profit partners on early childhood. Given the importance of state and local activities in early childhood development, ECD works closely with state partners such as the early childhood State Advisory Councils (SACs), State Child Care Administrators, and State Pre-K Directors. This opportunity offers Presidential Management Fellows (PMF) a well-rounded experience as a Policy Analyst in a Department that improves the lives of families each year. For further information about ECD, please visit <http://www.acf.hhs.gov/programs/e.cd>.

In 2014 the PMF(s) selected will have an opportunity to work on the President's new Early Learning Initiative. We are seeking one or more PMFs with strong communication, research, and writing skills to conduct research and develop content for written communication materials including policy papers on the SACs, the President's Early Learning Initiative and other early childhood areas. The PMF(s) will have the opportunity to work on a number of special projects on early childhood. Working under the direction of the Senior Policy Analyst in the Office of the Deputy Assistant Secretary, the individual will:

- Develop expertise regarding the multiple early childhood programs administered by ACF that provide benefits and services (ACF has responsibility for more than 75 different programs that provide assistance and services for children and families);

- Gather, develop and check the accuracy of information of states' SAC reports and interview relevant individuals if needed;
- Distill and analyze data on states' work and synthesize the data for reporting;
- Write products (and portions of products) that articulate, interpret and explain the accomplishments of the SACs;
- Examine how the foundational SAC work relates to the Administration's Early Learning Agenda; and
- Complete other related responsibilities and specific assignments on early childhood.

PMF candidates should have the following skills, abilities, and interests:

- Excellent analytical skills;
- Excellent communication skills for preparing written materials;
- Ability to work in a fast-paced team environment and manage multiple priorities; and
- A background in public policy analysis, public administration and social work would be helpful.

Interested candidates should contact Ngozi Onunaku, Senior Policy Analyst  
([Ngozi.Onunaku@acf.hhs.gov](mailto:Ngozi.Onunaku@acf.hhs.gov)) or (202) 260-5943.

**Rotation Title:** U.S. Department of State, Bureau of Intelligence and Research, Office of Global Affairs (INR/GGI), Washington, D.C.

**Creation Date:** 9/23/2013

**Expiration Date:** 11/23/2013

**Rotation ID Number:** 5139

**Description:** Duration: 4 – 6 Months (Flexible)

Timeframe: November 2013 – May 2014

Clearance required: Top Secret/SCI

Position: Foreign Affairs Research Analyst

**Background:** You will be a member of INR's Multilateral and Transnational Issues Division, an eight-member team within INR's Office of the Geographer and Global Issues (INR/GGI). The Division prepares and presents tailored intelligence support and analysis to key Principals who lead Department of State multilateral and functional bureaus that manage global issues, including the Bureau of Population, Refugees, and Migration. Recent PMFs have worked on humanitarian response and related security situations in Syria, Sudan, and South Sudan, and have engaged in high priority research projects to focus attention on developments that may have immediate impact on U.S. foreign policy. The PMF incumbent also works with the Humanitarian Information Unit (HIU), a sister division in INR/GGI that serves as a nucleus for information management and data sharing among US civilian and military agencies dealing with complex humanitarian emergencies.

**Major Duties and Responsibilities:**

1. Provide briefings, written analyses, and assessments for Department policy principals on critical humanitarian issues, including refugee, population and migration concerns.
2. Review and report daily in the areas of responsibility as they involve U.S. foreign policy interests. Deliver daily intelligence briefing to the Assistant Secretary of State for Population, Refugees, and Migration (PRM) and other designated Department of State officials.
3. Prepare written briefing materials and longer in-depth analytical products to the Secretary of State and other high-ranking officials on geographic hot spots and complex humanitarian emergencies, for distribution within the Department of State and to other interested agencies.
4. Maintain liaison with policy-side Desk and Program Officers for areas of responsibility, brief relevant intelligence products to them, and work to ensure that Intelligence Community collection efforts are responsive to their information needs.
5. Collaborate with analysts in other parts of the Intelligence Community, including drafting and vetting interagency products and writing for the President's Daily Brief.

6. Maintain productive contact with outside experts including academics, think tanks, and non-governmental organizations.

Qualifications:

- Have a demonstrated background in clear, concise, and effective written and oral communication.
- Possess strong analytic, interpersonal, and organizational skills.
- The ability to draw upon an academic background and/or work experience with related foreign policy issues (e.g., civilian security, international development, or humanitarian response), principles, concepts, and methods.
- Must have or be able to obtain Top Secret Clearance with access to Sensitive Compartment Information (TS//SCI). Candidates who do not currently hold at least a TS clearance will not be considered. INR will nominate selected individuals for access to SCI, if necessary.

MOU:

If you are selected for this rotation, a Memo of Understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate through the PMF Program Manager, Yvette Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

Point of Contact: Interested candidates should contact MTI Division Chief C. Sherry Hong at (202) 647-1935, [HongCS@state.gov](mailto:HongCS@state.gov).

**Rotation Title:** U.S. Department of Health and Human Services, Office of the Secretary, Assistant Secretary for Financial Resources, Office of Finance – Office of Program Integrity Coordination, Washington, D.C.

**Creation Date:** 9/23/2013

**Expiration Date:** 11/23/2013

**Rotation ID Number:** 5140

**Description:** Interested in working on two significant pieces of legislation - the Affordable Care Act (ACA) and the Hurricane Sandy Disaster Relief Appropriations Act? Then come work at HHS! The Office of Program Integrity Coordination (OPIC), within the Secretary of Health and Human Services' (HHS) Office of Finance, seeks Presidential Management Fellows (PMF) looking for 4 to 6 month rotations. While rotations can occur throughout the year, we are particularly interested in rotations during the Fall and Winter. This rotation will allow interested PMFs to play a vital role in working on and overseeing these important and historic bills, while also enhancing their knowledge about HHS' programs, health policy, and key financial management skills.

The Division of Payment Accuracy Improvement within OPIC is high-performing, successfully manages workload demands, and meets time-sensitive deadlines. PMFs selected for this rotation will work on projects related to improving and strengthening HHS programs that were created and/or received funding under the ACA and Hurricane Sandy Disaster Relief Appropriations Act; implementing the Administration-led "Do Not Pay" initiative; and identifying and implementing best practices to prevent, reduce, and recapture improper payments.

Candidates should possess:

- Strong analytical, critical thinking, writing, and communication skills;
- An ability to manage multiple projects and meet deadlines; and
- A background in finance, accounting, budgeting, and/or health policy, is helpful, but not required.

Tasks may include:

- Working with program, budget, and financial management staff and senior leaders at the Centers for Medicare & Medicaid Services (CMS), HHS, and the Office of Management and Budget (OMB) to work on the Improper Payments Information Act with respect to the ACA;
- Partnering with stakeholders (including HHS program staff and OMB) to develop and report improper payment estimates for the Hurricane Sandy-funded programs and other programs, and to identify and implement best practices;
- Analyzing improper payment results to recommend mitigation strategies to senior HHS officials;

- Preparing materials for meetings, briefings, hearings and presentations; and
- Working on multiple projects simultaneously that are crucial to HHS' improper payment efforts.

Fellows will gain:

- Knowledge of the ACA, Hurricane Sandy Disaster Relief Appropriations Act, HHS programs, and an opportunity to engage in all aspects of HHS' improper payments initiative;
- Interaction with top HHS, OMB, and OIG decision-makers and staff;
- Project management skills while leading and coordinating multiple projects; and
- Experience working as a member of a high-performing team at HHS.

Please contact Joseph Pika at [joseph.pika@hhs.gov](mailto:joseph.pika@hhs.gov) if you have any questions or are interested in learning more about this exciting opportunity!

**Rotation Title:** U.S. Department of Health and Human Services, Office of the Secretary, Assistant Secretary for Financial Resources, Office of Program Integrity Coordination (OPIC), Washington, DC

**Creation Date:** 9/23/2013

**Expiration Date:** 11/23/2013

**Rotation ID Number:** 5141

**Description:** The Office of Program Integrity Coordination (OPIC), within the Office of the Assistant Secretary for Financial Resources at the Department of Health and Human Services (HHS), seeks Presidential Management Fellows (PMF) looking for 4 to 6 month rotations. Rotations may occur at various times throughout the year and will be located within OPIC. Work will focus on driving meaningful outcomes by functionally aligning and integrating HHS activities in strategic planning, performance reporting, and enterprise-level risk management to enhance program integrity, mitigate key risks and vulnerabilities, and increase the efficiency and effectiveness of all HHS programs.

The Office of Program Integrity Coordination is a high-performing group that successfully manages workload demands and meets time-sensitive deadlines on behalf of the Department, its most senior leadership, and its operational and staff divisions. PMFs selected for this rotation will be treated as full professional team members, given true responsibility, and are expected to handle multiple and highly visible projects. The office seeks highly motivated and skilled individuals to work at the intersection of strategic planning, performance reporting, and enterprise-level risk management as it further enhances program integrity throughout the Department.

Candidates should possess:

- Strong analytical, written and communication skills are required.
- Interest in program analysis, policy implementation, strategic planning, performance enhancement, risk management, and program integrity.
- Experience in the above-described areas is helpful, but not absolutely required.
- Ability to work in a fast-paced environment and to respond quickly under pressure.

Tasks may include:

- Performing research and providing detailed analysis of HHS programs, including identifying potential risks and vulnerabilities as well as potential mitigation strategies.
- Working directly with programs to develop their risk identification and response plans relative to specific performance measures and strategic objectives.
- Preparing materials for various meetings, briefings, and reviews.

- Conducting data analysis to identify common issues and recommend solutions across HHS programs.
- Coordinating time sensitive activities that are crucial to the success of program integrity operations.

Presidential Management Fellows will gain:

- Knowledge of HHS programs and an opportunity to engage in all aspects of HHS program integrity operations.
- Interaction with key HHS decision-makers and staff in various HHS' Operating and Staff Divisions.
- Project management skills while leading and coordinating various projects.
- Experience working as a member of a high performing team within the Office of the Secretary.

Please contact Richard Aragon, Ph.D. at [Richard.Aragon@hhs.gov](mailto:Richard.Aragon@hhs.gov) if you have any questions.

**Rotation Title:** Department of Homeland Security/Immigration and Customs Enforcement/Office of Acquisition Management, Suspension and Debarment Division, Washington, DC

**Creation Date:** 9/23/2013

**Expiration Date:** 11/23/2013

**Rotation ID Number:** 5142

**Description:** ICE Program Office: Department of Homeland Security/Immigration and Customs Enforcement/Office of Acquisition Management, Suspension and Debarment Division, Washington, DC

Point of Contact Information: Randy Sawyer, 202-732-2680 – Randolph.w.sawyer@ice.dhs.gov.

Position Information: - Management and Program Analyst, Washington, DC

(2 openings)

Short Description: This position is established to serve as a Debarment Analyst and will directly support the suspension and debarment mission of the agency. Incumbent will be responsible for advising and assisting agency officials in carrying out agency responsibilities with respect to these activities. This PMF rotational assignment would support the continuing development of the ICE Suspension and Debarment Program.

Description of Responsibilities: The duties include providing suspension and debarment guidance (e.g., research, analysis, writing, and case management) to the agency. Analysis and writing often require the highest degree of originality and creative legal thinking to obtain the necessary balance between conflicting interests, factual issues, and policy considerations. The analyst will directly support the mission of agency oversight regarding suspension and debarment activities. The analyst will be responsible for advising and assisting in carrying out USICE responsibilities with respect to these duties, including:

- Research/Analysis
- Writing (legal/business)
- Public speaking
- Editing/document review
- Coordination with other entities (e.g., Interagency Suspension & Debarment Committee)
- Data Entry and Data Integrity
- Database Management
- Administrative Tasks (e.g., file preparation, compliance checklists, and mailings)

Experience: The PMF should have strong communication skills, possess a solid background in research and writing, and have an interest in suspension and debarment as well as government contracting. Backgrounds in suspension and debarment, law enforcement, immigration enforcement are ideal, but not required. Basic knowledge of Share Point and standard business software applications such as Microsoft Word are required. Enthusiasm, adaptability, and initiative are highly valued.

Security Level: Background check required. If applicant is not an ICE employee, background and onboarding process can take 2-3 months.

Duration of Assignment/Desired Hours of Availability: 4-6 months (Full-time) – Proposed Start Date October, 2013.

**Rotation Title:** Department of the Treasury, Financial Stability Oversight Council, Washington, D.C.

**Creation Date:** 9/25/2013

**Expiration Date:** 11/25/2013

**Rotation ID Number:** 5143

**Description:** POSITION TITLE: Policy Analyst

LOCATION: 1500 Pennsylvania, Avenue, NW, Washington, D.C.

DURATION: 4-6 months

OVERVIEW OF HOST OFFICE: The Financial Stability Oversight Council (Council) was established by the Dodd-Frank Wall Street Reform and Consumer Protection Act, and is charged with three primary purposes:

- To identify risks to the financial stability of the United States that could arise from the material financial distress or failure, or ongoing activities, of large, interconnected bank holding companies or nonbank financial companies, or that could arise outside the financial services marketplace
- To promote market discipline, by eliminating expectations on the part of shareholders, creditors, and counterparties of such companies that the U.S. government will shield them from losses in the event of failure
- To respond to emerging threats to the stability of the U.S. financial system

More information can be found at [www.fsoc.gov](http://www.fsoc.gov).

DESCRIPTION OF RESPONSIBILITIES: The detailee will serve as a Policy Analyst on the Council's Secretariat staff, which is housed within the Department of the Treasury. This rotation assignment will entail monitoring of emerging threats to U.S. financial stability by undertaking research and policy analysis on topics such as banking, housing finance, insurance, and wholesale funding markets.

Duties include the production of memos and briefings on noteworthy developments in financial markets, financial regulation, or in specific policy areas of interest to the Council. Other responsibilities include tracking relevant legislative, public, and industry developments related to financial stability. Work products will generally be for the consumption of Treasury leadership and/or counterparts at other Council member agencies.

This rotation will also require substantial analytical work on the Council's 2014 annual report to Congress, which addresses significant economic, financial market, and regulatory developments of the past year. The annual report also includes the Council's recommendations to enhance the stability of financial markets, promote market discipline, and maintain investor confidence. This assignment will require that the candidate possess superior writing, editing, and data management skills.

**EXPERIENCE:** Successful applicants will be individuals who work well under tight deadlines in a fast-paced environment and display excellent analytical and writing skills. Applicants should also have substantive knowledge within the fields of economics and finance.

**POINTS OF CONTACT:** Candidates should send a resume to Samantha MacInnis and Dan Fichtler at [Samantha.MacInnis@treasury.gov](mailto:Samantha.MacInnis@treasury.gov) and [Daniel.Fichtler@treasury.gov](mailto:Daniel.Fichtler@treasury.gov). Applications will be accepted on a rolling basis.

**Rotation Title:** Library of Congress, Congressional Research Service (CRS), Domestic Social Policy Division, Washington, D.C.

**Creation Date:** 10/28/2013

**Expiration Date:** 11/26/2013

**Rotation ID Number:** 5145

**Description:** Congressional support agency seeks an ANALYST IN HOUSING POLICY with background and expertise in the funding and operations of public and assisted housing programs administered by the U.S. Department of Housing and Urban Development (HUD), specifically the Housing Choice Voucher, Low-Rent Public Housing, and related programs. The Analyst would spend 4-6 months working on housing policy issues in direct support of the U.S. Congress. Specifically, the analyst should be familiar with laws, regulations, and policies as they pertain to public and assisted housing programs, as well as funding. Furthermore, issues of interest include HUD appropriations, assisted housing preservation, and general affordable housing topics.

