



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/16-02
- Position Title** : Project Management Specialist
(Monitoring, Evaluation and Learning)
- Opening Date** : January 27, 2016
- Closing Date** : February 17, 2016
- Number of Positions** : One (1)
- Office** : Health Office (HO)
- 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:

A Master's degree or equivalent in the field of public health, statistics, demography, public policy or related field is required.

Experience:

Six years of progressive experience in the health sector in the areas of strategic information and policy at national and state levels, and demonstrated leadership in data management, data analysis, data triangulation, data dissemination and policy is required.

Duties:

The Project Management Specialist (Monitoring, Evaluation and Learning) will serve as the key expert in the design, implementation, and evaluation of technically sound and cost-effective interventions for data collection, data management, data analysis and use of data for decision making, and in building the capacity of Indian institutions to implement interventions that effectively and sustainably support the technical domain. S/he will also focus on advancing policy development, policy review and policy advocacy. S/he will be responsible for managing a portfolio of activities in the Health Systems Strengthening Division and perform a full range of program design, consultative, advisory, management, monitoring, and evaluation functions.

The incumbent will work under the supervision of the Team Leader in the Health Systems Strengthening Division of the Health Office.

Broadly, the incumbent's responsibilities include:

1. Strategic Planning, Project Management and Monitoring

The incumbent serves as the Contracting/Agreement Officer's Representative (COR/AOR) for one or more strategic information and policy related activities in the Health Office. In doing so, s/he, based on experience, will be required to:

- Provide sound project design, implementation, monitoring and evaluation and documentation of the project's outcomes and utilizes data analysis to inform decision making;
- Ensure proposed activities provide timely and high quality results and data in line with the requirements of the grant or contract, and activities achieve program objectives;
- Provide guidance in project planning, implementation, monitoring and evaluation, and both prepares and provides feedback on reports and data quality assessments;
- Arrange program related technical assistance, including identification of specific needs and the preparation of scopes of work and budgets;
- Perform duties in line with the team-based management approach undertaken by the Health Office, which requires the COR/AOR to receive inputs, guidance, and technical assistance from technical specialists and others in the Health Office, and coordinate, consolidate, and ensure clearances by key Health Office and other staff on activity management issues;
- Act as a liaison between USAID and the grantee(s)/contractor(s) on all data analysis and programmatic-related issues according to USAID requirements, including the activity's key personnel to ensure proper implementation, solve day-to-day problems as needed, and recommend alternative measures to achieve program objectives;
- Conduct financial management, including accruals and GLAAS-related actions, monitor disbursements, authorize the vouchers for release of funds, and ensure progress toward meeting targets;
- Assist with the procurement process up to the final award, working closely with the Regional Office of Acquisition and Assistance, helping with startup, and providing oversight through the close-out process.

2. Coordination and Representation

As a senior representative of USAID's Health Office, the incumbent will be required to:

- Liaise with and promote effective working relationships with (1) mid to senior Government of India (GOI) officials at the center and state levels, (2) key personnel of other USAID health activities, (3) representatives from national/international non-governmental organizations (NGOs), (4) multilaterals, (5) other development partners, especially in states where USAID programs are implemented, in order to promote an understanding of and ensure effective coordination, implementation and management of USAID's activities;
- Coordinate with other key U.S. Government agencies such as the Embassy's Office of Environment, Science and Technology and the U.S. Centers for Disease Control and

Prevention, in order to promote an understanding of and ensure effective coordination, implementation and management of USAID's activities and data collection, analysis, triangulation is shared within the interagency in Embassy/New Delhi;

- Set-up field visits to activity sites for monitoring and data collection, and, in collaboration with Mission Communication staff, for high-level visitors;
- Facilitate collaborative decision-making and effective program implementation, through data analysis, by working closely with the technical specialists and other staff;
- Provide technical inputs to USAID activities, and other duties as assigned.

Language:

Level IV fluency in English and Hindi is required.

Knowledge:

The incumbent is required to have thorough understanding of the Government of India's (GOI's) relevant health policies and programs, as well as national priorities and global best practices in the area of strategic information and health policy; familiarity with related civil society and development partner-funded programs; good knowledge, or the potential to acquire such knowledge, of US Government (USG) legislation, policy, and practice relating to development assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.

Ability and Skills:

The incumbent should possess: 1) ability to organize, analyze, interpret and utilize program performance data; 2) management skills to monitor the implementation of contract/grant activities, as well as address areas of poor performance; 3) strong interpersonal skills to work in a team structure, and create a participatory and consensus-oriented environment; 4) ability to handle sensitive issues diplomatically and to inspire confidence in GOI and other counterparts; 5) excellent writing skills to prepare regular and ad hoc reports, project documentation, and briefing papers; 6) excellent verbal communication skills, tact, and diplomacy to establish and develop sustainable working relations with peers, other USG counterparts, implementing partners and GOI officials; 7) ability to use standard computer programs: word processing, spread sheet, and presentation software.

To Apply:

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (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/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc

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

2. Submit **electronic copies** of applications to: indiaper@usaid.gov

Or

Print copies of applications to:

Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

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.