

Management Notice



American Embassy, New Delhi

NO.: 16-034

DATE: February 9, 2016

FROM: Margaret Sula – Acting Minister Counselor for Management Affairs

TO: All New Delhi Americans

SUBJECT: Vacancy Announcement

OPEN TO: U.S. Citizen - Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies and U.S. Citizens

POSITION: Program and Communications Specialist, USAID/India
(Resident-Hire U.S. Personal Services Contract), GS - 12

OPENING DATE: February 9, 2016

CLOSING DATE: March 1, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: GS-12 equivalent (Market range \$ 62,101 to \$ 80,731)
Salary to be paid within this grade depending on the experience, qualifications, and salary history.

LENGTH OF HIRE: Two years with the possibility of extension, subject to mission's needs and fund availability.

ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS AT THE TIME OF APPLICATION SUBMISSION TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in New Delhi is seeking an individual for the position of Program and Communications Specialist (Resident-Hire U.S. Personal Services Contract) for USAID/India.

BASIC FUNCTION OF POSITION

Based in USAID's Partnerships for Innovation (Pi) Office, the Program and Communications Specialist supports all aspects of communications, outreach and program coordination for Pi. The incumbent reports to the Pi Office Director or his/her designee. S/he is responsible for a broad range of consultative, outreach, coordinating, monitoring & evaluation (M&E), information gathering and reporting functions. The incumbent serves as a critical member of the team in gathering, analyzing and presenting programmatic data and information, maintaining relationships, and representing the Pi Office on programmatic, outreach, and M&E issues. S/he supports strategic outreach approaches and plans, and coordinates a range of activities to inform Indian, American, and global audiences of USAID/India's development activities and achievements. S/he works with the Pi team of development specialists and other technical offices (e.g., Health, Food Security) and support offices (e.g., Program Support Office, Regional Office of Acquisition and Assistance, Regional Financial Management Office).

S/he guides and collaborates with Mission and Pi Office staff to ensure that projects and activities are in compliance and alignment with USAID and Mission-specific processes and procedures. S/he develops products that meet the internal and external information needs of Mission management and provides information that enables the Mission to effectively manage for results. S/he supports USAID/India Pi staff to ensure new or amended projects and activities follow USAID and Mission-specific processes and requirements. S/he coordinates and takes the lead on the preparation of major reports on USAID/India's development efforts, coordinating with Pi development professionals and Mission offices.

Major Duties and Responsibilities include:

- Programmatic Coordination and Reporting
- Outreach and Communications
- Budget

A copy of the complete position description listing all duties and responsibilities is available on USAID/India website <http://www.usaid.gov/india/careers>. It can also be obtained from the USAID India Human Resources Division (Contact: Vandana Sharma, Human Resources Specialist at Ext. 8117 or e-mail: vsharma@usaid.gov)

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Minimum bachelor's degree is required.
2. **Prior Work Experience:** Three years of progressively responsible experience involving program support/project management, planning, consulting, reporting and finance or a related field is required.

3. **Language Proficiency:** Fluency (Level IV) in written and oral English communication skills is required.
4. **Knowledge:** The incumbent must have excellent knowledge of English grammar and American word usage and spelling; have ability to use diverse computer software to produce on-line and print communications materials, including MS Word, MS PowerPoint, MS Excel; be comfortable with a medium-level of financial literacy – for example, manipulating, reading and understanding budgets.
5. **Skills and Abilities:** The incumbent must be conversant with the important terminology, concepts and organizations associated with international development work; be a solid writer and editor and able to quickly summarize complex concepts into “plain English”; possess strong ability to function with a minimum of supervision and a solid ability to handle interactions with colleagues, high-level visitors, interagency counterparts and senior officials with maturity and confidence; be able to manage multiple tasks, be highly organized, and meet deadlines; have strong interpersonal skills, capable of working with multicultural, multidisciplinary teams in a fast-paced environment and be a self-starter, detail-oriented, and a creative problem solver.

Note: This position is under a resident-hire U.S. Personal Services Contract with limited fringe benefits.

SELECTION PROCESS

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID’s discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant’s cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The selected candidates for this position must obtain a “Facility Access” level clearance within a reasonable period of time (USAID will provide details regarding this clearance to the selected candidate) from USAID/Washington’s Office of Security. A substantial delay in obtaining the required clearance will make the applicant ineligible for selection.