AGENCY NAME: Congressional Research Service (CRS), Domestic Social Policy Division

POSITION TITLE: Analyst in Housing Policy

LOCATION: The candidate would work at CRS headquarters in the Madison Building of the Library of Congress on Capitol Hill in Washington, DC.

DURATION: For 4-6 months, beginning in January or February, 2014.

DESCRIPTION OF RESPONSIBILITIES: The PMF would join the Children and Families (CF) Section of CRS' Domestic Social Policy Division and would work with other analysts from the section on issues such as the status and progress of HUD appropriations; cost and utilization trends in the Section 8 Housing Choice Voucher program; assisted housing reform proposals; the implementation of new initiatives such as the Rental Assistance Demonstration (RAD) and the Choice Neighborhoods program; and the preservation of older assisted housing properties.

The CF section is responsible for providing Congress with research and analysis on a wide range of issues related to low-income populations. The PMF would work collaboratively with senior housing analysts and assist with a range of duties, which may include: responding to congressional requests addressing a variety of assisted housing policy issues; tracking relevant legislation and issues; assisting with updates of background and policy reports; authoring confidential memoranda as requested by congressional clients; contributing to new collaborative reports; and providing support to other analysts as needed.

EXPERIENCE: The ideal candidate would have a master's degree or higher in a discipline such as Public Policy, Public Administration, or social sciences, and have knowledge of current issues related to assisted housing policy. The individual should be able to quickly grasp complex and unfamiliar concepts and translate them into concise, accurate products that will give congressional decision-makers the

information they need in order to make informed policy decisions. The individual should be able to handle several tasks concurrently under rigid time constraints, possess excellent written and oral communication skills, and show good judgment in handling confidential assignments from congressional clients.

POINT OF CONTACT: Please send ELECTRONICALLY a cover letter that includes areas of interest, resume, and writing sample (preference is for independently authored policy analysis; however, any writing that best exemplifies your writing ability is welcomed) to: either Richard Rimkunas, Deputy Assistant Director, Domestic Social Policy Division; Congressional Research Service; email: rrimkunas@crs.loc.gov OR Karen Spar, Specialist in Domestic Social Policy, Domestic Social Policy Division, Congressional Research Service, email: kspar@crs.loc.gov. No phone calls please.

**Rotation Title:** U.S. Department of State, Bureau of Political-Military Affairs, Office of Security Negotiations and Agreements (PM/SNA), Washington, D.C.

**Creation Date:** 9/26/2013

**Expiration Date:** 11/26/2013

**Rotation ID Number:** 5146

**Description:**

**Duration:** 6 months (Flexible)

**Timeframe:** January 2014 – June 2014

**Clearance required:** Top Secret

**Position:** Foreign Affairs Officer

**Background:** You will be a member of a small, high-level team responsible for the negotiation and conclusion of Status of Forces Agreements, and access, transit, burden-sharing and related agreements with countries around the world. These agreements affect the rights and privileges for deployed US forces and billions of dollars in shared support costs. This is a substantive position with real influence on US foreign policy due to its direct impact on the ability of the Department of Defense to deploy forces globally. You will work directly with a Senior Foreign Service Officer who has served as an Ambassador and a Deputy Assistant Secretary in EAP. You will also work with an Air Force Colonel.

**Major Duties and Responsibilities:**

1. Achieves US foreign policy goals and strategic objectives by developing and overseeing the implementation of agreements that directly impact the safety and security of US military forces overseas.
2. Directly assists the PM Bureau's Senior Advisor for Security Negotiations in developing, presenting, negotiating, and concluding binding agreements with foreign countries, using complex negotiation strategies derived from a wide range of USG interagency inputs. This will involve accompanying the Senior Advisor on at least one overseas trip.
3. Seeks input from, resolves differences among, and coordinates activities of the Departments of State, Department of Defense, National Security Staff, US Embassies, and a wide range of US government organizations in furthering US foreign policy goals.

**Qualifications:**

- Ability to learn quickly and to work under tight deadlines. Willing to take on increasing levels of responsibilities/tasks in a fast-paced environment.

- Ability to work with a wide variety of factors, including interagency and DoS policymakers, office directors, officers at post, and representatives of other governments.
- Must possess strong interpersonal, writing, research and analytical skills.
- Knowledge of foreign policy issues (e.g., international security, political, economic, public diplomacy), principles, concepts, and methods is essential.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette Estrada-Wanner at EstradawannerYC@state.gov.

Point of Contact: Interested candidates should contact Chris Spigelmire at spigelmirec@state.gov or Tom Mancinelli at mancinellitj@state.gov.

**Rotation Title:** U.S. Department of State, Bureau of East Asian and Pacific Affairs, Office of Public Affairs (EAP/P), Washington, D.C.

**Creation Date:** 9/26/2013

**Expiration Date:** 11/26/2013

**Rotation ID Number:** 5147

**Description:** Duration: 4-6 months (Flexible)

**Timeframe:** October 2013 – February 2014

**Clearance required:** Secret

**Position:** Press Officer

**Background:** The Bureau of East Asian and Pacific Affairs (EAP) boasts the largest number of resident foreign journalists in Washington, and the State Department press corps actively reports on developments in the region. Our press office is a small, busy team of communication experts, who seek to engage U.S.-based media and civil society groups to advance U.S. policy towards this critical region. As Press Officer, you will coordinate and disseminate press guidance, public statements, and press releases about the region with other State Department bureaus and interagency partners. You will also work to create and coordinate opportunities for senior State Department officials to engage media, academia, and the think tank community on the critical issues facing the East Asian Pacific region. This is a unique opportunity to work with high level officials on a frequent basis, while gaining both press and policy skills.

**Major Duties and Responsibilities:**

1. Develop and maintain relationships with EAP country desks and the interagency to coordinate press guidance, press releases, and other major public messaging from EAP.
2. Disseminate Daily Press Briefings and other transcripts by USG officials, accurately assessing for East Asia and Pacific-related information.
3. Assist with the preparation of the daily press guidance package for press officers in the field.
4. Brief and coordinate daily press guidance with the EAP Assistant Secretary, the EAP Deputy Assistant Secretary, and the EAP/P Director, as needed.
5. Provide support for high-level media events with the Secretary, Deputy Secretary, and Assistant Secretary.
6. Orally brief the State Department Spokesperson to ensure that she can effectively explain our policy during the daily press briefing, as needed.

7. Serve as a resource to public diplomacy officers in the field, assisting them with matters that require Washington attention.

8. Create opportunities for Bureau leadership to speak with journalists and the think tank community and assist in setting up and staffing those events.

Qualifications:

- Ability to work under tight deadlines and take on increasing levels of responsibilities/tasks in a fast-paced environment.
- Ability to develop and maintain a network of contacts within EAP (both in Washington and posts overseas), the Department, and the interagency.
- Ability to quickly grasp complex policy issues and the public relations implications. Knowledge of foreign policy issues (e.g., international security, political, economic, public diplomacy), principles, concepts, and methods is essential.
- Ability to concisely and effectively brief senior officials on U.S. policy in Asia.
- An academic background and work experience in international relations, journalism, or communications is preferable.
- Knowledge of the East Asian and Pacific Region and Asian language ability are a plus.
- Strong interpersonal, writing, research and analytical skills.

MOU:

If you are selected for this rotation, a Memo of Understanding (MOU) will be signed by all involved parties prior to the start of the assignment. This is a non-reimbursable temporary rotation. Please coordinate the MOU process through the DoS PMF Program Manager, Yvette Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

Point of Contact: Interested candidates should contact Kelly Swaine, [swainekm@state.gov](mailto:swainekm@state.gov) .

**Rotation Title:** U.S. Department of State; Bureau of Economic and Business Affairs; Office of Agricultural, Biotechnology, and Textile Trade Affairs; Foreign Affairs Officer, Washington, D.C.

**Creation Date:** 9/26/2013

**Expiration Date:** 11/26/2013

**Rotation ID Number:** 5148

**Description:** Timeframe: December - February 2013/14 (dates within are flexible)

**Duration:** 2-3 months

**Clearance:** Active Secret Clearance

**Position:** Foreign Affairs Officer

**Location:** U.S. Department of State, Washington DC

This rotation is an excellent opportunity for a highly organized and motivated PMF to gain in-depth understanding of international agricultural policy, including as it pertains to trade, food security and biotechnology. You will have an active portfolio that includes economic policy work, outreach to the NGO community, event planning, and considerable interaction with our missions overseas, other Department bureaus, and other U.S. Government agencies.

#### OFFICE DESCRIPTION:

The PMF will join the Department of State's Bureau of Economic and Business Affairs, in the Office of Agricultural, Biotechnology, and Textile Trade Affairs (EB/TPP/ABT). The Office of Agriculture, Biotechnology and Textile Trade Affairs (ABT) works to advance the State Department's critical global food security goals. The ABT team is addressing barriers and opening markets for American farm products, contributing to the development of effective food aid policies, promoting rural development and increasing agricultural productivity through biotechnology.

#### POSITION DESCRIPTION:

The Foreign Affairs Officer is an integral part of a ten-person team in ABT. You will serve as the office's lead on issues pertaining to agricultural trade in the WHA region, food aid policy, consumer product safety, sugar policy, and assist with biotechnology outreach programming. In this position, you will have the opportunity to attend high level policy discussions and will have close interaction with DASes and the Assistant Secretary in the EB front office.

#### DESCRIPTION OF RESPONSIBILITIES:

- Monitoring, researching and analyzing agricultural trade-related developments in assigned countries, regions, and thematic areas of responsibility to determine implications for U.S. policy.

- Providing country specific assistance to ABT's biotechnology outreach programming unit, and in interagency policy discussions.
- Producing persuasive and timely memos for senior officials to further USG goals on agricultural policy and biotechnology outreach programming in the assigned portfolio.
- Preparing, coordinating and clearing briefing memos, press statements, remarks, and backgrounders on agricultural trade issues, consumer product safety, food aid policy, and biotechnology policy and outreach programming.
- Maintaining productive working relationships with posts, country desks, and relevant bureaus and agencies, on all relevant elements of the portfolio.

#### EXPERIENCE:

Applicants must possess strong written and oral communication skills, prior work experience and/or a strong interest in any or all of the following: economics, business affairs, trade policy, agriculture, development, food aid, consumer product safety, and biotechnology. Applicants must be highly organized with the capacity to prioritize multiple competing requests for information under tight deadlines, think critically, and quickly acquire and organize information.

#### MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov) and HR Specialist/Bureau Coordinator, Deborah Bridgeman at [BridgemanDA@state.gov](mailto:BridgemanDA@state.gov)

Interested candidates should contact: Edward Kaska, Office Director, [KaskaE@state.gov](mailto:KaskaE@state.gov) (202) 647-0133

**Rotation Title:** U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Recovery Operations and Readiness Coordination, Washington, D.C.

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5149

**Description:** Department of Homeland Security (DHS)

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Federal Emergency Management Agency (FEMA)

When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce.

Recovery Operations and Readiness Coordination (ROC)

Recovery Operations and Readiness Coordination (ROC) manages and oversees the Disaster Survivor Assistance (DSA) program.

The DSA is an expeditionary cadre that addresses the immediate and emerging needs of disaster survivors by meeting survivors at their homes, in their communities, or wherever support is needed.

The mission of DSA is to build and sustain an expeditionary cadre that can address disaster survivor's immediate needs by:

1. Establishing a timely presence;
2. Providing in-person, tailored information and services;
3. Providing referrals to whole community partners as needed;
4. Collecting targeted information to support decision-making; and
5. Identifying public information needs so critical messaging can be developed and disseminated.

POSITION TITLE: Program Specialist

LOCATION: Washington, D.C.

DURATION: 3-6 months

DESCRIPTION OF RESPONSIBILITIES:

Duties may include:

- Drafting memorandums and briefings for Agency-wide use
- Facilitating meetings with FEMA headquarters and regional program offices
- Providing input for the development of and participating in the execution and documentation of DSA functions
- Analyzing current DSA systems and providing advice to resolve problems or identify when additional support is required
- Assisting in the deployment of DSA plans, goals and objectives for new initiatives and programs.

Travelling to support DSA operations in the field if a disaster is declared.

EXPERIENCE: Types of experience or interests helpful to prospective Fellows for this rotation and qualification factors.

- Strong interpersonal and facilitation skills
- Ability to understand and summarize complex issues
- Outstanding critical reasoning and problem solving skills
- Ability to work independently and as part of a team
- Proficiency with Microsoft Office
- Proficiency with social media applications

Application Instructions:

Please send your resume and a cover letter explaining your interest in the Recovery Operations & Readiness Coordination (ROC) rotational assignment to Stewart McFall, Deputy Director, ROC at the email address below by October 18, 2013.

If you are selected for this rotation, a memorandum of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment.

Point of Contact

Name: Stew McFall

E-mail: [Stewart.McFall@fema.dhs.gov](mailto:Stewart.McFall@fema.dhs.gov)

Phone: 202-646-4524

**Rotation Title:** U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Office of Internal Training Integration, Washington, D.C.

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5150

**Description:** Federal Emergency Management Agency (FEMA)

When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce.

Office of Internal Training Integration

The FEMA Administrator has established the Office of Internal Training Integration (ITI) to coordinate and synchronize all leadership, career development, education programs and activities, and internal training for the FEMA workforce. Specifically, the Administrator has directed the ITI to:

1. Coordinate the development and maintenance of training doctrine, policy, and directives;
2. Minimize redundancy and overlap of our training, leadership, career development, and education activities and resources;
3. Identify and maximize opportunities for coordination with other Department, Federal, State, local, tribal, territorial, university, and external private/public training resources when applicable; and
4. Ensure that requirements for professional and career development are aligned with emergency management, leadership, and general FEMA employee training programs.

The ITI accomplishes its mission by ensuring that all training is integrated and aligned across each of the Agency's program areas. The ITI consolidates and standardizes internal training policy across the Agency for easy access by all FEMA staff; facilitates dialog among components; and manages the process of reporting investments in employee training across the Agency to identify gaps and refine workforce development through mandatory, required and elective training.

3. POSITION TITLE: Program Analyst
4. LOCATION: Washington, D.C.
5. DURATION: 6 months
6. DESCRIPTION OF RESPONSIBILITIES:

This position would support the Budget, Metrics and Performance Reporting Branch Chief to design, develop, and implement the Quarterly Internal Training Integration report for FEMA's Office of the Administrator. This position will help the ITI Integrate data into a single narrative about FEMA's investments in training. This report will address mandatory training, training required to do the job, and elective training for personal/ professional development. This management tool will identify what FEMA is spending on workforce training, the return on investment, who got trained, and what the gaps are. This position will help the ITI integrate data into a set of macro-level data points about FEMA's investments in training, and the incumbent can expect to have the opportunity to present the report and its findings to senior (Assistant and Associate Administrator) level executives as well as the Office of the Administrator. The selected candidate may also have opportunity to support Policy, Strategy and Analysis Branch initiatives.

7. EXPERIENCE:

- Demonstrated ability to collect, analyze and draw conclusions from multiple data sources;
- Ability to challenge, advance or defend positions and recommendations collaboratively in a team environment;
- Results-oriented and action-oriented approach to strategy and task accomplishment;
- Excellent written and oral communication skills.

Application Instructions:

- Please submit your cover letter, resume and school transcript(s) to Dr. Kathy McKoy, Budget, Metrics and Performance Reporting Branch Chief in FEMA's Office of Internal Training Integration.
- The cut-off date for applications is Friday, September 27.
- If the Office of Internal Training Integration does not identify a qualified candidate, this position may be available on a recurring basis.
- Applications will only be accepted via email at [kathy.mckoy@fema.dhs.gov](mailto:kathy.mckoy@fema.dhs.gov).
- If you are selected for this rotation, a memorandum of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment.

