

Chief Organizer of all the Processes



Project Title	Chief Organizer of all the Processes
Project Summary	Help the Office of Food for Peace (FFP) specify and date processes relating to award administration.
Country	United States
Agency	Agency for International Development
DoS Office	N/A
Post	N/A
Section	N/A
Number of Interns	3

Project Description

FFP funds emergency and development programs. We are looking for someone to examine the processes and paperwork that is required across the agency and put together a detailed timeline of activities that are needed. These may include, but are not limited to clearances, analyses, and concurrences from Washington or the field.

Desired Skills Interests

Skill

MS Office

Research

Communication Skills

Attention to detail

analytical and organized

big picture thinking

interest in international development

Additional Information

For more than 60 years, USAID's Office of Food for Peace (FFP) has worked to fight hunger and reduce poverty abroad—helping approximately 3 billion people. FFP provides emergency food assistance to those affected by conflict and natural disasters and provides development food assistance to address the underlying causes of hunger. More information on USAID food assistance projects can be found on the USAID website at <https://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/guidance>.

Overview of the Grants Management Services Team: The Grants Management Services Team brings a customer service approach in support of all FFP grants management issues. The team focuses its creative energy on reviewing, refining, and developing procedures and policies tied to procurement and award administration, formulating assistance and acquisitions policies, capturing best practices, and proposing innovative solutions to grants management issues.

Language Requirements

None