USAID/India expects to award a personal services contract for a two-year period commencing as early as practically possible subject to security and medical clearances and funds availability. The duty post for this contract is New Delhi, India with periodic travel within India anticipated on an *ad hoc* basis.

Evaluation factors:

- a) Demonstrated high level writing and verbal communication skills, as well as computer skills (to be tested during the interview process). (25 points)
- b) Demonstrated high level analytical, organizational, and creative thinking skills. (25 points)
- c) Depth and relevance of prior project related experience such as designing, planning, reporting on and executing projects. (25 points)
- d) Interpersonal skills and ability to work with staff and manage work flows, work as a team member with diverse colleagues, and provide leadership in areas of competency. (25 points)

Total = 100 points

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. The candidate must be able to obtain and hold a "Facility Access" level security clearance.
3. The first 90 calendar days of the employment will be treated as probationary period. While on probationary period, the employee will not be eligible to apply for another position.

TO APPLY

Interested candidates for this position should click the link below to access the application form:

<https://www.usaid.gov/sites/default/files/documents/1861/USPSC%20Application%20Form%20-%20Cover%20Form%20and%20Form%20AID%20302-3.docx>

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION TO

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

POINT OF CONTACT

Mr. Yashwant Kumar Kainth, Executive Officer

Telephone: 91-11-2419-8542

CLOSING DATE FOR THIS POSITION: March 1, 2016 COB, 5 pm

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Attachment 1: POSITION DESCRIPTION

POSITION DESCRIPTION: Program and Communications Specialist, (Resident-Hire U.S. Personal Services Contract), GS-12

PLACE OF PERFORMANCE: USAID/India, U.S. Embassy, New Delhi, India

POSITION TITLE OF DIRECT SUPERVISOR: Director, Office of Partnerships for Innovation

SECURITY CLEARANCE REQUIREMENT: Facility Access

PERIOD OF PERFORMANCE: Two years with the possibility of extension, subject to mission's needs and fund availability.

Introduction and Background:

Based in USAID's Partnerships for Innovation (Pi) Office, the Program and Communications Specialist supports all aspects of communications, outreach and program coordination for Pi. S/he is responsible for a broad range of consultative, outreach, coordinating, monitoring & evaluation (M&E), information gathering and reporting functions. The incumbent serves as a critical member of the team in gathering, analyzing and presenting programmatic data and information, maintaining relationships, and representing the Pi Office on programmatic, outreach, and M&E issues. The incumbent supports strategic outreach approaches and plans, and coordinates a range of activities to inform Indian, American, and global audiences of USAID/India's development activities and achievements. S/he works with the Pi team of

development specialists and other technical offices (e.g., Health, Food Security) and support offices (e.g., Program Support Office, Regional Office of Acquisition and Assistance, Regional Financial Management Office).

Basic Functions of the Position:

The incumbent is a critical member of the Pi Office, providing programmatic coordination and communications support, data gathering, analysis and reporting for Pi's diverse portfolio. The incumbent will support strategic communications; outreach; performance reporting; budget analysis; monitoring and evaluation; and knowledge management; and related program activities.

S/he guides and collaborates with Mission and Pi Office staff to ensure that projects and activities are in compliance and alignment with USAID and Mission-specific processes and procedures. S/he develops products that meet the internal and external information needs of Mission management and provides information that enables the Mission to effectively manage for results. S/he supports USAID/India Pi staff to ensure new or amended projects and activities follow USAID and Mission-specific processes and requirements. S/he coordinates and takes the lead on the preparation of major reports on USAID/India's development efforts, coordinating with Pi development professionals and Mission offices.

Major Duties and Responsibilities:

Key duties and responsibilities of this position are as follows:

1. Programmatic Coordination and Reporting (55%)

- On behalf of the Pi Office portfolio, coordinate and lead the preparation and analysis of key report inputs and requests for information (i.e. the Operational Plan; Performance Plan Reports; Mission Resources Requests; Congressional Budget Justification inputs, Portfolio Review reporting) and ensure that timely and accurate information is provided when needed. In events where information is not available, support Pi Office staff to obtain information from sources including implementing partners, other USAID offices, GoI counterparts, et al.
- Support Pi Office in tracking and reporting Monitoring and Evaluation of development indicators in line with Mission and USAID requirements and extracting key innovations, lessons and highlights.
- Assist in planning and preparation for program portfolio reviews including analyzing submissions by program managers for accuracy and consistency with planned results, benchmarks, funding levels, meeting planned earmarks, and addressing cross-cutting themes (e.g. gender, science & technology).
- Support Pi Office staff to ensure files and reporting are consistent with expected standards.
- Other reporting and program analysis duties as required.