Point of Contact

Name: Dr. Kathy McKoy

E-mail: [kathy.mckoy@fema.dhs.gov](mailto:kathy.mckoy@fema.dhs.gov)

Phone: 202-786-0866

**Rotation Title:** U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Logistics Management Directorate, Washington, D.C.

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5151

**Description:** Federal Emergency Management Agency (FEMA)

When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce.

Logistics Systems Office

Manage, maintain, and expand FEMA's supply chain technology, integrate automated logistics solutions, and modernize FEMA's logistics systems to ensure the efficient and effective delivery of critical assets in support of domestic emergencies.

POSITION TITLE: Program Analyst (Training Focus)

LOCATION: Washington, D.C.

DURATION: 1-6 months, prefer 3 months+

DESCRIPTION OF RESPONSIBILITIES:

Training Project:

- Revise and update existing Training Plan to address training requirements of the Logistics Supply Chain System (LSCMS) for FEMA wide users, Partners and Transportation Carriers.
- Develop a Project plan to obtain EMI class numbers.
- Manage collaborative drafting, revising, and editing of program training manuals

These projects will require collaboration with the LSCMS Program Office, trainers, EMI and contractors.

EXPERIENCE:

- Writing skill
- Experience with adult education desired but not required

- Must be collaborative and able to work with Subject Matter Experts to capture and document ideas
- Project Management skills or willingness to learn.
- Strong interpersonal and facilitation skills
- Outstanding critical reasoning and problem solving skills
- Able to work independently and as part of a team
- Proficiency with Microsoft Office

Self-motivation, professionalism, a strong work-ethic, and willingness to take the initiative and innovatively achieve program objectives in the absence of precedent or strict guidance

Application Instructions:

Please send your resume, a brief statement of interest, and your projected start date and duration to Mary Rose Register, Director Logistics Systems, at the email address below.

If you are selected for this rotation, a memorandum of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment.

Point of Contact

Name: Mary Rose Register

E-mail: [Mary.Register@fema.dhs.gov](mailto:Mary.Register@fema.dhs.gov)

Phone: 202-646-3565

**Rotation Title:** U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Processing Service Centers, Operations Division, Washington, D.C.

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5152

**Description:** Federal Emergency Management Agency (FEMA)

When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce.

National Processing Service Centers

As the Federal government's lead for disaster assistance, FEMA coordinates with various federal agencies, state and local governments, non-profit organizations and private sector partners to provide a full range of disaster assistance to individuals. Much of this work is coordinated and managed at FEMA's three National Processing Service Centers, contact centers that directly support the disaster survivor through the disaster assistance application process. More information about the NPSC mission is available at [http://www.fema.gov/medialibrary/media\\_records/7026](http://www.fema.gov/medialibrary/media_records/7026).

**POSITION TITLE:** Title to identify the job category and position the Fellow will fill during the rotational opportunity.

Program Specialist

**LOCATION:** City/State where the Fellow will be working.

Washington, D.C.

**DURATION:** Expected length of rotational opportunity.

6 months

**DESCRIPTION OF RESPONSIBILITIES:** Description of the duties and responsibilities to be performed by the Fellow.

Support FEMA's survivor disaster assistance capability by providing assistance in the selection and implementation of state-of-the art technology supporting the NPSC contact centers.

Duties may include:

- Assisting the NPSC contact center project management team with the development and delivery of acquisition and system engineering plans and other documentation
- Conducting market research on state-of-the-art contact center technologies
- Identifying benchmarking opportunities at other federal agencies using contact center technologies and coordinating discussions between the NPSC contact center project management team and representatives of those other agencies
- Analyzing and preparing recommendations on acquisition and implementation strategies for the new contact center capability
- Assisting in the analysis of industry responses to Requests for Information and Requests for Proposal

Preparing and presenting briefings and written reports to Recovery Division senior leaders on status of contact center modernization activities

EXPERIENCE: Types of experience or interests helpful to prospective Fellows for this rotation and qualification factors.

- Strong interpersonal and facilitation skills
- Professional appearance and demeanor
- Critical reasoning and analysis skills
- Strong verbal and written communication skills
- Proficient in Microsoft Office products
- Experience and/or formal training in project management

Experience and/or formal training in telecommunications, including contact center technologies

Please send your resume, a brief statement of interest, and your projected availability date and direction to Alonna Barnhart, NPSC Technology Manager, at the e-mail address below.

If you are selected for this rotation, a memorandum of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment.

Point of Contact

Name: Alonna Barnhart

E-mail: [alonna.barnhart@fema.dhs.gov](mailto:alonna.barnhart@fema.dhs.gov)

Phone: 202-646-3774

**Rotation Title:** U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Office of the Chief Financial Officer (OCFO), Budget Planning and Analysis Division, Washington, D.C.

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5153

**Description:** Department of Homeland Security (DHS)

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Federal Emergency Management Agency (FEMA)

When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce.

Office of the Chief Financial Officer, Budget Planning and Analysis Division

FEMA's Budget Planning and Analysis Division within the Office of the Chief Financial Officer is a fast – paced and exciting place to work! It provides a bird's eye view and perspective on all FEMA programs. Be a part of helping confront budgetary challenges and assist the agency in budgetary analysis.

**POSITION TITLE:** Title to identify the job category and position the Fellow will fill during the rotational opportunity.

Budget Analyst

**LOCATION:** City/State where the Fellow will be working.

Washington, D.C.

**DURATION:** Expected length of rotational opportunity.

3 – 6 months

**DESCRIPTION OF RESPONSIBILITIES:** Description of the duties and responsibilities to be performed by the Fellow.

Selected PMFs will have an opportunity to detail in the Budget Planning and Analysis Division of the Office of the Chief Financial Officer at FEMA.

Duties may include:

- Collecting, synthesizing, and analyzing information to respond to queries from FEMA leadership, the Department, and / or the Office of Management and Budget
- Assisting with preparation of budget materials for the Department and the Office of Management and Budget
- Analyzing budgetary tradeoffs and investments within FEMA
- Tracking financial information, such as commitments, obligations, and expenditures during the budget year,
- Tracking FEMA's budget through the Congressional process
- Providing recommendations on funding

Other duties necessary to develop and implement the program

EXPERIENCE: Types of experience or interests helpful to prospective Fellows for this rotation and qualification factors.

- Self-motivation, strong work ethic, and initiative
- Careful attention to detail
- Experience with Microsoft Excel
- Ability to work under pressure and perform multiple tasks with short turnaround times

Analytical skill and ability to synthesize and clearly present data from multiple sources

POINT OF CONTACT: Include any helpful contact information such as names, telephone numbers, email addresses, website URLs, etc. Also, include directions to Fellows on who and how to submit resumes or express interest in the rotational opportunity.

Application Instructions:

Please send your résumé, brief statement of interest, your projected start date, and requested duration of detail to Shalini Benson, Deputy Budget Director, at the email address below.

If you are selected for this rotation, a memorandum of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment.

Point of Contact

Name: Shalini Benson

E-mail: [Shalini.Benson@fema.dhs.gov](mailto:Shalini.Benson@fema.dhs.gov)

Phone: 202-646-2504

**Rotation Title:** U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Office of the Chief Information Officer, Operations Division

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5154

**Description:** Department of Homeland Security (DHS)

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Federal Emergency Management Agency (FEMA)

When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce.

**POSITION TITLE:** Title to identify the job category and position the Fellow will fill during the rotational opportunity.

IT Specialist

**LOCATION:** City/State where the Fellow will be working.

Winchester, VA

**DURATION:** Expected length of rotational opportunity.

1-6 months

**DESCRIPTION OF RESPONSIBILITIES:** Description of the duties and responsibilities to be performed by the Fellow.

- Providing input into drafting strategic planning, capital planning, and investment control;
- Providing input into workforce planning, policy and standards development applicable to the support of IT systems;
- Assisting in the evaluation of resource management, knowledge management, and architecture/infrastructure planning to achieve efficiencies in the delivery of IT services;

- Assisting in the development of business cases including the establishment of IT performance metrics;
- Assisting in the evaluation of emerging technologies and provides input into the calculation of total cost of ownership of such technologies;
- Using knowledge of industry standards and best practices to evaluate the efficiency of established IT methods, processes, and procedures;
- Planning and carries out assignments in one or more specialty area(s);
- Interpreting IT policies, standards, and guidelines; conducting analyses and recommend resolutions of complex issues affecting the specialty area(s).

This position may require working long hours during times of increased disasters activities to support the FEMA mission.

- Weekends, nights and extended coverage may be required during large hurricanes or earthquakes or other large disaster events.

EXPERIENCE: Types of experience or interests helpful to prospective Fellows for this rotation and qualification factors.

- You have at least one year of specialized experience and IT knowledge in planning and overseeing hardware and/or software installations; analyzing configuration management processes and procedures; developing and recommending processes, software and procedures to ensure effective configuration management; resolving customer support requests involving integration or configuration of wide variety of different platforms, operating systems, applications, and desktop configurations; identifying break down problems using structured problem resolution approaches.

OR

- Completion of a doctoral degree, Ph.D. or equivalent graduate degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provide a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.

OR

- Combination of education and experience.

Also desired:

- Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

- Customer Service - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
- Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

POINT OF CONTACT: Include any helpful contact information such as names, telephone numbers, email addresses, website URLs, etc. Also, include directions to Fellows on who and how to submit resumes or express interest in the rotational opportunity.

#### Application Instructions:

Please send your résumé, a brief statement of interest, your projected start date, and your requested duration of detail to Shukry Addou, at the email address below.

If you are selected for this rotation, a memorandum of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment.

#### Point of Contact

Name: Shukry Addou

E-mail: SHUKRY.ADDOU@FEMA.GOV

Phone: 202-646-4127

**Rotation Title:** U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Office of the Chief Security Officer, Operations Security

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5155

**Description:** Federal Emergency Management Agency (FEMA)

When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce.

Office of the Chief Security Officer (OCSO) – Operations Security (OPSEC)

Operations Security (OPSEC) is a non-technical discipline that enables leaders, organizations, and employees throughout FEMA to coordinate efforts to protect personnel, facilities, resources, and operations from known or potential adversaries who could harm, interfere with, or undermine them. Unlike “behind-the-scenes” or “black box” security mechanisms, OPSEC is a dynamic discipline based on collaboration and coordination among senior leaders, operations planners and managers, and individual employees throughout the Agency. OCSO’s role is developing policy and doctrine; providing education and training; and coordinating and facilitating program implementation by all Agency organizations.

**POSITION TITLE:** Title to identify the job category and position the Fellow will fill during the rotational opportunity.

Operations Security (OPSEC) Program Analyst / Program Coordinator, multiple positions available.

**LOCATION:** City/State where the Fellow will be working.

Washington, D.C.

**DURATION:** Expected length of rotational opportunity.

4-6 months

**DESCRIPTION OF RESPONSIBILITIES:** Description of the duties and responsibilities to be performed by the Fellow.

- Directing development and implementation of an agency-wide program within various offices while exercising significant personal initiative, creativity, and adaptive peer-leadership

- Building and directing collaborative groups composed of leaders and subject-matter experts from numerous professional disciplines and agency components
- Developing and presenting sophisticated, innovative, and detailed recommendations for program design and implementation to senior leadership across FEMA headquarters
- Managing collaborative drafting, revising, and editing of program directives, instructions, manuals, and standard operating procedures

Collecting, synthesizing, and analyzing information in order to produce, publish, and distribute aggregate estimates and assessments to support program implementation

EXPERIENCE: Types of experience or interests helpful to prospective Fellows for this rotation and qualification factors.

Applicants for this position should exhibit the following traits:

- Strategic thinking
- Innovative problem solving
- Professionalism
- Self-motivation
- Initiative

This office intends to assemble a team with diverse and multi-disciplinary experience or training related to the program area. Applicants with academic or professional backgrounds in any of the following fields will be considered; applicants with backgrounds in two or more of these fields are strongly encouraged to apply:

- I. Program Management & Analysis & Coordination
  - a. Industrial / Organizational psychology
  - b. Systems engineering
  - c. Project management
- II. Communication & Partnership Building
  - a. Public relations
  - b. Briefing & Instructing
  - c. Mediation & dispute resolution
- III. Emergency Management or Emergency Operations

- a. Crisis management
- b. EMS, explosive disposal, fire, HAZMAT, law enforcement, search & rescue
- c. Disaster response or recovery
- d. Military leadership, command, or staff experience may be considered equivalent

IV. National Security / Homeland Security

- a. Intelligence
- b. Security: Personnel Security, Information Security, Physical Security, Counterintelligence
- c. Antiterrorism & Force Protection

POINT OF CONTACT: Include any helpful contact information such as names, telephone numbers, email addresses, website URLs, etc. Also, include directions to Fellows on who and how to submit resumes or express interest in the rotational opportunity.

Application Instructions:

Please send your resume, a brief statement of interest, and your desired start date and duration to FEMA's OPSEC Support Officer at [FEMA-OPSEC@fema.dhs.gov](mailto:FEMA-OPSEC@fema.dhs.gov).

If you are selected for this rotation, a memorandum of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment.

Point of Contact

Name: Markus L. Fish

E-mail: [markus.fish@fema.dhs.gov](mailto:markus.fish@fema.dhs.gov)

Phone: 202-646-3280

**Rotation Title:** U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Office of Policy and Program Analysis, FEMASat

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5156

**Description:** Federal Emergency Management Agency (FEMA)

When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce.

FEMASat

FEMASat is a systematic commitment to go smart in everything we do. We fulfill this commitment in three ways:

- **The Meetings:** Our team produces an ongoing series of data-driven reviews, where FEMA's senior leadership evaluates performance against objectives, identifies barriers to success, agrees on actions to eliminate those barriers, and holds individuals accountable for implementation.
- **The Process:** Preparing for each meeting requires intense collaboration and rapid in-depth analysis on issues that cut across the entire agency - a process that takes about four weeks of preparation for each session.
- **Decision Analysis:** Our long-term goal is to build analytical capacity within FEMA, so the agency makes smarter decisions in every arena. We are beginning to build the training and infrastructure for high-quality analytics in the field, so decision makers in the NRCC and at JFOs are relying on better information as they make critical decisions. Our expectation is that analysts in the field are continuously examining, scrutinizing, and interpreting information relevant to management decisions; determining what decision makers need to know; and communicating information effectively.

**POSITION TITLE:** Title to identify the job category and position the Fellow will fill during the rotational opportunity.

FEMASat Fellow

**LOCATION:** City/State where the Fellow will be working.

Washington, D.C.

**DURATION:** Expected length of rotational opportunity.

4 to 6 months.

**DESCRIPTION OF RESPONSIBILITIES:** Description of the duties and responsibilities to be performed by the Fellow.

FEMASat analysts work with FEMA's Offices, Directorates and Regions to implement the Administrator's vision of helping FEMA prepare for, protect against, respond to, recover from, and mitigate all hazards by conducting and presenting analysis which communicates key findings and highlights issues for further discussion.

FEMASat analysts will:

- Work flexibly on a project basis to perform comprehensive analysis and evaluation; spotting trends and gaps that will impact services and systems; identifying potential problems in program administration; and recommending changes to system operations that will make services more personal and effective for disaster survivors and the emergency management community.
- Collaborate with other analysts and the FEMASat Director to organize and coordinate performance meetings, retrieve, manage and analyze large quantities of complex data; distill the most important information for decision makers; and develop presentations that help senior leaders confront complex challenges.
- Assist with program and administrative interviews, surveys, site visits, and cost analyses to validate assumptions.
- Collect, track, and interpret various forms of information;
- Research and compile best practice information for dissemination and comparison.

Ultimately, you must communicate findings and recommendations clearly, both orally and in writing.

