# USAID/FFP Intern Vacancy Announcement

## Office of Food for Peace

This announcement is recruiting interns for the Summer 2017 (May – August) to support USAID's Office of Food for Peace (FFP) in the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA).  FFP is looking for interns to support its Geographic Division working as a **Program Assistant** or its Program Operations Division working as an **IT Program Assistant** in the Washington, DC headquarters location.  Depending on space availability, FFP may bring on one intern or more.  Interns can expect to have a substantive and rewarding experience as part of the DCHA/FFP team - once on board, interns are treated as full staff members.

Food for Peace (FFP) is the largest provider of food assistance in the world, providing more than $2 billion in food assistance annually, and reaching 46 million beneficiaries in 48 countries. Through its emergency programs, FFP strives to provide food assistance to save lives, reduce suffering, and support the early recovery of populations affected by both acute and chronic emergencies. This is accomplished through a mix of U.S. and overseas sourced food commodities, cash, and vouchers, as well as through complementary emergency programming aimed at preventing or reducing food insecurity.  FFP plays a key role in U.S. Government emergency response efforts in South Sudan, Nigeria, Somalia, Syria, and dozens of other countries worldwide.

FFP development food assistance targets the underlying causes of hunger and malnutrition. These programs aim to reduce chronic malnutrition among children under five and pregnant/ lactating women, increase and diversify household income, and strengthen and diversify agricultural production and productivity to build resilience and reduce the need for food assistance. Multi-sectoral programming, oftentimes partnered alongside other U.S. Government investments, includes activities in agriculture and natural resource management, health, nutrition, water, sanitation, microfinance, literacy, and others.

For additional information on FFP, please visit http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance.

**Job Descriptions and Qualifications:**

Below is a brief job description followed by expected qualifications.  Internships are **unpaid** and _will require a security clearance_. In order to obtain a security clearance, all candidates must pass a background check. Failure to obtain a security clearance will preclude candidates from obtaining an internship.

**Program Assistant.**  This position will work with FFP's Geographic Division supporting Country Backstop Officers and/or Senior Leadership in carrying out the planning, management and administration of all of the Office's food assistance programs.

Basic internship duties of a Program Assistant will include the following:

- Provide administrative, operations and program support, for either of the two Geographic Divisions that exist in FFP – Africa or Global;
- Supporting learning and information dissemination related objectives within the assigned team, in coordination with other FFP divisions and teams;
- Assist in compiling information on FFP programs in response to enquiries or in support of special internal initiatives;

- Monitor watch countries through reporting by field staff, information provided by implementing partners or USG updates.

**IT Program Assistant**. This position will work with FFP's Program Operations Division supporting the Personnel & Operations Management Team with the following duties:

- Business and Software Solutions – identifying areas for system improvements or additions through the development, maintenance and/or support of FFP management systems for personnel/staffing;
- IT Support Services – providing quick fix solutions to issues such as audio/visual setup, video teleconferencing, and USAID approved equipment/software;
- System Development – recommending software-based solutions that improve operations and business processes to ensure the efficiency and effectiveness of program operations.

Qualifications:  candidates should possess a high level of attention to detail, excellent written and verbal communication skills, and strong computer proficiency.  Candidate's degree should reflect an interest in a particular relevant technical sector or geographic region/country pertinent to FFP's mission and operation.

**Additional Qualifications:** All candidates must be *U.S. citizens* currently enrolled and in good standing in a college or university Bachelors, Masters Degree or PhD program, must have at least a 3.0 Grade Point Average (GPA), must meet the qualifications outlined in the position description outlined above, and be able to receive a U.S. Government security clearance.

**Application Deadline:** Applications will be reviewed periodically throughout the year but FFP intends to make selections in early March for the position(s) starting in the summer period.

**Location:** Washington, DC

**Contact:** If interested, please submit the following by email before the application deadline to: ffp-intern@usaid.gov (incomplete applications or applications with the incorrect subject line may not be considered):

(1) Email ffp-intern@usaid.gov with the subject line  "**2017 FFP Summer Internship – Program Assistant or IT Program Assistant**"
(2) Include a Cover letter in the body of the email, or attached to the email in a Microsoft Word document.  The following should be included in the cover letter:  (a) brief overview of the area of interest; (b) brief overview of qualifications/experience related to the internship position the applicant is applying for; (c) specify the dates and time period the applicant is available to work, for example, state "available from (month/year) to (month/year)"; (d) list at least two references with contact information (email/telephone);
(3) Resume/CV (in Microsoft Word) attached to the email

Applicants are expected to commit to at least 8 continuous weeks of work for full consideration. Due to the large number of applications received, we are unable to respond to applicants individually. Only those candidates under consideration will be contacted. **No phone calls please.**