Application Procedures

The USAID Mission in Afghanistan is currently seeking highly experienced professionals to serve in Foreign Services Limited (FSL) positions as General Development Officers, Agricultural Development Officers, Engineering Officers and Administrative Contracting Officers in Afghanistan.

These positions are posted online on both the USAID website and the USAJobs website as well. To apply now, click on the 'apply now' button on the TPA website, or go directly to the USAID website at www.USAID.gov and click on '**CAREERS',** in the upper right hand corner of the page. Then scroll down the right side of the page and click on '**FOREIGN SERVICE LIMITED APPOINTMENTS'.** In both cases, you will arrive at the listing of current FSL vacancies.

Click on the announcement number that corresponds to the job you desire.
You will exit the USAID site and will be redirected to the Vacancy Summary that corresponds to your desired job within the USAJobs site.

To the right side of the screen click on 'Apply Now'. This will take you to the USA JOBS Resource Center. Click on 'Create A New User Registration", or input your username and password, to enable you to access an application for the job.

The system requires that you create a profile. Fields with an asterix (*) located near them must be completed, or you will not be permitted to continue. Once you have completed your profile, you will have to complete three more questions. When you complete these questions click on the 'apply now' button.

You will be redirected to the USAID website. You will immediately be required to populate the social security number field with your authentic social security number. Once you receive confirmation that your USAID account is created click on the "apply to this vacancy' button. You will then be required to answer eligibility, series grade location, all grade questions, documents and application review questions. Do not forget to click 'FINISH' once you have reviewed and saved your application outside of the system.

Additional Application Tips:

1. Proofread for clarity and completeness, as well as for grammatical and spelling errors.
2. Make sure that you attach all required additional documentation.
3. Be sure to include all experience. Volunteer work such as Peace Corps work is very important.
4. Avoid simply copying and pasting vague position description. Clearly communicate your job responsibilities and accomplishments.

5. Clearly identify your relevant overseas experience. Your job title, job location and overseas job responsibilities.
6. Remember to provide complete and current contact information for your references.
7. Minimize use of jargon and acronyms. If you must use acronyms, be sure to spell them out.
8. Be aware that both your resume and application are treated as writing samples and are viewed as indicative of the quality of your written communication skills.