**EXPERIENCE:** Types of experience or interests helpful to prospective Fellows for this rotation and qualification factors.

Professional:

Required:

- Excellent communications skills (oral, written, and presentation)
- Adept at identifying potential problems in program administration and recommending changes to system operations
- Demonstrated ability to manage multiple projects at once
- Demonstrated skill analyzing and synthesizing complex data
- The ability to carry out specific instructions with limited supervision

- A track record in building and maintaining strong collaborative relationships
- Can anticipate and mitigate problems before they arise

Preferred:

- Experience producing accessible, Section 508 Compliant documents
- Experience working with a skilled, professional, and mission-committed group of professionals with differing levels of expertise
- Experience in the emergency management field
- Project management experience
- Experience preparing and delivering presentations to executive decision makers
- Experience facilitating group discussions

Personal:

Required:

- Strong curiosity to learn more about the Agency's mission in its entirety
- First-rate strategic and analytical mind
- Effective team player
- Flexibility
- Excellent follow-through
- Task oriented
- Self-starter
- Respect for others' opinions
- Honesty

Preferred:

- Open to new experiences/Willing to try activities outside of your comfort zone
- Personal goal clarity
- Desire to improve FEMASTAT work processes and program effectiveness
- Strong influencing skills

- Desire to advance career and be a leader within the agency

Technical Qualifications:

Advanced PowerPoint and Excel (including data analysis and pivot tables)

POINT OF CONTACT: Include any helpful contact information such as names, telephone numbers, email addresses, website URLs, etc. Also, include directions to Fellows on who and how to submit resumes or express interest in the rotational opportunity.

Application Instructions:

To apply, please send your resume and a one-page cover letter to Carter Hewgley, FEMAStat Director, [femastat@fema.dhs.gov](mailto:femastat@fema.dhs.gov). The application process will include a preliminary interview, an analytical assessment and a final interview.

If you are selected for this rotation, a memorandum of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment.

Point of Contact

Name: Ashley Zohn

E-mail: [femastat@fema.dhs.gov](mailto:femastat@fema.dhs.gov)

Phone: 202-646-3258

**Rotation Title:** U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Protection and National Preparedness (PNP), Strategic Resource Management Office (SRMO)

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5157

**Description:** Federal Emergency Management Agency (FEMA)

When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce.

The Strategic Resource Management Office (SRMO)

The Strategic Resource Management Office (SRMO) serves as the operations and business office for the Deputy Administrator for Protection and National Preparedness (PNP). Protection and National Preparedness is responsible for the coordination of preparedness and protection related activities throughout FEMA, including grants, planning, training, exercises, individual and community preparedness, assessments, lessons learned, continuity of government and national capital region coordination. SRMO reports to Deputy Administrator Timothy W. Manning, providing support and oversight to the four directorates that he oversees, including the Grants Programs Directorate, Office of National Capital Region Coordination, National Continuity Programs Directorate and the National Preparedness Directorate.

**POSITION TITLE:** Title to identify the job category and position the Fellow will fill during the rotational opportunity.

Management and Program Analyst

**LOCATION:** City/State where the Fellow will be working.

Washington, D.C.

**DURATION:** Expected length of rotational opportunity.

3 months

**DESCRIPTION OF RESPONSIBILITIES:** Description of the duties and responsibilities to be performed by the Fellow.

- Advise Director and other PNP leadership on policy issues and provide recommendations

- Provide oversight and quality control of Directorate's program information
- Provide feedback on a daily basis on work products submitted to SRMO
- Implement internal controls to ensure all tasks are completed on time and correctly
- Assist in the development of the PNP Operating and Strategic Plans
- Develop Senior Level Executive Program Briefings
- Assist in the development of congressional justifications for PNP programs
- Draft memorandums and policy guidance for PNP-wide use

EXPERIENCE: Types of experience or interests helpful to prospective Fellows for this rotation and qualification factors.

- Familiarity with Federal Budget Process
- Possess a background in public policy/administration
- Problem solving and critical reasoning skills
- Experience working with Federal, state or local public officials
- Proficiency in Microsoft Excel

POINT OF CONTACT: Include any helpful contact information such as names, telephone numbers, email addresses, website URLs, etc. Also, include directions to Fellows on who and how to submit resumes or express interest in the rotational opportunity.

Application Instructions:

Please send your resume, a brief statement of interest, and your projected start date and duration to David Hagerty, SRMO Director, at the email address below.

If you are selected for this rotation, a memorandum of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment

Point of Contact

Name: David Hagerty

E-mail: David.Hagerty@fema.dhs.gov

Phone: 202-212-2366

**Rotation Title:** The U.S. Department of Transportation, Pipeline and Hazardous Material Safety Administration's (PHMSA), Washington, D.C.

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5159

**Description:** Agency: Pipeline and Hazardous Material Safety Administration/ Outreach, Training & Grants Division

Announcement Number: PHMSA.PMF-R-2013-0001

Position Title/Grade/series: Program Analyst- GS-0343-11/12 FPL- GS-13

Number of Positions: 1

Location: 1200 New Jersey Ave. S.E., Washington, DC

Position Type: Rotational Opportunity

October- March 2014

Description of Agency:

The U.S. Department of Transportation, Pipeline and Hazardous Material Safety Administration's (PHMSA) mission is to protect people and the environment from the risks of hazardous materials transportation.

Description of Opportunity:

This position is located within the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA Emergency Preparedness. (HMEP) Grant Program The incumbent is responsible for the analysis and implementation of the HMEP Grants program under the direction of the Chief, Grants and Registration Branch. The incumbent serves as the information Technology (IT) integration, and project management, advising the chief and leadership on project and/or service issues, and implementing IT solutions to improve the efficiency and transparency of the HMEP grant program. Responsibilities include providing technical writing and report writing, support requirements, analysis, and information systems support.

The incumbent will be responsible to undergo a background investigation based on the risk to databases.

- Provide support with business process development, documentation of workflows, standard operating procedures, business requirements, assistance with administration of legacy HMEP grants processing information systems and grants.gov organizational structure analysis grant application

guidelines, deliverables, technical and report writing including reports to Congress, and information system implementation instruction and development.

- Research regulations and precedents cases to resolve problems/issues, asses alternative policy positions and presents them to grants manager with recommendations as to the most effective resolutions of the problem.
- Negotiates and evaluates annual plans and practices of a potential grantee within a Total Quality Management (TQM) program structure to help grantees meet their goals and objectives.
- Assist the grants manager in the preparation and justification of budget requests, acquisition plans, administrative reports and other management documents.
- Provides advisory services to superiors on program area of emphasis, including initiation, curtailment or scheduling, and provides recommendations and advice regarding appropriate funding levels and cost effectiveness in line with PHMSA policies and goals.

How to Apply:

Please submit a personal statement and resume to Catrice Prailow at [Catrice.Prailow@dot.gov](mailto:Catrice.Prailow@dot.gov)

**Rotation Title:** U.S. Department of State, Bureau of East Asian and Pacific Affairs, Office for Mainland Southeast Asia, Washington, DC

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5160

**Description:**

**Dates:** As soon as possible

**Duration:** 4 to 6 months

**Clearance:** Top Secret

The Office for Mainland Southeast Asia (EAP/MLS) seeks an energetic and motivated Presidential Management Fellow to join the dynamic Burma Team in Washington, DC as soon as possible for a rotation, with a follow-on rotation overseas possible.

Burma is the most rapidly reforming country in Asia, and is strategically located between China, India, and Southeast Asia. The Government of Burma is negotiating a national peace accord with armed ethnic groups, opening the Burmese economy to U.S. businesses for the first time in decades, preparing to chair ASEAN in 2014, and implementing political reforms in advance of national elections in 2015. The success of Burma's democratic transition is a high priority for the Obama Administration and is an effort taking place in the context of its strategic rebalance to the Asia-Pacific. This dynamic, high-profile account draws continual senior-level State Department, Congressional, White House, interagency, and NGO interest.

The PMF will be fully integrated as one of three Burma Desk Officers in EAP/MLS, supporting the Department and Embassy Rangoon's efforts to carry out U.S. policy coordination related to Burma. Duties may include: coordinating U.S. assistance to Burma; coordinating consultations with Members of Congress, the international community, democracy advocates, and NGOs; implementing U.S. engagement efforts with the Government of Burma; helping prepare for Burma's Chairmanship of ASEAN; supporting high-level visits and meetings; and assisting efforts to carefully tailor U.S. sanctions and achieve primary U.S. objectives in Burma. These duties require strong drafting and communication skills, political and economic analysis, intra- and inter-agency coordination (including with USAID), civil society outreach, and the ability to work well with a team. Experience in Asia, human rights, foreign assistance, and/or engagement with Congress is desirable but not required.

**MOU:**

If you are selected for this rotation, a Memo of Understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinator through the PMF Program

Manager, Yvette Estrada-Wanner at EstradawannerYC@state.gov and EAP Bureau Coordinator, Gail Lawrence at LawrenceGD@state.gov .

POINT OF CONTACT:

Interested Candidates please contact: EAP/MLS Deputy Director Marcos Mandojana at MandojanaMC@state.gov or 202-647-3065.

**Rotation Title:** U.S. Department of State, Bureau of Intelligence and Research, Office of Analysis for Near East and South Asia (INR/NESA), Washington, D.C.

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5161

**Description:**

**Duration:** 4-6 months (Flexible)

**Timeframe:** November 2013-April 2014

**Clearance required:** Top Secret with access to Sensitive Compartmented Information (TS//SCI)

**Position:** Analyst for Syria Political Affairs

**Background:** INR's primary mission is to harness intelligence to serve U.S. diplomacy. Drawing on all-source intelligence, INR provides value-added independent analysis of events to Department policymakers and ensures that intelligence activities support foreign policy and national security purposes.

The Office of The Near East and South Asia, Arab-Israeli Division (NESA/AI):

INR/NESA/AI is the principal source for the Department of State on the intelligence and analysis related to Levant and North African political issues.

**Major Duties and Responsibilities:**

1. Conduct all-source intelligence research and analysis on Syrian politics and internal political developments.
2. Provide regular and ad hoc intelligence briefings for, and maintain close rapport and knowledge of the interests of, the Syria desk in NEA.
3. Prepare written briefing materials and longer in-depth analytical products for distribution within the Department and to other interested agencies. These include the preparation of INR assessments, coordination of Intelligence Community-wide documents, and ad-hoc written and oral briefings to Bureaus within the Department.
4. Build rapport and closely coordinate with counterparts at governmental and non-governmental organizations including visits, coordination and possibly joint products with counterparts at various intelligence agencies.

**Qualifications:**

- INR/NESA/AI seeks an independent, energetic PMF with sharp analytical skills and an excellent ability to research, analyze, write, and give oral presentations. A general knowledge of Syria's political system, internal politics, political parties, and socio-economic dynamics is required. A broad knowledge of U.S. foreign policy is desirable.
- Interested applicants must hold a Top Secret Clearance. Access to Sensitive Compartmented Information (SCI) may be applied for after a selection has been made. INR will nominate the selected individual for SCI.
- Applying PMFs must have written approval and support of their supervisor before applications will be considered. This approval may be sent via email to the POCs below. The PMF's executive office (EX) must also be informed.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette C Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

Point of Contact: Interested PMFs should contact Conny Mayer at [MayerCM@state.gov](mailto:MayerCM@state.gov)

**Rotation Title:** Department of the Treasury, Departmental Offices, The Office of Strategic Planning and Performance Improvement (OSPPI), Washington, D.C.

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5162

**Description:** Position title: Performance and Management Analyst

Location: Washington, DC

Duration: 3-6 months

Start time: Flexible

Description:

The Office of Strategic Planning and Performance Improvement (OSPPI), within Treasury's Departmental Offices (headquarters), assists Treasury Bureaus and DO policy offices to better achieve their mission critical activities through comprehensive strategic alignment, outstanding operational performance, and rigorous accountability.

OSPPI develops the Department's strategic plan, engages in operations improvement projects (including Lean Six Sigma), tracks performance initiatives and measures, and produces the Department's Quarterly Performance Reviews (QPRs). OSPPI also manages the implementation of the Government Performance and Results Act (GPRA) and Modernization Act (GPRAMA).

OSPPI is committed to the development of individuals, teams, and the Treasury Department. We are seeking high potential, high capability people who are driven to make performance improvements. Individuals who work for OSPPI should expect to be challenged in significant ways and supported equally as much.

Typical duties:

- Contribute to the development and implementation of the Department's strategic plan.
- Work on performance/process improvement projects and other special projects, sometimes using Lean Six Sigma techniques.
- Provide skills development and facilitation for the leadership and staff of the Departmental Offices and bureaus.
- Assist bureaus and policy offices with the development and refinement of their performance metrics.

- Report to OMB on various programs, including the progress of Treasury's agency priority goals (APGs).
- Coordinate the development of the agency's Annual Financial Report (AFR) and Annual Performance Report (APR).
- Develop Treasury performance content on the government-wide and Department-wide performance accountability programs.
- Support Quarterly Performance Reviews held by the Deputy Secretary/Chief Operating Officer and the Assistant Secretary for Management/Chief Financial Officer by developing performance materials and coordinating review sessions.

Qualifications:

- Must possess exceptional analytical, written and oral communication skills. In addition, strong research, editing and presentation skills are required.
- Ability to work under tight deadlines and take on increasing levels of responsibilities/tasks in a fast-paced environment.
- Ability to work with a wide variety of audiences, including high-level agency managers, policymakers, office directors/personnel, and representatives of other Federal Government departments and agencies.
- Must also display strong interpersonal and be able to work across organizational lines.

Candidates with knowledge and experience in strategic planning, performance management, GPRA requirements, and/or process improvement are encouraged to apply.

For more information on the Treasury Department and the Departmental Offices, please visit our website at: <http://www.treasury.gov/Pages/default.aspx>

Point of Contact

Questions may be directed to Lenora Stiles ([Lenora.Stiles@Treasury.gov](mailto:Lenora.Stiles@Treasury.gov)) or Rob Cannon ([Beatrick.Cannon@Treasury.gov](mailto:Beatrick.Cannon@Treasury.gov)).

Interested candidates should send a cover letter explaining why they are interested in the position and a current resume to: [OSPPI@Treasury.gov](mailto:OSPPI@Treasury.gov) with the Subject: "OSPPI Rotation."

**Rotation Title:** U.S. Department of the Treasury, International Affairs, Office of Multilateral Development Banks, Washington, D.C.

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5163

**Description:**

Duration: Six Months

Timeframe: October 2013 – March/April 2014 (dates are flexible)

Clearance required: Secret

Position: International Economist

This rotational opportunity is with Treasury's Office of Multilateral Development Banks. The selected candidate will cover the Asian Development Bank (AsDB), Asia's regional Multilateral Development Bank (MDB).

Treasury's MDB office is the lead agency for USG engagement with the MDBs. In consultation with the Office of the U.S. Executive Director at the AsDB, the State Department, USAID, and other U.S. agencies, the MDB Office determines USG positions on MDB-wide policies, individual MDB institutional issues, and individual operations. As the co-largest shareholder at the AsDB (with Japan), the United States plays a major role in guiding an institution that serves the needs of countries as diverse as Afghanistan, China, and Malaysia.

The desk economist is responsible for developing U.S. government positions on key issues at the AsDB (such as AsDB financial and budget management, the potential graduation of wealthier borrowers to non-borrowing status, and the future of the AsDB's concessional window which lends to the poorest countries), coordinating USG interagency positions on AsDB operations, and engaging with the NGO community on particular projects.

Major Duties and responsibilities may include:

- Drafting briefing, information, and action memos for senior Treasury officials on AsDB institutional issues.
- Preparing for the AsDB Annual Meeting (May, 2013 in Astana, Kazakhstan)
- Reviewing AsDB operations (loans, grants, technical assistance, and guarantee programs) for compliance with USG policy, development impact, and legislative mandates.
- Coordinating the interagency review process of AsDB operations.

- Preparing decision memos for senior Treasury officials recommending U.S. Treasury positions on individual operations.
- Representing Treasury at interdepartmental and external meetings.

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of Treasury Presidential Management Fellows Program Coordinator, Vernetta Wilkins at [Vernetta.Wilkins@treasury.gov](mailto:Vernetta.Wilkins@treasury.gov).

Candidates for this position should have strong interpersonal, organizational, and written/oral communication skills along with an interest in international financial institutions, international development, and promoting U.S. interests and policies at the MDBs.

**Rotation Title:** U.S. Department of State, Office of Management Policy, Rightsizing & Innovation, Washington, D.C.

**Creation Date:** 9/30/2013

**Expiration Date:** 11/30/2013

**Rotation ID Number:** 5164

**Description:**

**Position:** Program Analyst

**Location:** Washington, D.C.

**Duration:** Starting September 2013 (4-5 months) Dates flexible upon request

**Clearance required:** Secret or above

This rotation is within the Office of Management Policy, Rightsizing, and Innovation (M/PRI), which directly supports the Under Secretary for Management. M/PRI provides analytic ability and a central focus for the Department's efforts to implement the Secretary's vision of management reform and transformational diplomacy. M/PRI advises senior management on management policy issues, rightsizing the United States Government's presence overseas, and coordinates regionalization, business process re-engineering and shared services with regional, functional and management bureaus. These functions are essential to improving customer service, enhancing service delivery, and containing costs of management operations. M/PRI Innovation's mission is to institute management excellence by promoting performance improvement, shared services, and innovation.

**Rotation Description:**

This rotation will be in the Office of Innovation. There will be three main projects for the PMF. The first is to recalibrate the 'Uniform Service Standards' (USS). The USS are the performance standards for services offered at Post. In the rotation's time frame, we will be examining motorpool services, maintenance & repair services, expendable supplies and procurement. With newly developed applications, and years of performance data that has been collected for analysis, we can set new standards to support data-driven decision making and business process improvement. Experience in performance evaluation will greatly benefit the candidate.

The second project will be to provide management, business and policy support to the Enterprise Data Quality Initiative. This is a priority initiative from the Undersecretary of Management to standardize data that is widely shared across Department systems. Currently, bureaus have been developing their own applications to handle their individual needs and goals, and this 'stovepiped' approach has caused data to become incongruent and cumbersome to share and exchange. This impedes efficiency and leads to miscommunication and error, which can have drastic consequences for the Department. Using the authority of the President's new Executive Order on managing data and increasing transparency, and

the buy-in from functional and regional bureaus at a senior level, the Enterprise Data Quality Initiative has been able to standardize master reference data for 'Post' and 'Mission', and soon 'Countries and Areas'. During the PMF's rotation, they will support the standardization of 'LE staff position titles', 'Post Hours of Operation', and other mission critical datasets. The day to day work on this initiative will involve liaising and negotiating with stakeholder bureaus, both their leadership and their developers, writing Department policy on data standardization and data quality, and ensuring implementation of Department initiatives. This high-profile initiative will grant the PMF access to several members of the Department of State's top leadership, and leadership in a variety of regional and functional bureaus.

The third project is to conduct third-party performance evaluation for Human Resources / Shared Services (HR/SS). HR/SS has requested that M/PRI develop a metric to measure 'cost' per HR service completed. The focus of this project will be reviewing the efficacy of centralizing HR operations in Charleston, South Carolina, versus provisioning HR services in Washington, DC. The PMF will be conducting quantitative analysis on HR data, as well as conducting interviews. The PMF would ideally be applying graduate coursework or experience in performance evaluation to measure the provision of HR services.

#### Qualifications:

The candidate should possess strong analytic skills in gathering and analyzing data, knowledge of automated processes to improve the efficiency of administrative support and program operations, and skill in oral and written communications (including policy writing). Graduate-level statistics, international experience, and interest in management issues will all be considered a plus.

#### Point of Contact:

Interested candidates should contact Bruce Berton at [BertonBG@state.gov](mailto:BertonBG@state.gov) and Margot Shoemaker at [ShoemakerMM@state.gov](mailto:ShoemakerMM@state.gov). Please be sure to contact both for timely response.

#### MOU:

If you are selected for the rotation, a Memo of Understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the DOS PMF Program Coordinator, Yvette Estrada-Wanner at [Estradawanneryc@state.gov](mailto:Estradawanneryc@state.gov) and the Bureau Coordinator, Carol Carter at [CarperCP@state.gov](mailto:CarperCP@state.gov).

**Rotation Title:** U.S. Fish and Wildlife Service, Hawaiian and Pacific Islands National Wildlife Refuge Complex, Honolulu, Hawaii

**Creation Date:** 10/28/2013

**Expiration Date:** 12/28/2013

**Rotation ID Number:** 5181

**Description:** We are seeking three PMFs who want to work in a fast-paced, highly collaborative office and to learn more about natural resource management and conservation in the Pacific given the challenges of a tightening budget and multiple threats to resources.

**AGENCY NAME:** U.S. Fish and Wildlife Service, Hawaiian and Pacific Islands National Wildlife Refuge Complex

**NO. OF POSITIONS:** 3

**POSITION TITLE:** Special Assistant

**LOCATION:** Honolulu, Hawaii, with potential for travel

**DURATION:** 6 months, beginning November 2013

**DESCRIPTION OF RESPONSIBILITIES:**

One PMF will work as a Special Assistant to the Refuge Supervisor for the Hawaiian and Pacific Islands National Wildlife Refuge Complex. One PMF will work as a Special Assistant to the Project Leader for the Pacific Reefs National Wildlife Refuge Complex. One PMF will work as a Special Assistant to the Superintendent for the Papahānaumokuākea Marine National Monument.

All three PMFs will be responsible for completing special projects during their rotation that match the needs of the office and the skillset of each PMF. Due to the wide-ranging responsibilities and relatively small staff of the office, these assignments expose PMFs to Federal functions that would otherwise be reserved to more experienced employees. PMFs regularly interact with senior managers and have the opportunity to influence significant decisions affecting the Complex.

Potential projects may include but are not limited to:

- Official communications with Federal, State, Territorial, and non-governmental partners
- Preparing official comments from the Service on rules and management plans prepared by Federal partners
- Implementing organizational changes due to uncertain budgets and competing priorities
- Project management responsibilities with the potential to manage government contracts, including (i) converting historical documents to electronic format and (ii) invasive species abatement

- Education and outreach activities, including interfacing with the public and work on websites and social media
- Drafting Federal regulations and navigating through the publishing process

#### DESCRIPTION OF THE AGENCY:

The mission of the Service is working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people. The Service manages the National Wildlife Refuge System which is the world's premier system of public lands and waters set aside to conserve America's fish, wildlife, and plants.

The Hawaiian and Pacific Islands National Wildlife Refuge Complex provides administrative guidance and oversight for 215 million acres ([www.fws.gov/pacificislandsrefuges/map.html](http://www.fws.gov/pacificislandsrefuges/map.html)), including four Marine National Monuments:

- The Papahānaumokuākea Marine National Monument is the single largest conservation area under the U.S. flag and one of the largest marine conservation areas in the world. It encompasses 139,797 square miles of the Pacific Ocean (105,564 square nautical miles) – an area larger than all of the country's national parks combined.
- The Pacific Remote Islands Marine National Monument includes 86,888 square miles within its boundaries, which extend 50 nautical miles from the mean low water lines of Howland, Baker, and Jarvis Islands; Johnston, Wake, and Palmyra Atolls; and Kingman Reef.
- The Marianas Trench Marine National Monument includes approximately 95,216 square miles within three units in the Mariana Archipelago. The Trench Unit is almost 1,100 miles long and 44 miles wide and includes only submerged lands.
- The Rose Atoll Marine National Monument includes approximately 13,451 square miles within its boundary, which extends 50 nautical miles from the mean low water line of Rose Atoll.

The Complex also manages 22 National Wildlife Refuges, many of which were set aside to protect nesting habitat for migratory seabirds and shorebirds. These refuges also protect some of the largest areas of near pristine coral reef ecosystems left in the world, as well as unexplored deep sea habitats.

The total area managed by the Complex has grown significantly in recent years, and PMFs are relied upon to supplement staff and manage special projects assigned by the Refuge Supervisor, Project Leader, and Superintendent.

#### TRAVEL AND LODGING:

The Service will provide round-trip airfare to and from Honolulu. Housing will be provided free of charge at an agency bunkhouse. Any inter-island travel required for the fulfillment of duties will also be covered by the Service. The Hawaiian and Pacific Islands National Wildlife Refuge Complex has years of

experience with PMF developmental assignments. We look forward to continuing the program and growing the alumni base with these additional opportunities.

**EXPERIENCE:**

Interested applicants should be self-motivated, independent, able to balance competing demands in a fast-paced work environment, and capable of taking initiative with assigned projects using available resources to produce excellent results. Effective communication skills, both in writing and in interpersonal situations, are essential. Fluency with office technology is required. An interest in conservation issues, flexibility, and a willingness to try new things are essential.

**POINT OF CONTACT:**

To apply, send an email with your resume to [Mark\\_Brown@fws.gov](mailto:Mark_Brown@fws.gov), (808) 792-9565.

URL: <http://www.fws.gov/pacificislandsrefuges/>

**Rotation Title:** U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy, Office of Strategic Programs – Stakeholder Engagement,

**Creation Date:** 10/28/2013

**Expiration Date:** 12/28/2013

**Rotation ID Number:** 5182

**Description:** U.S. Department of Energy

Office of Energy Efficiency and Renewable Energy

Office of Strategic Programs – Stakeholder Engagement

Duration of Employment Detail: Four to Six Months, preferably beginning between November 1-January 1, 2013

Position: Stakeholder Engagement Coordinator

Position Description:

As a key member of a small corporate Stakeholder Engagement team in the Department of Energy's Energy Efficiency and Renewable Energy (EERE) Strategic Programs Office, you will further develop and implement proactive strategies to engage with internal and external stakeholders. EERE focuses on the successful development of innovative technologies and their impact on the economy, the environment, and national security. This four- to six-month detail provides an excellent opportunity to work in a fast-paced environment with welcoming colleagues whose collective efforts are high quality and immediately visible. This position offers affords great access to a wide variety of EERE's stakeholders, the ability to engage and collaborate with multiple EERE Offices, and serve a critical function that supports EERE's mission.

At its core, the Stakeholder Engagement team serves as "conciierge" for EERE. As such, your work will include

- Coordinating outreach among EERE's 10 technology offices to maintain, leverage, and enhance relationships
- Promoting EERE's programs and initiatives through coordination and interaction with key external stakeholders
- Capturing and sharing feedback from these stakeholders with appropriate EERE and DOE colleagues
- Encouraging third-party validation of EERE activities and successes.

You will work autonomously and with the team on multiple, quick-turnaround meetings, memos, and collaboration products; exercise and sharpen managerial problem solving and individual critical thinking skills to evaluate the team's work, improve operations, and deliver timely results; and positively contribute to EERE's capabilities to communicate information about its activities in a compelling, sound, effective, and clear manner. You will gain significant exposure to technology experts and build knowledge regarding our national portfolio of transformational clean energy research, development, and technology deployment. Demonstrated ability to work in this environment as both a team player and a leader will be rewarded with increasingly substantial responsibilities that are aligned with your interests. Your work will be visible at the highest levels of both EERE and DOE offices, as well as in the public domain.

#### Major Duties and Responsibilities

1. You will have responsibility for an area of the Stakeholder Engagement portfolio to coordinate and collaborate on outreach across EERE at the corporate level. Depending on your experience, interest, and existing connections, this would either include a majority or all of our Public Engagement pillar of industry associations, financial institutions, NGOs and Foundations, think tanks, and universities; or, our Intergovernmental pillar of other federal agencies, subnational elected officials, cities and counties, or the organizations that represent states, governors, legislators, regulators, and tribal nations. As such, you will build relationships within and outside EERE both proactively and in response to requests for engagement by its senior leadership; you will be expected to take regular, specific, and strategic actions to develop and maintain relationships, and take the lead on executing several innovative, high-impact, stakeholder group opportunities.
2. You will take the lead on providing several well-targeted and well-researched pre-briefs or briefs, proposals, strategies, and/or recommendations on third-party validators with whom further or different EERE outreach could occur, in consultation with EERE Technology Offices. This includes developing actionable estimates for resources required should activities require staff or funds and be approved by senior leadership. It also includes frequently representing EERE at external and internal meetings, speeches, workshops, and a broad variety of other events.
3. You will assist the Stakeholder Engagement team, taking the lead in certain areas as per your interests and strengths, in project and process management, assessing gaps and overlaps, ensuring an appropriate level of engagement across groups, and determining means to monitor and measure results.

#### Qualifications

Candidates for this position should have strong communications (presentation, facilitation, verbal, and writing skills), critical thinking skills, the ability to work both independently and in a team environment, and if possible, knowledge of the U.S. energy system and domestic energy policy,

Contact Information:

If you are interested in this opportunity, please contact [Kerry.Duggan@ee.doe.gov](mailto:Kerry.Duggan@ee.doe.gov) and [Sarah.Lynch@ee.doe.gov](mailto:Sarah.Lynch@ee.doe.gov).

**Rotation Title:** Headquarters, United States Special Operations Command (HQs, USSOCOM), Tampa, FL

**Creation Date:** 10/28/2013

**Expiration Date:** 12/28/2013

**Rotation ID Number:** 5183

**Description:** Foreign Policy Advisor (POLAD) Intern/Fellow

Headquarters, United States Special Operations Command (HQs, USSOCOM)

USSOCOM Mission Description: Unified Combatant Command with lead responsibility for planning global operations against terrorist networks; ensures joint interoperability between Special Operations forces (SOF) and conventional forces. Executes command oversight and guidance for four Service component commands and the Joint Special Operations Command. Organizes, trains, equips and employs 66,000+ SOF conducting special operations worldwide.

Office Description: The POLAD serves as the principal foreign affairs, foreign policy, and diplomatic advisor to the Commander, USSOCOM and his staff, in accordance with the State-Defense Memorandum of Understanding (dated 4 Jan 12).

Duties/Responsibilities: Reports directly to and is supervised/rated by the POLAD, a Senior Foreign Service officer. Assists the POLAD and Deputy POLADs in providing political, politico-military, economic, and other information and analysis of an international and foreign policy character to the USSOCOM Commander and HQs staff. Participates (informs and actively contributes to) in planning efforts to provide advice on the foreign policy dimensions of USSOCOM-related operations and plans. Actively liaisons with the State Department and other foreign affairs agencies. Assists POLAD, Dep POLADs, and Special Operations Support Teams to ensure appropriate coordination between USSOCOM and the Dept of State on issues of shared equity. Maintains contact with other US Government agencies and fosters productive interagency relations to provide a comprehensive perspective on USSOCOM-related operations and plans. As directed by the POLAD and Dep POLADs, conducts and supports outreach endeavors between senior members of USSOCOM and the US, international, and wider foreign policy establishments. Serves as the POLAD Office's primary conduit for formal reporting ("cable traffic"), responsible for monitoring and highlighting cables of significance to USSOCOM.

Required Qualifications: Secret security clearance. Microsoft Office proficiency.

Desired Qualifications: Top Secret/Sensitive Compartmented Information security clearance. Military/SOF experience. State Dept experience. Solid communication skills (public speaking, official writing). Comfortable in dealing with senior personnel.

