



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

**Short Term Assignment—One Week
Concessions Management Specialists
Jordan**

OPPORTUNITY: The U.S. Department of the Interior's (DOI) International Technical Assistance Program (ITAP) is seeking one or two concessions specialists to provide approximately one week of technical assistance in Jordan during a three-day seminar on the benefits and process of engaging concessions in protected areas.

BACKGROUND: DOI-ITAP provides assistance to developing 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), the State Department, the World Bank, the Inter-American Development Bank, and the Millennium Challenge Corporation. DOI-ITAP has managed short- and long-term multi-partner projects in over 50 countries since 1995. DOI has been active in the Kingdom of Jordan since the 1960s.

The U.S. Agency for International Development has provided funds to DOI's International Technical Assistance Program (DOI-ITAP) to help design and facilitate a protected areas land use planning workshop for approximately 25 Jordanian natural resource management professionals. The training workshop will be held in collaboration with the Royal Society for the Conservation of Nature (RSCN). A major partner for ITAP in Jordan, the RSCN is a nonprofit, non-governmental organization that manages seven protected areas in Jordan. The mission of the RSCN is to protect Jordan's natural environment while linking its conservation efforts to socioeconomic development.

For this assignment, DOI-ITAP's key partners in Jordan include:

- U.S. Agency for International Development (USAID)
- Royal Society for Conservation of Nature (RSCN), a nonprofit, non-governmental organization that manages the majority of protected areas in Jordan

ASSIGNMENT: ITAP is seeking one or two concessions specialists that have experience managing a concessions program that factors in the following considerations:

- Visitor Services: for example, design of visitor facilities, potential for tourism, design of educational and informational signs and exhibits, delivery of visitor services, or monitoring of visitor satisfaction.
- Ecotourism Development: for example, developing plans for sustainable eco-tourism in and around protected areas in a manner compatible with local cultures.
- Protected Area Management: for example, utilizing concessions for sound protected areas management; including experience in administration/managing concessionaires, strategic planning, and other aspects of concessions management

SCHEDULE: This assignment is expected to cover a one week period in May/June of 2014, and can be tailored to availability of team members. The technical assistance will be provided in Jordan, at a site to be determined. In addition to the seminar noted earlier, the specialists may be asked to offer appropriate technical assistance in situations outside of the workshop setting.

PRE- AND POST-TRIP DUTIES: All travel and in-country logistics will be handled by DOI-ITAP and/or our in-country counterpart. Background material and briefings will be provided to the selected individuals prior to departure. The selected individuals will be expected to work in collaboration with DOI-ITAP project managers and U.S. Embassy staff on the preparation and follow-up over phone and email to discuss technical aspects of the project.

Within three weeks of the completion of the trip, the individual(s) will provide the DOI-ITAP managers a brief draft trip report of the trip events, evaluations made, and recommendations for future actions. NPS travelers will also submit this report to their Office of International Affairs.

COSTS: DOI-ITAP will cover all travel costs associated with this assignment (round-trip airfare, lodging, meals, medical insurance, immunizations, per diem, etc.). The **salaries of the team members, however, will be paid by their employing DOI agency** for the duration of the international assignment, including pre- and post-trip obligation. Stipends, or other forms of compensation, are **NOT** available for retiree candidates. Please note that travel expenses will **NOT** count against Bureau travel ceilings.

APPLICATION REQUIREMENTS

Competitive applicants for this assignment will:

- Be a current or retired employee of DOI;
- Have extensive knowledge and professional experience in a broad spectrum of concessions management issues;
- Have demonstrated experience in creating visitor experiences with the use of concessions;
- Have experience leading discussions and giving presentations in a workshop setting;
- Have demonstrated ability to work with and adapt to the needs and abilities of agencies and professionals of different ethnic or cultural groups;
- Arabic language proficiency (an asset but not a requirement);
- Previous international experience is desirable, particularly experience in the Middle East.

Upon selection, candidates must submit a current physician-signed letter or medical review form indicating fitness for duty.

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).

HOW TO APPLY

Persons interested in being considered for this international assignment must:

- Send a resume and cover letter summarizing direct, relevant work experience, related to the skills listed under application requirements. Please submit electronically to Colleen Castle (202-208-5160, colleen_castle@ios.doi.gov) and Marc Weitzel (805-671-9746, marc_weitzel@ios.doi.gov) with the subject: "Jordan Concessions Workshop"
 - Cover letter and resume should be send as one document (preferably a PDF) with the file name "FULL NAME_BUREAU_JOB TITLE"
- If your supervisor has already given approval, please indicate this.
- All applications should be submitted as soon as possible but no later than **March 18th, 2014**. Applications will be reviewed on a rolling basis.

Any and all questions can be directed to the contact information above for Colleen Castle or Marc Weitzel.

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 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.

Employees of the U.S. Fish and Wildlife Service Office of Law Enforcement are required to have supervisory approval prior to submitting an application.

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

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.

Bureau	Contact	Email	Telephone	Fax
BIA	Eric Wilson International Affairs Coordinator	Eric.wikson@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 Native American and International Affairs	rives@usbr.gov	202-513-0550	202-513-0311
FWS	Bryan Arroyo Assistant Director for International Affairs	Bryan_arroyo@fws.gov	202-208-6394	202-208-5618
BSEE	Cheri Hunter Chief, Office of International Program	Cheri.hunter@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	Al Whitehouse Director of International Programs	awhitehouse@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, Office of Natural Resources and Revenues	Jennifer.goldblatt@onrr.gov	202-513-0604	

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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 the Project Managers listed above.**