



USAID | INDIA

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USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position:

- Advertisement No.** : USAID/14-03
- Position Title** : Development Assistance Specialist
(Innovation and Partnership)
- Number of Positions** : One
- Office** : Center for Innovation and Partnership (CIP),
Director's Office, USAID/India
- Grade** : FSN-12
- Location** : The position is based at Mumbai, India
- Working Hours** : 40 hours per week, Monday to Friday, 8:30 am to 5:00 pm

Education:

Master's degree in relevant field(s), including business administration, public administration, commerce/finance, or a related field is required.

Experience:

Five to ten years of progressively responsible professional-level experience in public and/or private sector organizations working directly on innovations and technologies for practical (and/or profitable) application, particularly related to India's development challenges in food security, health, or energy is required. The incumbent must have a history of excellent performance, with minimal supervision and daily direction, and a strong sense of initiative.

Duties:

The incumbent will serve as the Development Assistance Specialist (Innovation and Partnership) to USAID/India, working from the U.S. Consulate offices in Mumbai, the leading business and financial capital for India and will report directly to the Senior Advisor for Innovation and Partnership residing at USAID/India, New Delhi. S/he will serve as a specialist for the Center for Innovation and Partnership (CIP) seeking to identify and develop public-private partnerships that advance shared Indo-U.S. objectives in the areas of health, food security, energy/climate change, and related development areas. S/he will be responsible for identifying partnerships and innovations (technology-based and otherwise) that can help to promote effective, efficient, socially and financially viable, accountable, sustainable development interventions to help that impact people's

lives at the base of the pyramid in India and have potential for global impact. These interventions may be green field pilots in nature or proven interventions that require replication or can be taken to scale. Further, innovations that help monitor, evaluate, build evidence and disseminate lessons learned become critical tools to advance development efforts. This will require careful tracking of existing and emerging innovations considered international and/or Indian best practice.

S/he will serve as a critical resource to USAID India office directors, technical staff, and project designers generating and guiding the Mission's development objective teams with actionable and timely approaches, strategies, and partnerships to integrate innovation and technologies with new and ongoing programs. The incumbent also will actively participate in U.S. Consulate staff meetings and keep the Consulate apprised of partnership opportunities being explored and developed. S/he will exercise his/her own judgment and ingenuity to interpret and carry out guidance from the USAID/India Mission. S/he will generate strategies for forging new partnerships across USAID/India's programming.

Broadly, the incumbent's responsibilities will include:

1. Identifying new partners – the private sector, foundations, educational institutions, investors, venture capitalists, development partners, and NGOs - interested in partnering with USAID/India to leverage one another's resources and experience to scale-up and diffuse Indian innovations to impact people's lives in India as well as globally.
2. Serving as primary Mumbai-based liaison for USAID/India with foundations, corporations, chambers, and other organizations that the Mission is seeking to partner with, in order to achieve our development objectives. Representing USAID in Mumbai-based fora that promote public-private partnerships and alliances in the development sector.
3. Reaching out to and prioritizing the development of partnership with the private sector and other non-governmental entities to forward the USAID/India strategic development approach to help the Mission achieve its development objectives. Coordination and sharing information with other U.S. government entities will also be required.
4. Based on regular, frequent and on-the-ground contact with Mumbai-based organizations and companies, guiding USAID/India's overall strategic thinking in terms of integrating innovation and public-private alliances into USAID/India's strategy, program direction, as well as USAID/India's individual development objective teams and activities.
5. Identifying and tracking international and Indian innovations (technological and otherwise) which will address global development challenges, especially in food security, health, energy/climate change and education sectors.
6. Facilitating the technical aspects of alliance building which includes:

- a. Working directly with USAID/India program management staff to outline action plans for partnership and ensure clear pathways to successful programming.
- b. Developing and maintaining lists of Mumbai-based private sector contacts and relationships in relevant program areas.
- c. Developing and/or applying appropriate risk assessment instruments to ensure that risk is shared appropriately.
- d. Staying informed on the most cutting edge aspects of public-private partnership, CSR initiatives, and the best practices both regionally and globally that could be applied to USAID/India programs.
- e. Conducting due diligence research on proposed partners.
- f. Working with USAID/India program managers and contracting officers to facilitate the formal agreement.

This position will require some travelling within Mumbai and New Delhi.

Language:

Fluency (Level IV) in English and limited knowledge (Level II) in Hindi is required. Knowledge of Marathi language is desirable.

Knowledge:

The incumbent is required to demonstrate knowledge of private sector operations and Corporate Social Responsibility (CSR) issues. Knowledge of public health, food security, energy/climate change, and/or education issues is desired. Some knowledge of donors and USAID operations will be an advantage.

Ability and Skills:

The required skills and abilities include:

- Ability to demonstrate coordination, management, and organizational skills within multi-cultural work environments, ideally in an international setting in a developing country or emerging economy.
- Ability to complete multiple tasks simultaneously and to work effectively under pressure.
- Exceptional conceptual, analytical, and reasoning skills, as well as ability to analyze disparate information and compile it into information messages targeting a variety of audiences.
- Ability to address conflict in a constructive, non-threatening manner, including the ability to build consensus among differing groups.
- Demonstrated leadership and teamwork skills, plus solid, proven interpersonal abilities.
- Excellent strategic planning skills complemented by a strong network in the public and private sectors, the latter to include for-profit companies, research institutions and academia.
- Ability to make good decisions and draw insightful conclusions through a combination of strong analytical skills, creativity, and experience in the private sector and scientific community.
- Decisive quick study with multi-tasking ability and strategic thinking

skills, able to handle broadly defined tasks independently, while being a strong team player.

- Excellent communication skills - both verbal and written.
- Ability to network, develop relationships, and operating effectively in the United States Government (USG) interagency as well as with non-traditional partners who can help the USAID/India Mission advance its innovation agenda.
- Demonstrated ability to communicate effectively through oral presentations and briefings.
- A strong ability to forge private partnerships or alliance building skills, aimed at integrating new technologies and innovations into development-related activities and demonstrated through past work experience.
- Proven, demonstrated ability to work independently within agreed upon parameters, with minimal supervision or guidance and while exercising sound judgment.
- Ability to use entrepreneurial, results-oriented approach to assistance, and the ability to diplomatically and tactfully confront and resolve institutional and interagency bureaucratic challenges while maintaining collaborative relations.

Opening Date for Applications : March 19, 2014

Closing Date for Receipt of applications: April 9, 2014 at 1700 hours

To Apply:

1. Interested applicants must apply on Universal Application for Employment (UAE) as a Locally Employed Staff (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access fillable version of the above form:

http://www.usaid.gov/sites/default/files/documents/1860/ds174_0.pdf

Applications not submitted in the specified form will not be accepted.

2. Submit **print copies** of applications to:
Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

Or

Electronic Submission to: indiaper@usaid.gov

3. Applicants must specify the advertisement number and position title in Column 1 of the Employment Form. Applications without reference to a specific advertisement number will not be accepted.

Notes:

Probationary Period: FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees desiring a change after the initial probation period will be required to be in their present position for not less than 120 days.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi/Mumbai in a timely manner for the pre-employment clearances.

Age Requirement: Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National (FSN) employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.