Location of employment: HQs, USSOCOM (MacDill AFB, Tampa, FL)

Point of Contact: Lt Col Todd Kelly, 813-826-5158, todd.kelly@socom.mil

**Rotation Title:** Executive Office of the President, Council on Environmental Quality, Washington, D.C.

**Creation Date:** 10/28/2013

**Expiration Date:** 12/28/2013

**Rotation ID Number:** 5184

**Description:** Agency Name: Executive Office of the President, Council on Environmental Quality

Position Title: Land and Water Policy Analyst

Location: Washington, DC

Duration: 4-6 months

Description of Responsibilities:

The White House Council on Environmental Quality (CEQ), created in 1970 by the National Environmental Policy Act, plays a key role in coordinating federal environmental policy and advises the President on environmental issues. CEQ works closely with agencies and other White House offices in the development of environmental policies and initiatives that support the President's environmental goals.

CEQ's priorities include Land & Water Ecosystems; Energy and Climate Change; Federal Sustainability; and Environment and NEPA Oversight. The PMF in this position at CEQ would work closely with the Associate Director for Land & Water Ecosystems to help develop and implement environmental policy in coordination with federal departments and agencies, including OMB, on issues such as water resources management, ecosystem restoration, mountaintop mining, landscape conservation, and ecosystem services, among other issues. In this role, PMFs would support senior CEQ staff in coordinating policy activities across federal agencies, convening agency experts on high-priority issues, and fulfilling CEQ's statutory role to oversee cross-agency compliance with NEPA.

PMFs at CEQ gain exposure to high-level policymakers and environmental issues while working in a small but highly visible office. Likely tasks would include researching the legal, economic, and environmental impacts of proposed policy options; conducting meetings and outreach with stakeholders; analyzing potential policy options; convening and/or participating in interagency working groups; and synthesizing research and information into memoranda and issue papers for senior federal managers and/or the Chair.

Experience:

We are looking for motivated individuals who have an interest in environmental policy issues. Candidates should be comfortable working in a fast-paced, high-visibility setting, and should possess a degree of political savvy and knowledge of the President's environmental priorities.

Point of Contact:

For more information or to express interest, please contact Laura Whorton at 202-395-5944 or [laura\\_e\\_whorton@ceq.eop.gov](mailto:laura_e_whorton@ceq.eop.gov)

**Rotation Title:** U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA), Office of International Visitors, Washington, D.C.

**Creation Date:** 10/28/2013

**Expiration Date:** 12/28/2013

**Rotation ID Number:** 5185

**Description:**

**Duration:** 4-6 months (Flexible)

**Timeframe:** Year Round

**Clearance required:** Secret

**Position:** Program Officer

**Background:** You will be a member of a 100-person office responsible for designing and implementing one of the Department's flagship exchange programs, the International Visitor Leadership Program (IVLP), which targets emerging leaders from the private and public sectors. Based on priority foreign policy issues in any given country or region, U.S. Missions nominate participants to travel across the U.S. for 2-3 weeks. During that time, participants learn how their professional concerns are played out in the American context and build relationships with their American peers. Annually, approximately 5,000 participants have programs. Themes include human rights, good governance, judicial reform, entrepreneurship, counter-narcotics, investigative journalism, national park management, and STEM education among many others.

**Major Duties and Responsibilities:**

1. Coordinates with U.S. Missions on project objectives, themes, recommendations and participant nominations and approvals.
2. Manages and evaluates the development and implementation of projects through collaboration with non-profit partners, administrative support staff, interpreters and facilitators accompanying the participants.
3. Provides budgetary oversight of individual project costs and expenses.
4. Speaks at projects' opening sessions; briefs participants on project goals and purpose. Attends participants' meetings with a Member of Congress or a senior U.S. official. Travels as appropriate to evaluate the project and gauge the participants' satisfaction levels. Writes evaluation reports.

**Qualifications:**

- Must possess excellent organizational skills and the ability to meet deadlines.

- Ability to work with a wide variety of partners, including foreign service officers at Missions abroad, domestic non-profit organizations, representatives of other governments and the private sector.
- Must possess strong interpersonal and communication skills.
- Broad knowledge of current affairs and foreign policy issues (e.g., international security, economic growth/development issues, education, women's empowerment, health, climate change) is desired.
- Familiarity with a particular geographic region (Europe, Africa, North Africa/Middle East, South Central Asia, Asia, or the Western Hemisphere) and language skills are a plus.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette C Estrada-Wanner at EstradawannerYC@state.gov or 202-663-2184.

Point of Contact: Interested candidates should contact Melissa Clegg-Tripp, [clegg-trippme@state.gov](mailto:clegg-trippme@state.gov)

**Rotation Title:** Library of Congress, Congressional Research Service (CRS), Domestic Social Policy Division

**Creation Date:** 10/28/2013

**Expiration Date:** 12/28/2013

**Rotation ID Number:** 4831

**Description:** Congressional support agency seeks an ANALYST IN HEALTH POLICY with background and expertise in the organization, financing and delivery of health care to Veterans. The Analyst would spend 4-6 months working on veterans' health issues in direct support of the U.S. Congress. Specifically, the analyst should be familiar with laws, regulations, and procedures as they pertain to health care provided to veterans through the Department of Veterans Affairs (VA), Veterans Health Administration (VHA). Furthermore, issues of interest include VA and VHA appropriations; electronic medical records; and VHA's capital asset portfolio management including the Strategic Capital Investment Planning (SCIP) process.

AGENCY NAME: Congressional Research Service (CRS), Domestic Social Policy Division

POSITION TITLE: Analyst in Health Policy

LOCATION: The candidate would work at CRS headquarters in the Madison Building of the Library of Congress on Capitol Hill in Washington, DC.

DURATION: For 4-6 months.

DESCRIPTION OF RESPONSIBILITIES: The PMF would join the Health Services and Research (HSR) Section of CRS' Domestic Social Policy Division and would work with other analysts from the section on issues ranging from health care for veterans in rural areas, long-term care for aging as well as veterans from recent conflicts, and mental and behavioral health services, and/or programs administered by the Veterans Health Administration (VHA).

HSR is responsible for providing Congress with research and analysis on a broad range of issues in the areas of medicine, public health, health care services delivery, and long-term care. Recent issues for analysis have included rising health care costs and spending; the adequacy of the health care workforce; access to preventive services; improving patient safety and health care quality; adoption of interoperable electronic medical records; VA health care; and Indian health care.

The analyst would work collaboratively with both the section research manager and more senior analysts and assist with a range of duties related to veterans health policy, which may include: responding to congressional requests addressing a variety of health-related issues; tracking relevant legislation and health issues; assisting with updates of existing background and policy reports; authoring confidential memoranda; preparing new analytical reports; and providing support to other analysts as needed.

Specific issue focus would depend on the professional/educational background of the PMF and assignment workload.

EXPERIENCE: The ideal candidate would have a master's degree or higher in a discipline such as Public Health, Health Administration, Public Policy, Health Services Research, Health Economics, or a clinical degree, and have knowledge of current issues related veterans health policy. The individual should be able to quickly grasp complex and unfamiliar concepts and translate that into concise, accurate products that will give congressional decision-makers the information they need in order to make informed policy decisions. The individual should be able to handle several tasks concurrently under rigid time constraints and possess excellent written and oral communication skills.

Please send ELECTRONICALLY a cover letter that includes areas of interest, resume, and writing sample (preference is for independently authored policy analysis; however, any writing that best exemplifies your writing ability is welcomed) to: either Richard Rimkunas, Deputy Assistant Director, Domestic Social Policy Division; Congressional Research Service; email: rrimkunas@crs.loc.gov OR Karen Spar, Specialist in Domestic Social Policy, Domestic Social Policy Division, Congressional Research Service, email: kspar@crs.loc.gov. No phone calls please.

**Rotation Title:** U.S. Department of State, Office of the Secretary, Office of the U.S. Department of State, Office of the Secretary, Special Representative for North Korea Policy, Washington, D.C

**Creation Date:** 10/15/2013

**Expiration Date:** 1/14/2014

**Rotation ID Number:** 5165

**Description:** Duration: 4-6 months

**Starting Date:** November 2013

**Clearance required:** Secret

**Position:** Staff Assistant

The Office of the Special Representative for North Korea Policy (S/NKP) is responsible for U.S. policy regarding North Korea. Special Representative Glyn Davies serves as a senior emissary for U.S. engagement with North Korea and Head of Delegation to the Six-Party Talks. In addition, he oversees all other aspects of our security, political, economic, human rights, and humanitarian assistance policy regarding North Korea.

S/NKP is a fast-paced and dynamic office that works in coordination with other State Department bureaus and offices, the White House, the interagency, Congress, academics, and private organizations.

**Duties and responsibilities:**

As the Staff Assistant to the Special Representative for North Korea Policy (S/R), s/he will work closely with the S/R and Special Envoy for North Korean Human Rights Robert King, and will report directly to the S/NKP Special Assistant. S/he will coordinate paper, events, and appointments to support both principals.

His/her duties will include, but not be limited to:

- Planning the logistics for the principals' events, trips, speeches, informal meetings, and formal bilateral or multilateral meetings with foreign officials;
- Working with departmental, interagency, congressional, and private sector contacts to plan logistics for the Special Representative's events, speeches, and meetings;
- Occasionally attend meetings with principals for additional support and note-taking;
- Assisting with management of office operations and scheduling for all three principals;
- Managing and improving S/NKP's paper-flow process

- o Prioritizing and tracking the memoranda, speeches, policy briefs, reports, and other documents to ensure the efficient use of office principals' time and timely clearance
- o Performing initial review of papers for grammatical, formatting, and other edits;
- Managing website content and other social media; and
- Other duties as assigned.

This position is responsible for a key part of office operations and is an excellent opportunity to learn about the policy-making and diplomatic process on a high stakes issue. Candidates for this position should have outstanding written and oral communication skills, excellent organizational skills, and be a highly motivated self-starter.

**MOU:**

If you are selected for this rotation, a memorandum of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette C Estrada-Wanner at EstradawannerYC@state.gov

Point of Contact: Interested candidates should contact Daniel Grant, grantd@state.gov.

**Rotation Title:** U.S. Department of State, Office of the Special Coordinator for Middle East Transitions (D(B)/MET), Washington, D.C.

**Creation Date:** 10/15/2013

**Expiration Date:** 1/14/2014

**Rotation ID Number:** 5166

**Description:** Duration: 3 months

**Timeframe:** Late October 2013 – January 2014

**Clearance required:** Top Secret

**Position:** Deputy Syria Country Coordinator

**Background:** You will be a member of a small team responsible for coordination of humanitarian and non-lethal assistance to Syria. D(B)/MET coordinates United States Government assistance to incipient democracies arising from popular revolts across the Middle East and North Africa (MENA) region. The Special Coordinator for Middle East Transitions implements a coordinated interagency strategy to support designated MENA countries undergoing transitions to democracy. This is a substantive position with real assistance and policy responsibility.

**Major Duties and Responsibilities:**

1. Prepares memos, talking points, and matrices on assistance to Syria for the Special Coordinator for Middle East transitions, the Assistant Secretary for Near East, the Secretary of State, and other principals.
2. Tracks the requisite assistance paperwork, including action memos, congressional notifications, and other documents, that are distributed to Congress and the White House.
3. Coordinates with the Syria desk and assistance implementation offices on assistance projects, including humanitarian and gender-based assistance, in order to ensure assistance is driven by policy.

**Qualifications:**

- Ability to work under tight deadlines and take on increasing levels of responsibilities/tasks in a fast-paced environment.
- Ability to work with a wide variety of factors, including policymakers, office directors, officers at post, representatives of other governments, business and the non-governmental community.
- Must possess strong interpersonal, writing, research and analytical skills.
- An academic background and work experience in strategic planning, conflict prevention, and international relations.

- Knowledge of foreign policy issues (e.g., international security, political, economic, public diplomacy), principles, concepts, and methods is essential.
- Knowledge of the Middle East, humanitarian assistance and Arabic language ability are a plus.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette C Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

Point of Contact: Interested candidates should contact Matt Flannes, [Flannesmw@state.gov](mailto:Flannesmw@state.gov)

**Rotation Title:** U.S. Department of State, The Office of the Major Events and Conferences Staff (M/MECS) within the Bureau of Management, Washington, D.C.

**Creation Date:** 10/15/2013

**Expiration Date:** 1/14/2014

**Rotation ID Number:** 5167

**Description:** Duration: 6 months (Flexible)

**Timeframe:** February 2014 – July 2014

**Clearance required:** Top Secret

**Background:**

The Office of the Major Events and Conferences Staff (M/MECS) within the Bureau of Management functions as the Department of State's logistics office for all major international summits, peace talks, and other international meetings. M/MECS is responsible for creating, staffing, and executing the management logistics platform upon which these major events unfold. Some of the events M/MECS has executed in the past or will be planning in the future include:

UPCOMING - Africa Summit – 2014

UPCOMING - Arctic Council Chairmanship – 2015-2017

UPCOMING - Nuclear Security Summit - 2016

NATO Summit –Chicago, 2012

G8 Summits –Camp David 2012

G20 Summits –Pittsburgh, 2009

Nuclear Security Summit – Washington, D.C., 2010

APEC Summit 2011 – in Hawaii, California, Montana and Washington, D.C.

Camp David Peace Talks – Israel and Palestinian Authority – 2000

NATO 50th Anniversary Summit – Washington, D.C., 1999

Dayton Peace Talks between Bosnia, Serbia, Croatia – 1996

Summit of the Americas - Miami, Florida - 1994

**Major Duties and Responsibilities:**

When the President announces the United States will host a major international event such as a summit, the Under Secretary of State for Management directs the Office of the Major Events and Conferences Staff (M/MECS) to build a summit management team that is drawn from a combination of senior Civil Service, retired Foreign Service, and Personal Service Contract professionals with summit experience who work together to plan the following elements of a summit or other major event:

- o Primary interface with the White House in planning the production build-out of the summit, working with the White House, including the Office of Scheduling and Advance and the National Security Staff;
- o Develop an RFP and award a contract to a production company that will build the summit sites;
- o Build and staff the summits sites, including the International Media Filing Center;
- o Oversee the budget of the summit;
- o Develop and execute the transportation infrastructure of the summit;
- o Develop and execute the airport operations of the summit;
- o Work with the appropriate security agencies to develop summit credentials for the delegates, staff, security, and media;
- o Coordinate all of the media components, working in conjunction with the White House Office of Press Advance;
- o Train and oversee Liaison Officers assigned to each country who coordinate the logistics for each delegation;
- o coordinate the delegation accommodations, as required;
- o Work with the host city's host committee on all partnership efforts;
- o Work closely with U.S. Secret Service to implement all of the National Special Security Event (NSSE) requirements of the site

Qualifications:

- Ability to work under tight deadlines and take on increasing levels of responsibilities/tasks in a fast-paced environment.
- Ability to work with a wide variety of factors, including policymakers, office directors, officers at post, representatives of other governments, business and the non-governmental community.
- Must possess strong interpersonal, writing, research and analytical skills.
- An academic background and work experience in strategic planning, conflict prevention, and international relations.

- Knowledge of foreign policy issues (e.g., international security, political, economic, public diplomacy), principles, concepts, and methods is essential.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette C Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

Point of Contact:

Interested candidates should contact Laura Bowen Wills at [WillsLB@state.gov](mailto:WillsLB@state.gov)

**Rotation Title:** U.S. Department of State, Bureau of Western Hemisphere Affairs

**Creation Date:** 10/15/2013

**Expiration Date:** 1/14/2014

**Rotation ID Number:** 5168

**Description:** BACKGROUND:

This is a domestic rotation.

The Bureau of Western Hemisphere Affairs is tasked with designing and implementing policies in the Western Hemisphere that promote democracy, human rights, citizen security, social and economic inclusion, and energy security.

