

# Embassy Science Fellows

## Professional Development Opportunity for DOI Scientists

The Embassy Science Fellows Program invites applications from throughout the U.S. Department of the Interior (DOI) headquarters and Bureau staff for one-to-three-month technical assignments at U.S. posts abroad. The goal of the program is to provide expertise in science, mathematics, and engineering to support the work of embassies, consulates, and missions of the State Department while providing international experience to DOI staff. Nine other agencies participate in the program.

### BACKGROUND

The Department of State (DOS) and DOI have complementary strengths and needs. DOS manages international relationships through diplomacy but needs input from the science and engineering community to formulate policy in certain areas. The Embassy Science Fellows Program (ESFP) provides a valuable mechanism for the U.S. Government (USG) to advance national research and development priorities through international collaboration and provides a venue to develop relationships which will benefit DOI. The ESFP supports collaboration with host government and local entities to meet multiple objectives: advancing USG science policy, diplomacy and development objectives; complementing and supporting bilateral, regional or global cooperative USG science and technology (S&T) activities; and strengthening the international science & technology capabilities of DOS, the U.S. Agency for International Development (USAID) and participating agencies.

### ASSIGNMENT ACTIVITIES

Embassy Science Fellows typically spend from 1-3 months at foreign posts, while remaining DOI employees. The duration of the assignment varies according to the needs of the Post and the availability of the applicant, but an average stay is approximately 6 weeks. During their assignment, Fellows work closely with the Science Counselor and/or other embassy staff involved in S&T issues. In general, the Fellow serves as a visiting "consultant" to the Embassy. Depending on the needs of the Embassy, the Fellow may be called upon for such responsibilities as:

- meet with foreign colleagues in ministries, universities, and other research organizations;
- furnish expert advice and consultation to host country colleagues, officials or institutions;
- conduct research, surveys, interviews or assessments on S&T topics identified by overseas posts;
- perform site visits to develop expertise in that country's science and engineering system;
- assist with preparations for conferences and meetings taking place in the host country;
- write reports of a technical or policy nature that may be used in DOS reporting; and/or,
- provide expert advice on formulation of bilateral and/or multilateral activities and foreign policy.

In addition to the personal experience of living and working abroad, the DOI employee gains direct experience on U.S. embassy operation, foreign policy development and implementation, and insight into how scientific and technical issues intersect foreign policy concerns. Moreover, the experience affords both the individual employee and DOI a deeper understanding of the science and engineering system and institutions of one or more foreign countries.

## ELIGIBILITY

U.S. citizenship is required. Eligible participants must have a science/engineering background. In addition, they must have at least 1 year of continuous Federal service, and be assigned to an established and valid position at DOI. Maximum participation in the program is twice.

## CLEARANCES

A medical clearance from State is required for fellowships of more than 59 days. Employees must be able to provide proof of a national criminal check (NACI). Some fellowships may require a secret-level security clearance which will be processed by the State Department. Processing of security clearances can take 4 months or longer from the time the candidate submits the necessary forms to the State Department.

## MATCHING OF AGENCIES' INTERESTS

These developmental assignments must be agreed to in advance by the Fellow, his or her DOI supervisor, the hosting Embassy, and the appropriate DOS bureaus. This agreement includes the work that the Fellow will perform at the Embassy, the Embassy staff with whom the Fellow will work, and the terms of cost-sharing between DOI and the DOS.

DOS solicits requests from embassies and consulates for experts for specific work assignments. However, the State Department is willing to explore proposals from agencies looking to enable their work. Interested DOI employees are expected to explore with their supervisors the feasibility of such a professional development assignment, their mutual preferences for countries or regions, and general time frame for availability (e.g. "6 weeks in late fall"). Following are a brief description of the Embassies' needs; the attached solicitations will provide greater detail.

**Astana, Kazakhstan:** provision of technical assistance and policy advice on climate change issues and low-emission development strategies to government agencies.

**Bangkok, Thailand:** assistance with technical advice and support in human and institutional capacity development activities; including building the capacity of Thai stakeholders in development and preparedness for environmental challenges.

**Beijing, China:** assistance with improved disaster preparedness and management.

**Bucharest, Romania:** work with officials to draft national and regional regulations for shale gas drilling and production.

**Freetown, Sierra Leone:** work with the Sierra Leone Environmental Protection Agency to create policies and strategies, advise organizational structures, identify needs, and provide specific science expertise.

**Hanoi, Vietnam:** work with CITES-Management Authority to pilot a test system to monitor and control the importation of hunting trophies, address the abuse of hunting permits.

**Islamabad, Pakistan:** review current data on climate change and melting glaciers; provide training sessions, professional-level discussions, and consultations with government water resource managers, university and research centers and civil society organizations active in the water sector.

**Jakarta, Indonesia:** provide technical assistance to advance U.S. government science and technology cooperation with the Indonesian government.

**Kolkata, India:** help the U.S. government understand the range and depth of ongoing scientific collaboration by identifying areas of further cooperation and advise on the engagement of students and the scientific community to promote innovative partners and programs.

