



U.S. DEPARTMENT
OF THE INTERIOR
INTERNATIONAL TECHNICAL
ASSISTANCE PROGRAM

RE-ADVERTISEMENT:

Short Term International Assignment: CITES Training for Customs Officials Starting September 2014

Please note that this is identical to the previous announcement issued with a closing date of 1 August. The application period has been extended to 25 August 2014.

OPPORTUNITY:

The U.S. Department of the Interior's (DOI) International Technical Assistance Program (ITAP) is seeking one to two DOI technical experts to provide training for 1 week in September 2014 in the Dominican Republic and Panama for two, 2-day workshops on CITES capacity building for Customs officials. There is the possibility of similar workshops in Costa Rica, El Salvador, Guatemala, and Honduras in subsequent months.

These workshops will be under the umbrella of the Central American Wildlife Enforcement Network (CAWEN, or ROAVIS in Spanish). All activities will be conducted in Spanish.

BACKGROUND:

DOI-ITAP provides assistance to partner countries on subjects of Departmental expertise on a reimbursable basis. The program is currently operating across the globe with support from the U.S. Agency for International Development (USAID) and the State Department. DOI-ITAP has managed short- and long-term multi-partner projects in over 50 countries since 1995. DOI's partnership in Central America and the Caribbean started in the late-1990s with a variety of public participation, government capacity building, and field biology/science work and now focuses on combating the illegal wildlife trade in the region. DOI-ITAP's projects are supported by Project Managers in Washington D.C. and a Regional Coordinator in Nicaragua.

ASSIGNMENT:

ITAP is seeking current or retired DOI personnel with expertise in the following technical areas:

- CITES – background, implementation, documentation, and application in the field;
- Wildlife import/export inspections – live animal handling, best practices, safety, and animal welfare considerations;
- Wildlife concealment methods;
- Providing training – specifically, conducting presentations and leading and participating in discussions in Spanish.

SCHEDULE:

This assignment is expected to cover a 1week period, tentatively scheduled as follows:

- 21 September 2014 – travel to the Dominican Republic (D.R.);
- 22-23 September – 2 day workshop in D.R.;
- 24 September – travel to Panama;
- 25-26 September – 2 day workshop in Panama;
- 27 September – return travel to home.

The projected plan is to recreate this same workshop series in other countries after September 2014, although this depends on partner government schedules and trainer availability.

All travel and in-country logistics will be handled by DOI-ITAP.

PRE- AND POST-TRIP DUTIES:

Before the trip, the selected individual(s) will be expected to:

- Submit PowerPoint presentation and/or other relevant training materials in Spanish.
- Work in collaboration with the DOI-ITAP Project Manager and Regional Coordinator via phone and email to discuss technical aspects of the workshops.
- Submit all necessary travel paperwork to DOI-ITAP for processing.

After the trip, the selected individual(s) will be expected to:

- If requested, provide the DOI-ITAP Project Manager with a brief written report of the event proceedings, assessment of the workshop content and impact, and recommendations for future actions. NPS travelers will also submit this report to their Office of International Affairs.
- Submit all necessary travel voucher paperwork such as worksheet, receipts, etc.

COSTS:

DOI-ITAP will cover all travel costs associated with this assignment (round-trip airfare, lodging, meals, emergency medical insurance, immunizations, per diem/M&IE, etc.). The salaries of the selected individual(s), however, will be paid by their employing DOI agency for the duration of the international assignment, including pre- and post-trip obligations. Stipends or other forms of compensation are NOT available for retiree candidates.

Please note that ITAP travel does not require the use of a field office credit card and travel **will not count towards ‘travel caps’**.

APPLICATION REQUIREMENTS:

Competitive applicants for this assignment will:

- Be a current or retired employee of DOI;
- Have demonstrated experience in training on all aspects of CITES - background, implementation, documentation, and application in the field;
- Have extensive experience in conducting wildlife import/export inspections - live animal handling, best practices, safety, and animal welfare considerations;
- Be knowledgeable about developing and/or implementing inspection protocols – and recognize wildlife concealment methods;
- Have demonstrated ability to work with and adapt to the needs and abilities of agencies and professionals of different ethnic or cultural groups;
- Be proficient in Spanish;
- Previous related international experience is desirable.

The selected individual(s) must submit a current physician-signed letter or medical review form indicating fitness for duty and travel.

HOW TO APPLY:

Persons interested in being considered for this short-term international assignment must:

- Send a resume and cover letter summarizing direct, relevant work and other experience, related to the skills listed under application requirements. Please submit electronically to Christina Kish (christina_kish@ios.doi.gov) AND Tanya Ahmady (tanya_ahmady@ios.doi.gov) with the subject: “CAWEN/ROAVIS CITES Customs training”.
- Cover letter and resume should be sent as one document (preferably a PDF) with the suggested file name “FULL NAME_BUREAU_JOB TITLE”.
- If your supervisor has already given approval, please indicate this.
- **All applications should be submitted no later than 25 August 2014.**

APPLICATION PROCESS:

The entire selection process may take several weeks. A short list of candidates will be interviewed by telephone. All candidates will be notified of the results of the selection process by telephone, email or letter. **The position is open to all applicants that meet the stated requirements.** If applicants do not receive an email acknowledgement of receipt of their application, please inquire with Christina Kish (christina_kish@ios.doi.gov) or Tanya Ahmady (tanya_ahmady@ios.doi.gov).

If you are selected for this assignment you will be responsible for obtaining your supervisor's approval to participate in this program, as well as additional approvals up your supervisory chain of command as necessary (see below). For Bureau requirements, applicants should contact their appropriate Bureau International Affairs Point of Contact. A complete list of those POCs follows. All NPS, BOR and BLM applicants must copy their International Affairs POCs when they submit their applications to ITAP.

All NPS applicants should copy their applications to Rudy D’Alessandro (rudy_dalessandro@nps.gov) in the NPS Office of International Affairs. All NPS applicants must have the approval to apply from their Associate Director or Regional Director. *ADs/RDs fully encourage qualified NPS staff to apply; securing the approval of the ADs/RDs before applying is intended to ensure that supervisory chains are aware of the potential for DOI-ITAP engagement.*

All BLM applicants should also copy their applications to Olivia Sierra (osierra@blm.gov) in the BLM Office of International Affairs. BLM applicants **must** have the approval of their immediate supervisor to apply.

All FWS Office of Law Enforcement applicants are required to have supervisory approval prior to submitting an application.

Bureau	Contact	Email	Telephone	Fax
BIA	Eric Wilson, International Affairs Coordinator	eric.wilson@bia.gov	202-501-5944	202-208-4564
BLM	Olivia Sierra, International Affairs Specialist	olivia_sierra@blm.gov	202-513-0710	202-912-7181
BOR	Richard H. Ives, Director of	rives@usbr.gov	202-513-0550	202-513-0311

	Native American and International Affairs			
FWS	Gloria Bell, Acting Deputy Assistant Director for International Affairs	gloria_bell@fws.gov	202-208-6394	
BSEE	Julie Fleming, Acting Chief, Office of International Programs	julie.fleming@bsee.gov	703-787-1681	202-208-7242
NPS	Stephen A. Morris, Chief, Office of International Affairs	stephen_morris@nps.gov	202-354-1803	202-371-1446
OSM	Jay Bautista, Director of International Programs	jbautista@osmre.gov	202-208-2868	202-408-4812
USGS	Vic Labson, Director of International Programs	vlabson@usgs.gov	703-648-6206	703-648-4227
ONRR	Jennifer Goldblatt, Chief of Staff	jennifer.goldblatt@onrr.gov	202-513-0604	