**OVERVIEW:**

The Economic Policy and Summit Coordination (EPSC) office in the Bureau of Western Hemisphere Affairs promotes regional economic policy which includes broad-based growth through freer trade and sound economic policies; investment in the well-being of people from all walks of life; and to make democracy serve every citizen more effectively and justly. EPSC meets these policy goals through a variety of initiatives, some which originate from the Summit of the Americas. The PMF will serve as the Coordinator for the Pathways to Prosperity initiative, and will be responsible for overseeing the activities, events and other tasks related to the initiative. The Western Hemisphere is home to countries with stable democracies and open markets looking to partner to increase their economic growth – initiatives such as Pathways are strengthening that partnership.

This rotation affords an opportunity to plan and implement one of the key economic in the Western Hemisphere, Pathways to Prosperity in the Americas, which serves as a platform for sharing best practices that promote economic growth and shared prosperity. The U.S. partner with 16 countries in WHA as well as number of other U.S. government agencies and international organizations under Pathways.

**JOB DUTIES & QUALIFICATIONS:**

- Serve as overall coordinator for U.S. engagement in Pathways, including by the Department of State and other U.S. government agencies;
- Engage with foreign governments and their embassies, international and non-governmental organizations to create the Pathways policy agenda and the activities to implement that agenda;
- Prepare briefing papers, talking points and press guidance related to Pathways;
- Coordinate outreach and communications strategy for Pathways with the Clearinghouse, housed in the Organization of American States and the Inter-American Development Bank;

- Represent the U.S. at meetings and other Pathways events;
- Develop and implement foreign assistance programs related to economic inclusion.

This job requires sound judgment; strong interpersonal, organizational, analytical, and communication (oral and written) skills; and teamwork. Proficiency in Spanish and experience with the U.S. interagency process are a plus. Incumbent may have the opportunity to travel to the region.

MOU:

If you are selected for this rotation, you must have an active SECRET or TOP SECRET clearance and a Memo of Understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Candidates must have an active Secret level security clearance. Please coordinate with the PMF Program Coordinator: Yvette Estrada-Wanner at Phone: (202) 663 2184 or Email: EstradawannerYC@state.gov .

POINT OF CONTACT:

Interested candidates should contact Director William Popp at (202) 736-7530, or [poppww@state.gov](mailto:poppww@state.gov) or Deputy Director Karin Sullivan at (202) 647-0614 or [sullivankb@state.gov](mailto:sullivankb@state.gov).

**Rotation Title:** U.S. Department of State, Bureau of Intelligence and Research, Office of Terrorism, Narcotics, and Crime (TNC), Washington, D.C.

**Creation Date:** 10/15/2013

**Expiration Date:** 1/14/2014

**Rotation ID Number:** 5169

**Description:** Duration: 6 months

Timeframe: September 2013 – February 2014

Clearance required: Top Secret, with eligibility for Sensitive Compartmented Information (SCI)

Position: Foreign Affairs Analyst

Domestic Rotation

South Asia Counterterrorism Analyst

The Office of Analysis for Terrorism, Narcotics, and Crime (INR/TNC) is responsible for the review and analysis of classified, unclassified, and open source materials concerning world-wide terrorism, narcotics, and crime and the U.S. international relationships and interests affected by these matters. The PMF would serve as a counterterrorism analyst for the South Asia portfolio, with a focus on Afghanistan and Pakistan.

INR's primary mission is to harness intelligence and serve U.S. diplomacy. Drawing on all-source intelligence, INR provides value-added independent analysis of events to U.S. State Department policymakers; ensures that intelligence activities support foreign policy and national security purposes; and serves as the focal point in the Department for ensuring policy review of sensitive counterintelligence and law enforcement activities around the world. INR also analyzes geographic and international boundary issues. INR is a member of the U.S. Intelligence Community (IC).

Major Duties and Responsibilities include, but are not limited to, the Following:

- Conduct extensive research using both classified and unclassified sources to produce timely and insightful strategic intelligence assessments, both written and oral, on major terrorism trends in South Asia, primarily Afghanistan and Pakistan, and the implications for U.S. foreign policy. Emphasis is on placing developments in country-specific and regional political, economic, and social contexts.
- Prepare written briefing materials and in-depth analytical products for distribution within the Department of State and to other interested agencies.
- Interact daily with policy customers to keep them apprised of evolving terrorism trends in South Asia, primarily Afghanistan and Pakistan, and the implications for U.S. foreign policy.

- Coordinate intelligence products within the wider intelligence community and keep apprised of analytical differences within the community.
- Participate in daily intelligence briefing responsibilities for the Bureau of Counterterrorism and other senior Department of State officials.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette C Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

Other:

Candidates should have well-developed research and writing skills, knowledge of South Asia and/or terrorism issues, good public speaking ability, and the ability to work as a member of a team.

Interested candidates should contact: Michael Evans (202) 647-7539 or [EvansMP@state.gov](mailto:EvansMP@state.gov)

**Rotation Title:** U.S. Department of State, Office of Policy, Regional and Functional Organizations, Bureau of International Organization Affairs, Washington, D.C

**Creation Date:** 10/15/2013

**Expiration Date:** 1/14/2014

**Rotation ID Number:** 5170

**Description:** Timeframe: Now

**Duration:** 4 - 6 months

**Clearance:** Must hold active Top Secret clearance

**Position:** Action Officer on multilateral issues related to the work of African regional and sub-regional organizations

#### Domestic Rotation

**Background:** The Bureau of International Organization Affairs, 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.

**Office Description:** The Office of Policy, Regional and Functional Organizations in the Bureau of International Organization Affairs (IO/PRF) provides strategic policy guidance on cross-cutting issues involving the UN and regional and functional organizations as well as ad hoc multilateral groupings (e.g., G-8). It is responsible for ensuring policy coherence and coordination in U.S. engagement in the multilateral system as a whole, including at regional and sub-regional organizations as well as multilateral organizations. IO/PRF works closely with regional bureaus, including overseeing IO officers deployed to U.S. posts as regional organization watchers and engages in inter-agency policy discussions on the architecture of the multilateral system.

**Responsibilities:** The officer is responsible for U.S. multilateral engagement in Africa, particularly in advancing U.S. priorities as they impact United Nations (UN)-African Union (AU) relations and activities. The incumbent works closely with relevant stakeholders within the interagency, including the NSS, to advance U.S. policy objectives with UN and AU. The incumbent is responsible for monitoring the work of the UN and regional organizations in addressing peace and security challenges and recommending approaches for addressing political crises within the UN Security Council. The officer will contribute to policy discussions on engagement with the African Union and UN on political, economic and security issues (e.g., counter-LRA efforts, counter-piracy, regional integration and trade, regionally-led peace operations, etc.), and will serve as a point of contact for all UN-related activity on these issues. The officer identifies and analyzes issues related to UN and other multilateral activities in Africa and advises

decision-makers on possible courses of action to enhance regional security in Africa. The officer serves as the main point of contact for the IO officer based at the U.S. Mission to the African Union, providing day-to-day guidance and information to support the field officer's activities. A rotational assignment has the potential to become a permanent position for the right candidate.

Qualifications: The position requires excellent drafting and interpersonal skills, attention to detail, and knowledge of State Department processes.

MOU: If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette C Estrada-Wanner at EstradawannerYC@state.gov

POC: Interested candidates should contact: Maria Germano, IO/PRF Deputy Director: GermanoML@state.gov

**Rotation Title:** U.S. Department of State, Bureau of African Affairs, Office of Economic Policy Staff (AF/EPS), Washington, D.C.

**Creation Date:** 10/15/2013

**Expiration Date:** 1/14/2014

**Rotation ID Number:** 5171

**Description:** Position Title: Foreign Affairs Officer

**Duration:** 6 months preferred (willing to consider 4-5 months)

**Timeframe:** Starting October 2013 or as possible

**Clearance:** Secret

Domestic Rotation

#### BACKGROUND:

AF/EPS manages U.S. economic policy initiatives toward 49 countries in sub-Saharan Africa, as well as U.S. economic relations with those countries. As such, the office covers a wide range of issues as they relate to Africa, including the Partnerships for Growth Initiative, Feed the Future, the Global Health Initiative, Climate Change, conflict minerals, trade and investment, general economic development programs, wildlife trafficking, the Millennium Challenge Account, the African Growth and Opportunity Act (AGOA), banking, and commercial diplomacy (among a wide range of other issues). In addition to the Office Director and the Deputy Director, AF/EPS' staff includes nine desk officers and an office management specialist.

#### POSITION DESCRIPTION:

AF/EPS is seeking a motivated PMF looking to take on a meaningful rotation as a core desk officer with a substantive portfolio. The officer can expect to gain a valuable mix of policy work experience coupled with programmatic responsibilities. The officer will be a key member of the team supporting State Department's and the United States Government's new initiatives for Africa, including Economic Statecraft and Doing Business in Africa. The President's Policy Directive for Africa highlights promoting economic growth, U.S. trade and investment with Africa, and opportunities and development. Our office is at the cutting edge of implementing these objectives.

In terms of substantive responsibilities, the officer would work on an assigned portfolio of issues that could include trade and investment, energy, agriculture, and/or multilateral affairs. The officer could also contribute to new initiatives in economic diplomacy, including combating wildlife trafficking, promoting new technologies, commercial outreach, and elevating development in diplomacy.

#### QUALIFICATIONS:

Great interpersonal as well as oral and written communication skills are a must. Experience with Africa and/or economic policy issues is desirable.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette C Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

POINTS OF CONTACT: David K. Young, Deputy Director AF/EPS at 202-647-4067 or [YoungDK@state.gov](mailto:YoungDK@state.gov) or Lauren Ziegler, Foreign Affairs Officer, AF/EPS at 202-647-7917 or [ZieglerLR@state.gov](mailto:ZieglerLR@state.gov)

**Rotation Title:** U.S. Department of State, Bureau of Economic and Business Affairs,

**Creation Date:** 10/15/2013

**Expiration Date:** 1/14/2014

**Rotation ID Number:** 5172

**Description:** Timeframe: Available Now

**Duration:** 6 months

**Clearance:** Secret

**Position:** Foreign Affairs Officer

Domestic Rotation

Position Description:

This position is located in the Bureau of Economic and Business Affairs under the Deputy Assistant Secretary for Transportation Affairs, Office of Aviation Negotiations (AN). The Office of Aviation Negotiations manages U.S. bilateral aviation relationships and, in close coordination with the Department of Transportation and the private sector, conducts bilateral negotiations to liberalize commercial aviation. Since 1992, the office has negotiated over 100 bilateral "Open Skies" air transport agreements. In November 2000, the U.S. negotiated its first multilateral "Open Skies" air transport agreement. Both bilateral and multilateral agreements have dramatically liberalized the commercial environment for U.S. air carriers by removing most restrictions on competition. Where Open Skies agreements have not been possible to achieve, the Office of Aviation Negotiations has sought to renegotiate existing air transport agreements to expand the role of competitive forces and to maximize market access for U.S. air carriers.

Incumbent is responsible for aviation relationships with the countries of a specific geographic portfolio (currently Asia and the Caribbean) and participates in negotiations involving these countries. Duties include preparing and coordinating U.S. positions for negotiations sessions, coordinating logistics for U.S. delegations, drafting reports of negotiations and tracking all of the fine details of bringing an agreement into force. Additionally, incumbent works to resolve "doing business" problems that U.S. air carriers face overseas. Close coordination is required with the Departments of Transportation and Commerce, offices throughout the State Department and the aviation industry. Incumbent reports to the deputy office director and works with the office director and the Deputy Assistant Secretary for Transportation Affairs. Expected to do some travel for negotiations.

Qualifications:

Candidates for this position should demonstrate strong interpersonal and organizational skills. Outstanding oral and written communication skills and literacy with Microsoft Office and Outlook are

essential. Academic or professional experience in business, law, and/or aviation is helpful but not required.

MOU: If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette C Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov)

Point of Contact:

Interested candidates should contact the Deputy Director, Matt Finston: [FinstonMA@state.gov](mailto:FinstonMA@state.gov).

**Rotation Title:** U.S. Department of State, Bureau of Economic and Business Affairs, Office of Bilateral Trade Affairs (EB/TPP/BTA)

**Creation Date:** 10/15/2013

**Expiration Date:** 1/14/2014

**Rotation ID Number:** 5173

**Description:** Timeframe: available October 2013

**Duration:** 4-6 months

**Clearance:** Secret

**Position:** Foreign Affairs Officer

Domestic Rotation

Background:

EB is the Department's lead negotiator of international economic agreements, which shape the global rules of trade and investment and enable the United States to maintain a high rate of growth while fostering global prosperity, security and opportunity. It is the Department's principal interface with all other economic agencies and provides the Secretary of State with a global perspective on economic and business issues; it leads on economic engagement with key strategic bilateral and multilateral partners, advises the Secretary on Millennium Challenge Corporation (MCC) and International Financial Institution (IFI) loans, leads the Department on international trade, transportation and telecommunications policy, is responsible for the Organization for Economic Cooperation and Development (OECD), G-8 and G-20 engagement, is the linchpin for commercial advocacy and the principal center for designing and implementing economic sanctions.

EB's Mission is to

- ADVANCE AMERICA'S PROSPERITY AND OTHER NATIONAL INTERESTS BY
- SUPPORTING U.S. BUSINESS OVERSEAS
- FOSTER GOOD GOVERNANCE THROUGH ECONOMIC TRANSPARENCY, ACCOUNTABILITY, AND SUSTAINABILITY; AND
- FOSTER INCLUSIVE ECONOMIC GROWTH AND PROSPERITY.

Position Description:

Serve as the Department's trade expert for South Asia ensuring that U.S. trade policy and initiatives in the region are consistent with overall U.S. trade policy objectives and support U.S. bilateral and regional economic and political goals.

The officer will manage a robust and high profile portfolio which includes India, Pakistan and Afghanistan. S/he will engage with a variety of stakeholders in the inter-agency policy making process. The position offers a unique opportunity to develop career-enhancing skills in policy development and negotiation.

Play a key role in the trade development with emerging markets. This position will involve working closely with the Bureau of South and Central Asian Affairs, USTR, Treasury, Commerce, USDA, NGOs and the private sector. Some travel may be involved.

The Office of Bilateral Trade Affairs (BTA) manages U.S. bilateral trade relations with countries around the world, assisting with the negotiation and implementation of Free Trade Agreements, Trade and Investment Framework Agreements, and trade preference programs. We work closely with the Office of the U.S. Trade Representative as well as the Departments of Agriculture, Treasury, Commerce, and Homeland Security. Additionally, BTA works with Congress, the private sector, academia, and think tanks.

#### Qualifications and Clearance Requirements

Candidates should be professional, analytical, self-motivated, and have strong multi-tasking and written and oral communications skills. Clear writing skills and an ability to adhere to tight deadlines is a must. Prior South Asia travel, academic and/or work experience is a plus. Interested applicants must hold a Secret Clearance.

#### MOU:

If you are selected for the rotation, a Memo of Understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the DOS PMF Program Coordinator, Yvette Estrada-Wanner at [EstradawannerYC@state.gov](mailto:EstradawannerYC@state.gov) and the Bureau Coordinator, Deborah Bridgeman at [BridgemanDA@state.gov](mailto:BridgemanDA@state.gov).

#### Point of Contact:

Interested candidates should contact BTA Deputy Director Colleen Hyland and [Hylandce2@state.gov](mailto:Hylandce2@state.gov)

**Rotation Title:** U.S. Department of State, Bureau of Oceans and International Environmental and Scientific Affairs, Office of Policy and Public Outreach (OES/PPO), Washington, D.C.

