

Environmental Cooperation Policy Support Analyst

This position is in Office of Environmental Quality at the U.S. Department of State's Bureau of Oceans and International Environmental and Scientific Affairs. The primary objective is to provide contractor services and deliverables through performance as Policy Support Analyst to support U.S. policy priorities in the areas of air quality, chemicals, waste, and plastic pollution.

1. Background

This position is in the Office of Environmental Quality (ENV) in the Bureau of Oceans and International Environmental and Scientific Affairs (OES). The position will provide policy and programmatic support in areas relevant to the mission of the Office and the Bureau in meeting overall Departmental priorities, including programmatic engagement to support policy goals and policy matters in various fora related to environmental protection, chemicals, pollution, air quality, waste, and trade and environment. The position reports to the Division Chief for Chemicals, Air Quality, and Waste and through the Chief to the Deputy Director and Director of the Office.

2. Task Purpose

OES/ENV requires a Policy Support Analyst who has:

- Ability to work under pressure with short deadlines
- Experience with environment and/or development policy, with experience in the areas of air quality, chemicals, and/or waste preferred but not required
- Excellent interpersonal and oral communication skills
- Excellent writing skills
- Excellent organizational skills and attention to detail, including follow-up on pending tasks.
- Ability to operate significantly under own initiative and as part of a team, crafting proposals and recommending effective approaches to tasks.
- Good facility with standard software, including the complete Microsoft Office Suite (Word, Excel, Access, PowerPoint, SharePoint), and an ability to learn and work with other software, as well as database applications.
- Ability to work with a wide variety of actors, including other Management Analysts, the Front Office, the Executive Office staff, interagency colleagues, outside visitors, and facilities management at the Department of State
- Experience in program administration, operating procedures, oversight and monitoring preferred but not required
- Familiarity with Department of State policies and procedures preferred but not required

Task Order Requirements

OES/ENV requires a Policy Support Analyst that meets the following:

DUTIES AND RESPONSIBILITIES:

Support U.S. negotiation and implementation of international environmental agreements or decisions related to air quality, chemicals, plastic pollution, and waste, such as the Basel Convention, Montreal Protocol, Minamata Convention, and relevant resolutions at the UN Environment Assembly and other multilateral meetings:

- Engage the Department and U.S. interagency to facilitate development of positions and strategies to promote foreign policy priorities on multilateral environmental matters related to air quality, chemicals, plastic pollution, and waste, and U.S. participation in multilateral environmental agreements (MEAs) such as the Basel Convention, Montreal Protocol, and Minamata Convention.
- Coordinate with Department country desk officers and U.S. Embassies on their diplomatic efforts to support U.S. goals related to air quality, chemicals, and waste, and U.S. participation in the MEAs related to those topics.
- Undertake policy analyses to provide a better understanding of the implications of alternative policy approaches and how to integrate policy and programmatic approaches and subsequently make recommendations to ENV management for decision.
- Brief supervisor, co-workers, and principals as needed on ongoing diplomatic and programmatic efforts related to air quality, chemicals, plastic pollution, and waste, and U.S. participation in MEAs such as the Basel Convention, Montreal Protocol, and Minamata Convention.
- Provide administrative support to the office, including facilitating clearance of U.S. positions and submissions, preparing the logistics for U.S. delegations to international meetings, and organizing the logistics of conference calls, meetings, or other interactions with foreign governments, U.S. agencies, or stakeholders to discuss policy matters.
- Provide necessary coordination or analytical support to other officers as needed.

Advise on the overall grant coordination and integration of foreign policy and programming priorities, including:

- Provide advice to the Department of State to inform the allocation of funds in line with U.S. foreign policy priorities and U.S. engagement on activities related to chemicals, air quality, and waste.
- Provide advice on how these programs can support U.S. goals in multilateral institutions such as the United Nations Environment Program, and the implementation of multilateral environmental agreements.
- Help organize and provide support for U.S. interagency coordination on chemicals, air quality, and waste issues.
- Develop strategic plans for outreach, and organize outreach events for the public, international organizations, and Congressional staff

4. Deliverables

- Timely, accurate, complete and up-to-date work products.

- Effective policy analysis and advise to division and office management.
- Effective coordination across the Department of State and with other U.S. agencies on the development of positions and strategies, and effective organization of meetings with other agencies, other governments, and U.S. stakeholders.

5. **Acceptance Criteria**

Approval of finalized documents will be in accordance with the Department's established Quality Assurance Plan. Work performed will be evaluated for quality, timeliness, and professionalism each day. If the performance is unacceptable, feedback will be provided in a timely fashion.

6. **Travel**

It is anticipated that domestic and/or international travel may be required. Travel will be on an as needed basis and must be authorized and coordinated in advance.

7. **Training**

Training may be required of contractor personnel assigned to this contract. Contractor personnel may attend professional training courses, including distance learning, conferences or workshops. Specifically, it is anticipated that there will be reimbursable FSI learning costs. If such costs are to be claimed, they must be pre-approved by the DoS Contract Specialist.

This position will be expected to complete training relevant to his or her job duties which may include federal assistance and Monitoring and Evaluation. Specifically, it is anticipated that there will be reimbursable FSI learning costs. If such costs are to be claimed, they must be pre-approved by the DoS Contract Specialist.

8. **Telework**

Telework is an alternate work arrangement that gives contractor employees the opportunity to conduct all or some of their work away from the primary workplace to accommodate both core and situational telework employees within the Department. It has no effect on the hours an employee works. The location of telework is normally the employee's primary residence.

Place of Performance

The work under this task will take place in the following Department of State location, and/or other locations (including, potentially, remote locations to include the resource's home office) as designated:

HST Location – Main State
2201 C. Street, NW
Room 2726
Washington, DC 20520

11. **Security Requirement**

A successful candidate must be able to obtain and maintain a SECRET Security Clearance.

TO APPLY: Interested applicants should send a resume and cover letter by December 10, 2021 to:

Andrew Clark
Acting Chief for Chemicals, Air Quality, and Waste
Office of Environmental Quality
U.S. Department of State
clarkad@state.gov