2. Outreach and Communications (30%)

- Support Pi staff in development, maintenance and refinement of key communications products including Fact Sheets; success stories, activity profiles and related text for reporting/websites/memos.
- On behalf of Pi Office as appropriate, serve as primary liaison with Program Support (PS) Office communications staff and Embassy public affairs staff to ensure consistency of Pi information and messaging and to respond to information requests.
- In coordination with Pi project managers, liaise with project communications and outreach staff to ensure that USAID has updated information on project activities, achievements and impact.

3. Budget (15%)

- Support Pi staff on budget reporting and related processes.
- Work with Pi Project Management Assistant as primary Pi Office liaisons with the Program Support (PS) Office and Regional Financial Management Office (RFMO) on budget related exercises including pipeline reporting, budget forecasting and analysis and accruals.

A. QUALIFICATIONS/SELECTION CRITERIA

Education: Minimum bachelor's degree is required.

Job Knowledge: The incumbent must be fluent in English with excellent knowledge of English grammar and American word usage and spelling. S/he must have ability to use diverse computer software to produce on-line and print communications materials, including MS Word, MS PowerPoint, MS Excel. S/he must be comfortable with a medium-level of financial literacy – for example, manipulating, reading and understanding budgets.

Skills and abilities: The incumbent must be conversant with the important terminology, concepts and organizations associated with international development work. S/he must be a solid writer and editor and able to quickly summarize complex concepts into “plain English.” S/he must possess strong ability to function with a minimum of supervision and a solid ability to handle interactions with colleagues, high-level visitors, interagency counterparts and senior officials with maturity and confidence. The incumbent must be able to manage multiple tasks, be highly organized, and meet deadlines, have strong interpersonal skills, capable of working with multicultural, multidisciplinary teams in a fast-paced environment and be a self-starter, detail-oriented, and a creative problem solver.

Experience: A minimum of three years of progressively responsible experience involving program support/project management, planning, consulting, reporting and finance or a related field.

Language proficiency: Fluency (Level IV) in written and oral English communication skills is required.

B. KEY POSITON ELEMENTS

Supervision Received: The incumbent reports to the Pi Office Director or his/her designee.

Exercise of judgment: Exercises sound judgment in sensitive situations and in dealing with USAID colleagues, Embassy counterparts, the news media (in coordination with PAS), partners, and vendors. Use diplomacy and tact in multicultural environment.

Nature, level and purpose of contacts: The incumbent may have frequent interaction with USAID/India Office Directors, the USAID/India Deputy Mission Director, officials in other Embassy sections, technical staff, partners, government officials, and donor agencies. S/he develops and maintains close working relationships with USAID/Washington counterparts. The purpose of these contacts is to achieve Pi Office goals and objectives, obtain the information necessary to fulfill USG reporting requirements, and stay informed on the latest developments related to Pi's sectors.

Available guidelines: The incumbent will utilize guidance found in ADS Series 200 and 300, relevant Mission Orders, and USAID program and project design guidance. S/he must be able to interpret existing guidelines and apply these to specific program or project situations.

Level of complexity: Duties are varied and require application of methods to a broad range of problems or situations at times with short deadlines and with a depth of analysis. The incumbent will need to respond to the needs of multiple constituencies at USAID, as well as frequent revisions to USG and USAID regulations and guidelines. S/he will need to have an inquisitive and flexible approach and progressively responsible experience in the assigned field(s) of activity, and the ability to analyze and to adapt prior knowledge and experience to meet requirements imposed by country and Mission conditions. The incumbent must demonstrate initiative, resourcefulness, and the ability to independently perform work of considerable difficulty, complexity and responsibility.

Post-entry training: The incumbent will receive on-the-job training on established USAID procedures, regulations, and policies governing Mission interaction with the media, implementing partners, other USG agencies, etc. Online and on-the-job training available related to USAID budget processes. Possibility of classroom training related to USAID's program cycle.

Authority to make commitments: None

Supervision exercised: None.

Time required to perform full range of duties after entry into the position: 9 months.

Note: This position is under a resident-hire U.S. Personal Services Contract with limited fringe benefits.

C. MEDICAL AND SECURITY CLEARANCES

The selected applicant must be able to obtain USG security and medical clearances. The incumbent must obtain an USG employment authorization clearance. For medical clearances, the incumbent must have a Department of State medical clearance for India.