**Creation Date:** 10/15/2013

**Expiration Date:** 1/14/2014

**Rotation ID Number:** 5174

**Description:** Timeframe: January, but flexible

**Duration:** 3 - 6 Months (January - June)

**Clearance:** Secret

**Position:** Foreign Affairs Officer

Domestic Rotation

#### BACKGROUND:

The Bureau of Oceans and International Environmental and Scientific Affairs (OES) engages with the world to build a healthier planet, a goal essential to the vitality and security of our nation -- and other nations -- today and into the future. The issues related to this mission represent some of the world's greatest challenges, including climate change, natural resource conservation, the health of our oceans, water quality and access, global health and Arctic issues.

#### OVERVIEW:

The Office of Policy and Public Outreach coordinates OES bureau-wide strategic planning efforts. The office identifies gaps in policy, new problem areas, and emerging situations requiring policy attention and formulates policy to meet these requirements. It conducts analyses of cross-cutting issues and works with other offices in the bureau to align positions in various fora to advance U.S. interests.

This rotation affords an opportunity to develop substantive expertise in areas such as climate change, water, air, oceans, health, science, innovations, space and wildlife trafficking.

#### JOB DUTIES & QUALIFICATIONS:

- Facilitate bilateral, regional and interagency relations to further OES strategic engagement in South and Central Asia and the Near East.
- Work with OES offices, SCA and NEA Bureau counterparts, and environment, science, technology and health (ESTH) officers in those regions to assist the OES Bureau in developing and advocating a prominent role for ESTH cooperation to help address security, governance, and economic prosperity challenges.

- Provide geographic expertise to other OES offices, particularly on the political and economic factors influencing ESTH issues in the region.
- Provide guidance to three Regional Environmental Hub Officers (located in Kathmandu, Astana, and Amman) and coordinate key bilateral dialogues.
- Prepare briefing papers, talking points and press guidance.

Interested applicants should possess an interest in environmental issues and strategic planning, excellent writing and oral communication skills, strong interpersonal and analytical skills, cultural sensitivity, enthusiasm, computer skills and the ability to work with interagency teams under tight deadlines.

MOU:

If you are selected for this rotation, a Memo of Understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. If you do have a current Secret security clearance, the Department of State will cover the cost of obtaining one. Please coordinate with the PMF

Program Coordinators:

Yvette Wanner

Presidential Management Fellows Program Manager

HR/CSHRM/CD - PMF Program Office

U.S. Department of State

2401 E Street, NW, Washington, DC 20520

Phone: 202-663-2184

Email: EstradawannerYC@state.gov

Hinda Mohamed

HR Liaison and PMF Bureau Coordinator for DRL

OES-DRL/HR/EX

U.S. Department of State

2401 E Street, NW

Washington, DC 20520

Phone: 202-647-6857

Email: [MohamedHA@state.gov](mailto:MohamedHA@state.gov)

POINT OF CONTACT:

Interested candidates should contact Aaron Alton at (202) 647-4333, or [AltonAT@state.gov](mailto:AltonAT@state.gov) .

**Rotation Title:** U.S. Department of State, Bureau of Economic and Business Affairs, Office of Bilateral Trade Affairs (EB/TPP/BTA), Washington, D.C.

**Creation Date:** 10/15/2013

**Expiration Date:** 1/14/2014

**Rotation ID Number:** 5175

**Description:** Timeframe: available October 2013

**Duration:** 4-6 months

**Clearance:** Secret

**Position:** Foreign Affairs Officer

Domestic Rotation

Background:

EB is the Department's lead negotiator of international economic agreements, which shape the global rules of trade and investment and enable the United States to maintain a high rate of growth while fostering global prosperity, security and opportunity. It is the Department's principal interface with all other economic agencies and provides the Secretary of State with a global perspective on economic and business issues; it leads on economic engagement with key strategic bilateral and multilateral partners, advises the Secretary on Millennium Challenge Corporation (MCC) and International Financial Institution (IFI) loans, leads the Department on international trade, transportation and telecommunications policy, is responsible for the Organization for Economic Cooperation and Development (OECD), G-8 and G-20 engagement, is the linchpin for commercial advocacy and the principal center for designing and implementing economic sanctions.

EB's Mission is to

- ADVANCE AMERICA'S PROSPERITY AND OTHER NATIONAL INTERESTS BY
- SUPPORTING U.S. BUSINESS OVERSEAS
- FOSTER GOOD GOVERNANCE THROUGH ECONOMIC TRANSPARENCY, ACCOUNTABILITY, AND SUSTAINABILITY; AND
- FOSTER INCLUSIVE ECONOMIC GROWTH AND PROSPERITY.

Position Description:

Serve as the Department's trade expert for South Asia ensuring that U.S. trade policy and initiatives in the region are consistent with overall U.S. trade policy objectives and support U.S. bilateral and regional economic and political goals.

The officer will manage a robust and high profile portfolio which includes India, Pakistan and Afghanistan. S/he will engage with a variety of stakeholders in the inter-agency policy making process. The position offers a unique opportunity to develop career-enhancing skills in policy development and negotiation.

Play a key role in the trade development with emerging markets. This position will involve working closely with the Bureau of South and Central Asian Affairs, USTR, Treasury, Commerce, USDA, NGOs and the private sector. Some travel may be involved.

The Office of Bilateral Trade Affairs (BTA) manages U.S. bilateral trade relations with countries around the world, assisting with the negotiation and implementation of Free Trade Agreements, Trade and Investment Framework Agreements, and trade preference programs. We work closely with the Office of the U.S. Trade Representative as well as the Departments of Agriculture, Treasury, Commerce, and Homeland Security. Additionally, BTA works with Congress, the private sector, academia, and think tanks.

#### Qualifications and Clearance Requirements

Candidates should be professional, analytical, self-motivated, and have strong multi-tasking and written and oral communications skills. Clear writing skills and an ability to adhere to tight deadlines is a must. Prior South Asia travel, academic and/or work experience is a plus. Interested applicants must hold a Secret Clearance.

#### MOU:

If you are selected for the rotation, a Memo of Understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the DOS PMF Program Coordinator, Yvette Estrada-Wanner at [Estradawanneryc@state.gov](mailto:Estradawanneryc@state.gov) and the Bureau Coordinator, Deborah Bridgeman at [BridgemanDA@state.gov](mailto:BridgemanDA@state.gov)

#### Point of Contact:

Interested candidates should contact BTA Deputy Director Colleen Hyland and [Hylandce2@state.gov](mailto:Hylandce2@state.gov)

**Rotation Title:** U.S. Department of State, Secretary's Bureau, Office of the U.S. Global AIDS Coordinator (S/GAC), Washington, D.C.

**Creation Date:** 10/15/2013

**Expiration Date:** 1/14/2014

**Rotation ID Number:** 5176

**Description:** Duration: November 2013 – March 2014

**Position Title:** Foreign Affairs Officer

**Clearance Required:** Secret or above

Domestic Rotation

The U. S. Global AIDS Coordinator's mission is to lead implementation of the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). PEPFAR is 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.

The PMF position at the Office of the U.S. Global AIDS Coordinator (S/GAC) supports the Senior Advisor for Gender in designing and implementing gender policies and programs that support further successful implementation of PEPFAR and the President's Global Health Initiative (GHI).

Description of responsibilities:

The PMF will support the work of the Senior Advisor for Gender for PEPFAR in the following activities:

- Participation in the PEPFAR Gender Technical Working Group, to ensure effective interagency consultation and decision-making based on sound scientific evidence and USG interests;
- Support the development of programs and policies that serve to advance prevention, treatment, and care that is gender transformative, considering the specific needs of women and girls;
- Oversee the effective implementation of programs related to gender in PEPFAR;
- Ensure that the results and impact of gender programming in PEPFAR are monitored to inform budget and programming decisions;
- Direct activities and outreach efforts of the Office of the Global AIDS Coordinator (S/GAC) related to gender;
- Plan and execute activities that foster leadership and promote a coordinated international response to the issue of gender and HIV/AIDS;

- Act as a liaison with both donor and developing countries as well as multilateral institutions, to ensure coordination among bilateral programs, multilateral initiatives, and USG foreign policy in the area of gender and HIV/AIDS.

Qualifications:

Secret clearance or above required;

- Strong interpersonal, writing, research, and analytical skills;
- Academic background and work experience in international issues and/or public health;
- Knowledge of international HIV/AIDS and gender policy issues and programs;
- Ability to work with a wide variety of actors, including policymakers, high-level government representatives, as well as representatives of other governments, the private sector, and the non-governmental community;
- Experience working with PEPFAR a plus.

MOU:

If you are selected for this rotation, a memo of understanding (MOU) must be completed and signed by all involved parties prior to the start of the assignment. Please coordinate with the Department of State Presidential Management Fellows Program Coordinator, Yvette C Estrada-Wanner at EstradawannerYC@state.gov

Point of Contact:

Interested candidates should submit their résumé and brief statement of interest as soon as possible to Daniela Ligiero (202-203-7489) or LigieroDP@state.gov; and Lilly Bertz (202-203-7494) or BertzLM@state.gov.

**Rotation Title:** U.S. Department of Defense, Office of the Secretary of Defense for Policy (OSDP), Asian & Pacific Security Affairs

**Creation Date:** 10/15/2013

**Expiration Date:** 1/14/2014

**Rotation ID Number:** 5177

**Description:** POSITION TITLE: Pakistan Country Director

LOCATION: Pentagon, Washington D.C.

DURATION: 5-6 months

TIMEFRAME: Start Nov 2013

DESCRIPTION OF RESPONSIBILITIES: Help formulate a wide range of defense policy issues impacting the bilateral security relationship between the United States and Pakistan.

EXPERIENCE: Regional experience desired but not required. Must be intellectually curious; interested in strategy; comfortable working in a high tempo office environment; poised/confident working around senior DoD officials.

POINT OF CONTACT: Tom Greenwood, Director for Pakistan. Phone: 703-695-8269

**Rotation Title:** U.S. Department of Health and Human Services, Office of the Secretary/Office of Public Affairs

**Creation Date:** 10/15/2013

**Expiration Date:** 1/14/2014

**Rotation ID Number:** 5178

**Description:** Position: Special Assistant / Public Affairs Specialist

Location: Department of Health and Human Services/Office of the Secretary/Office of Public Affairs

Address: 200 Independence Ave. SW, Washington, DC 20201

Timeframe: 4-6 months beginning late October/early November 2013

The Office of the Assistant Secretary for Public Affairs within the Department of Health and Human Services (HHS) is seeking an individual with strong communication, research, organizational, editing and writing skills to directly support the Acting Assistant Secretary for Public Affairs.

- Shares information and develops stories with multi-media outlets while under pressure consistently meeting deadlines driven by a 24/7 news environment.
- Plans and coordinates Assistant Secretary for Public Affairs activities, including drafting press releases, statements, briefing memos, employee emails, talking points and QA to support initiatives and major interviews, as well as obtaining the necessary clearances.
- Researches, selects, and develops appropriate background materials for meetings chaired and/or attended by the Assistant Secretary.
- Determines the priorities of matters to be brought to the Assistant Secretary's attention. Monitors work flow of selected projects of the Assistant Secretary for Public Affairs to make certain that the work gets out in a timely manner. Recommends changes or independently makes change as appropriate and insures that the Department's views, concerns and policies are addressed.
- Maintains contact with officials within the Department and of other Federal government agencies and private organizations in order to be kept informed on decisions on all matters directly or indirectly related to the Assistant Secretary's responsibilities.
- Serves as a contact point for assigned projects and provides information as requested. Keeps the Assistant Secretary informed of the status of actions, projects, programs and issue, as appropriate.

The ideal applicant will have:

- Ability to work in a fast-paced environment under multiple deadlines
- Excellent interpersonal and communication skills

- Superior writing and research skills
- Ability to coordinate projects simultaneously and work with diverse audiences
- Knowledge of the Affordable Care Act and health policy

Those interested in this position should submit a resume to Rebecca Lee at [Rebecca.Lee@hhs.gov](mailto:Rebecca.Lee@hhs.gov).

**Rotation Title:** U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy, Office of Business Operations, Business Communications

**Creation Date:** 10/17/2013

**Expiration Date:** 1/16/2014

**Rotation ID Number:** 5179

**Description:** Duration of Employment: Six Months, as soon as possible start

Position: Business Communications Specialist (detail)

Mission of the Office of Energy Efficiency and Renewable Energy

DOE's Office of Energy Efficiency and Renewable Energy invests in energy efficiency and clean energy technologies that strengthen the economy, protect the environment, and reduce dependence on foreign oil. EERE manages the Department of Energy's \$2 billion applied science, research, development, and deployment portfolio, which promotes marketplace integration of renewable and efficient energy technologies.

EERE has energy programs in solar, wind, biomass, geothermal, and hydrogen and fuel cells, as well as efficiency programs covering topics such as buildings, homes, vehicles, industry and Federal government energy management.

Position Description:

As a key member of the Department of Energy's Energy Efficiency and Renewable Energy (EERE)'s Office of Business Operations (OBO) Communications team you will implement a range of ongoing and proactive business communications strategies. EERE focuses on the successful development of innovative technologies and their positive impacts on the economy, the environment, and national security. This six-month detail offers the opportunity to:

- Lead the research, writing, and deployment of the Office of Business Operations' External Communications strategy, with an emphasis on stakeholder relations, under the Manager of Communications, Training, and Change Management. OBO is at a critical point in its change management strategy and this position will have a large impact on the success of our work.
- Collaborate on other OBO Communications activities as needed.
- Engage and collaborate with multiple EERE business offices in serving a critical function that supports EERE's mission.
- Work in a fast-paced and engaged environment and a team of welcoming colleagues whose collective efforts are high quality and immediately visible.

- Get significant exposure to EERE's senior leadership and operations experts to build knowledge regarding government operations, including change management, project management, information technology, and human capital.
- Work autonomously and in teams on multiple, quick- or-medium turnaround communications products for internal and external audiences.
- Sharpen managerial problem solving and individual critical thinking skills to improve operations and deliver timely results.
- Positively contribute to EERE's capabilities to communicate information about its activities in a compelling, sound, effective, and clear manner.

A demonstrated ability to work in this environment as both a team player and a leader will be rewarded with increasingly substantial responsibilities. Your work will be visible at the highest levels of EERE.

#### Major Duties and Responsibilities

For this detail, EERE is seeking a PMF with a communications, business, government operations, public affairs, public policy, journalism, or marketing background who is a strong writer and thinker, can multi-task well, is skilled at interacting with senior leaders, and has an interest in government operations and reform. This person will have the opportunity to engage in following activities, depending on his/her interest and skill set:

- Serve as a member of a strong communications team, as a planner, writer, and/or editor of several types of communications products, including talking points, memos, press releases, media pitches, blogs, and other key products. This component of the rotation provides means to hone your writing and editing skills, planning skills, multitasking abilities, and contribute to positively impacting the communications of EERE.
- Utilize strategic thinking, a detail-oriented eye, and discipline in co-leading EERE's Business Operations communications team -- providing strategic advice on how to best communicate EERE's operations and implementing collaborative solutions. This component of the rotation provides you the opportunity to help shape EERE's communications processes and develop leadership skills in carrying out those changes.
- Work in direct collaboration with outstanding team members supporting EERE's senior leaders on developing – drafting and finalizing – powerful presentations and associated messaging. This component of the rotation would provide significant access to EERE's Assistant Secretary, Chief Operations and Strategic Innovations Officer, and other senior leaders as well as the ability to learn audience-targeting and EERE's main messages

Points of Contact:

Ellen Hilburn

PMF Coordinator

Energy Efficiency and Renewable Energy

U.S. Department of Energy

[Ellen.hilburn@hq.doe.gov](mailto:Ellen.hilburn@hq.doe.gov)

(202) 287-5951