**N'djamena, Chad:** collaborate with University of Ndjamenas researchers and administrators along with the government of Chad, donors, and Lake Chad representatives to identify current and future research priorities and funding sources to support science-based solutions for the disappearance of Lake Chad.

**Paramaribo, Suriname:** assist the Ministry of Physical Planning to implement a GIS program and develop the capacity of the necessary staff to continue data collection from which the government can make rational policy decisions on forest and environmental management.

**Reykjavik, Iceland:** enhance the bilateral science research ties with Iceland in the key Mission Strategic Plan priority of the Arctic, advance the Mission's objectives, and work with the Stefansson Arctic Institute on various initiatives.

**Tashkent, Uzbekistan:** provide technology commercialization training to Government of Uzbekistan officials and scientists as well as assess the commercial potential of Uzbekistan's current scientific facilities and projects.

**Tbilisi, Georgia:** contribute to the work of the Tbilisi Embassy and the USAID Mission under the supervision of USAID's Office of Energy and Environment in forestry and natural resource management policy, climate change policy and development, the USG Enhancing Capacity for Low Emission Development Strategy, and emissions inventories and planning.

## EXPENSES AND TRAVEL

It is intended that timing of these assignments be coordinated for minimum disruption of the DOI staff member's regular workload. **Individual offices are responsible for the expenses of their employees during their Embassy Science Fellow tenure, including salary and benefits, international travel, two training courses (one in Washington DC) and a reduced fraction of the M&IE portion of per diem for the locality.**

For those applying for the following opportunities:

- Tbilisi, Georgia
- Beijing, China
- Bangkok, Thailand
- Bucharest, Romania
- Jakarta, Indonesia
- Kolkata, India

There is a *possibility* that supplementary funding would be available to defray some or all of the costs. If you are interested and appropriate for the assignment, please apply, and funding possibilities can be explored if your candidacy is put forward to the Embassy.

Embassies will provide, at a minimum, housing, office space and infrastructure, including a computer and official in-country travel.

### **APPLICATION PROCESS**

If you are interested, please secure permission from your supervisor to apply. Please use the attached application form to apply for particular assignments at specific posts.

All non-USGS DOI applicants must submit the application form to Barbara Pitkin at [barbara\\_pitkin@ios.doi.gov](mailto:barbara_pitkin@ios.doi.gov) by COB **July 27<sup>th</sup>**. This is a priority deadline; applications submitted afterwards may still be considered, but submissions before this deadline are preferred.

USGS applicants must submit their application form to Jean Noe Weaver at [jweaver@usgs.gov](mailto:jweaver@usgs.gov).

Candidate applications are ultimately screened by the requesting embassy/consulate which then reviews and selects the final Fellow.

### **APPLICATION FORM (see next page)**

## Embassy Science Fellowship Program 2012-13 Application

Please attach a Resume/Curriculum Vitae to this form

Note: This application requires your supervisor's signature in order to be considered for the ESF program  
Forward signed application (3 pages) & Resume/Curriculum Vitae to Agency Coordinator

1. Name (Last, First, MI):

2. Name of Agency and Agency Coordinator:

3. Current position:

Area(s) of Expertise:

4. Office contact information:

Address

Email:

Phone:

Fax:

5. Home Contact Information:

Address:

Phone:

Email:

Emergency Contact Person:

6. Proposed Post for Fellowship:

1<sup>st</sup> Choice:

2<sup>nd</sup> Choice:

3<sup>rd</sup> Choice:

5. Proposed Dates for Assignment/Availability (list for each proposed post, if applicable):

1<sup>st</sup> Choice:

6. Discuss desired assignment(s) highlighting relevant experience, training, and what you would accomplish if selected—use separate pages:

7. Language Ability: evaluate skills using excellent, good, poor, fair or native fluency.

Language

Writing

Speaking

Reading

8. Have you previously been granted a security clearance?

If so, please specify the issuing agency, date issued, and the level of clearance granted:

Confidential/Secret/Top Secret

9. Have you previously been issued a medical clearance by the Department of State?

If so, please provide the date that the clearance was issued:

10. Have you previously completed Department of State training, Security Overseas Seminar, MQ911 or its equivalent? If less than five years ago, provide the classes taken and the dates completed:

11. Previous Professional International Experience:

Date (from-to)

Country

Reason/Project

## ACKNOWLEDGMENTS

By signing below, you agree to be considered for participation in the Embassy Science Fellows Program. Your information will only be shared with appropriate Department of State personnel and your parent agency. It does not constitute a guarantee that you will be placed nor are you bound to accept any assignment offered.

Signature of Applicant:

Date:

By signing below, you agree that, to the extent that travel funds are available, if the applicant is matched, the office/agency has sufficient funds to support the Embassy Science Fellow's round-trip international travel (as much as \$4000) and if not located in the Washington, DC, area, domestic travel to the Foreign Service Institute located in Arlington, Virginia, to take a two-day mandatory course (total tuition cost including online course: \$460).

Approval by Supervising Official:

Date: