



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/14-13**
- Position Title** : Development Assistance Specialist (Innovation)
- Number of Positions** : One (1)
- Office** : Office of Partnerships for Innovation (Pi)
- Grade** : FSN-11
- Location** : The position is based at New Delhi.
- Working Hours** : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- Education** : Master's degree or equivalent in relevant field(s), including education, business administration, public administration, development studies or 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 for practical (and/or profitable) application, particularly as they relate to addressing India's development challenges. The candidate 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) in the USAID/India Office of Partnerships for Innovation (Pi).
- The incumbent will provide technical and program expertise to the Pi Office and to the Mission on issues related to development innovations in the education, water, clean energy, agriculture/food security, and health sectors. The incumbent will be directly supervised by the Office Director of the Office of Partnerships for Innovation (Pi).

Key job aspects:

- a. Serve as Project Manager of multiple activities, including the \$25 million multi-sectoral public-private partnership innovation platform, and new early grade reading projects.
- b. Regularly represent USAID with and meeting with senior public and private sector officials to forge new alliances, and bring new members and resources to the Millennium Alliance platform and early grade reading partnerships.

- c. Draft speeches, briefing memos, and other reports highlighting the achievements of, and explaining the challenges faced during implementation of the Millennium Alliance and select education projects.
- d. Deliver speeches, serving on panels, and giving presentations to diverse audiences on the Pi Office innovation and education portfolio.

Broadly, the incumbent's responsibilities will include:

1. Serving as the Agreement Officer's Representative (AOR) or Activity Manager of the Millennium Alliance, implemented by FICCI. As Activity Manager, work closely with the implementation partner 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 to this alliance, platform and partnership development, review of innovative proposals received by FICCI and selection of those to be funded by USAID, knowledge management, design of the innovation challenge, work-plan development, communications and outreach, monitoring and evaluation, and reporting – to contribute to achievement of project objectives and concrete development results by the implementing partner.
2. Identifying new partners from a variety of sectors (education, agriculture, health, water, clean energy), from the private sector, foundations, educational institutions, investors, venture capitalists, development partners, and NGOs - interested in partnering with USAID/India, through education alliances or the Millennium Alliance, to leverage one another's resources, talents, and experience to discover, develop, and scale-up and diffuse Indian innovations to impact people's lives in India as well as globally.
3. Serving as the Agreement Officer's Representative (AOR), or Activity Manager, of education projects that partner with the for-profit and non-profit sectors to strengthen children's reading abilities through the application of innovative technologies, products, processes, and/or services. Contributing to the overall design, procurement, management, and implementation of these projects, and providing regular oversight, conducting monitoring and evaluation, and reporting.
4. Coordinating trips, visits, and other events related to the Millennium Alliance and education projects, and represent

USAID to the public and private sectors, along with other donors and civil society.

5. Reporting regularly on the status and progress of Millennium Alliance and specific education activities.
6. Liaise regularly and proactively with relevant stakeholders in the public and private sectors, to keep abreast of trends, policies, and other developments in sectors of relevance to Pi, as well as to establish formal partnerships with relevant counterparts.
7. Identifying and tracking international and Indian innovations (technological and otherwise) which will address global development challenges, especially in the education sector.

The position will require travel within India to monitor project activities, develop partnerships, and participate in events and meetings relevant to Pi's objectives.

Language : Fluency (Strong written and oral proficiency) in English is required (Level IV). Limited knowledge (Level II) of Hindi language is required.

Knowledge: The incumbent should have demonstrated knowledge of the Indian development topics, especially education.

Ability and Skills : The incumbent should possess: demonstrated 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 that include senior, mid-level, and junior-level officials; demonstrated leadership and teamwork skills, plus solid, proven interpersonal abilities and the ability to communicate effectively with senior public and private sector leadership, along with mid-level and junior levels; excellent strategic planning skills complemented by a strong network in the public and private sectors, the latter to include for-profit companies, chambers of commerce, 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; caliber to be a decisive quick study with multi-tasking ability and strategic thinking skills;

ability to handle broadly defined tasks independently, while being a strong team player; excellent communication skills, (verbal and written); ability to network, develop relationships, and operating effectively in the U.S. Government (USG) interagency as well as with non-traditional partners who can help the USAID/India Mission advance its innovation and education agendas; demonstrated ability to communicate effectively through oral presentations and briefings; proven, demonstrated ability to work independently within agreed upon parameters, with minimal supervision or guidance and while exercising sound judgment; an 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 : 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

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 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.