Fellowship at U.S. Agency for International Development

INTERNATIONAL PROGRAMS FELLOWSHIP

The Population Reference Bureau (PRB) is accepting applications for its International Programs Fellowship at the U.S. Agency for International Development (USAID). The Fellowship is a full-time position lasting for two years and will begin in summer 2017. The Fellowship is sponsored and managed by PRB and funded through PRB’s PACE Project (Policy, Advocacy, and Communication Enhanced for Population and Reproductive Health), a cooperative agreement between PRB and USAID. The Fellow will work within USAID’s Office of Population and Reproductive Health in Washington, D.C., which works to advance and support voluntary family planning and reproductive health programs worldwide. The Fellowship is intended for recent graduates with a B.A. or B.S.; candidates with advanced degrees are ineligible and should not apply.

RESPONSIBILITIES

• Respond to external and internal requests for information on USAID family planning activities.
• Support efforts of USAID/Washington, its overseas Missions, and implementing partners to strengthen capacity to monitor for compliance with U.S. family planning requirements within USAID programs through training facilitation, document review, and ongoing technical assistance.
• Coordinate and liaise with colleagues in the Office of HIV/AIDS, Office of General Counsel, and regional bureaus.
• Support the coordination of donor partnerships and U.S. government interagency collaboration at headquarters level.
• Support the Office of Population and Reproductive Health’s senior policy advisor and members of office management with policy analysis and administrative duties.

Other duties and activities will be determined by the interests of the selected Fellow and the needs of the Office of Population and Reproductive Health.

REQUIREMENTS

• B.A., B.S., or other undergraduate degree by June 2017.
• Education and/or work experience related to international population/reproductive health policy or public health.
• Strong writing, public speaking, and analytic skills; ability to effectively manage time and work with diverse personalities.
• Dedication to advancing family planning and reproductive health issues and programs in developing countries.
• Demonstrated ability to rapidly assume additional responsibilities and complete tasks with limited oversight.

In addition, experience living outside of the United States and foreign-language facility (especially French) is highly desirable. Candidates must be U.S. citizens or hold an appropriate work visa and will need to get a security clearance.

The PRB International Programs Fellowship pays a stipend of $35,000-$40,000 per year plus benefits. The position is subject to the availability of funds. The Fellowship may involve foreign travel.

HOW TO APPLY

Interested individuals should email a cover letter and resume directly to the address below. The cover letter should describe the candidate’s professional goals, her or his interest in the field of population/reproductive health, and why she or he is suited for the Fellowship. In addition, the candidate must arrange for two letters of recommendation from employers or professors to be sent by email to the same address.

All application materials, including letters of recommendation, must be sent no later than 11:59pm EST Feb. 24, 2017.

Selection of the PRB International Programs Fellow will occur by spring 2017. All candidates will be notified of the selection decision by email.

Applications should be emailed to: IPFellows@prb.org