



# 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/14-12**
- Position Title** : Project Management Specialist (Education)
- Number of Positions** : One (1)
- Office** : Office of Partnerships for Innovation (Pi)
- Grade** : FSN-11
- Location** : The position is based in New Delhi.
- Working Hours** : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- Education** : Bachelor's degree (or local equivalent) in education, public policy, business, economics, developments studies, or related degree.
- Experience** : Six to eight years of progressively responsible, professional-level experience in the education sector or other related development field.
- Duties** : The position is located in USAID/India's Office of Partnerships for Innovation, which manages the Mission's education and disaster management portfolios, along with activities related to multi-sectoral innovation and entrepreneurship, women's empowerment, and governance. The incumbent will help manage the education portfolio in the Mission, under the guidance of the Office Director, and in coordination with the Office's Education Team, currently comprised of three locally employed staff. The incumbent will represent the Mission's interest and involvement in the education sector with senior levels of the GOI, NGOs, donors, private sector representatives, and other stakeholders. The education portfolio is a \$20 million and growing portfolio. The incumbent should possess a solid understanding of the challenges facing the Indian education sector, and the professionalism and management acumen to effectively deal complex development issues.

The incumbent should have excellent leadership skills, initiative, and independent judgment in supporting the design, implementation, monitoring, and evaluation of strategies and programs in the education sector. S/he is responsible for providing management and supervisory direction as well as

technical guidance to contractors and grantees to ensure that USAID-supported programs adhere to the terms and conditions of USAID agreements, and are achieving the development impact and results that are expected. The incumbent will assist the Mission primarily in the design and management of the education portfolio and as such must possess strong and varied experience and expertise working in the education sector.

The incumbent works under the supervision and guidance of the Office Director, Office of Partnerships for Innovation (Pi), or her/his designee.

Broadly, the incumbent's responsibilities will include:

- A. Support the design, procurement, and management of early grade reading interventions: Serve as the primary activity manager of multiple multi-million dollar early grade reading activities which brings public and private sector partners together to strengthen the reading skills of Indian primary schoolchildren. As Activity Manager, work closely with the implementation partners to oversee and guide all aspects of project implementation – including strategy, leveraging of resources by public and private sector as well as by other donors for projects, partnership development, knowledge management, work plan development, communications and outreach, monitoring and evaluation, and reporting – to contribute to achievement of project objectives and concrete development results by each implementing partner.
- B. Communications and reporting on education activities: Draft speeches, briefing memos, talking points for embassy officials including the Ambassador, Deputy Chief of Mission, and USAID management. Contribute to the drafting of Operational Plans, Program Performance Reports, Portfolio Review documents, briefers, presentations, and other materials on the Mission education portfolio for various stakeholders, including the interagency, other donors, Washington stakeholders, civil society, and the private sector.
- C. Represent USAID in various national and international forums, workshops, and meetings, and in advocating for USAID programs and facilitate and help organize events that showcase USAID education initiatives. Regularly meet with senior public and private sector officials to explore and forge new partnerships that bring new resources in support of USAID-supported education projects. Serve on panels and deliver presentations to

diverse and senior audiences on USAID's education strategy and project portfolio.

- Language** : Fluency in English (Level IV), with the ability to prepare papers, correspondence, and analytical materials in English and be able to fully participate in high-level meetings carried out in English.
- Knowledge** : The incumbent should demonstrate knowledge about current trends in the education sector. An understanding of the GOI's development priorities, policies and procedures, and how those policies relate to the USG policy and development objectives in the education sector in India will be advantageous as well as a track record of working and succeeding in a highly collaborative and complex environment.
- Ability and Skills** : Ability to assume the initiative and work independently in managing USAID-financed projects. Ability to establish and maintain contacts with USAID implementing partners, grantees, clients, and counterparts in relevant host-government and private-sector organizations. Ability to undertake analysis and understand complex multi-sectoral programs. Ability to communicate the terms and conditions of USAID agreements, and review and critique work plans and deliverables. Ability to work under pressure and produce results quickly. Must be sensitive to USAID relationships with the GOI, other donors, the Embassy, PVOs, and private and public organizations. Strong interpersonal skills for dealing with diverse professional and support staff.

Ability to understand USAID's internal analysis and reporting requirements, particularly as they relate to activity design, management and evaluation requirement. S/he should have the ability to:

- Analyze macro-level education constraints, policy, statistics, and program data;
- Write clearly and effectively so that others understand and editing requirements are minimal;
- Support the implementation of the Mission strategy and USAID global education strategy;
- Analyze policies, support the development of a policy reform agenda, and effectively negotiate its execution;
- Assist in the design of activities with clear metrics and ambitious attainable development results;
- Supervise staff, and monitor the implementation of contract/grant activities, as well as address areas of poor performance;
- Work with the interagency, USAID/Washington, and other donors and create a participatory and consensus-oriented environment;

- Negotiate effectively with private sector actors to bring new private sector partners and resources to the table in support of USAID education activities;
- Handle sensitive issues diplomatically;
- Prepare regular and ad hoc reports, project documentation, and briefing papers;
- Communicate effectively in order to establish and develop sustainable working relations with peers, other USG counterparts, implementing partners and GOI officials; and
- Use standard computer programs: word processing, spreadsheet, and presentation software.

**Opening Date for Applications** : July 09, 2014

**Closing Date for Receipt of applications:** July 30, 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 the above form:

[http://www.usaid.gov/sites/default/files/documents/1860/ds174\\_0.pdf](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](mailto: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 living outside New Delhi / NCR 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 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.