Management Notice

American Embassy, New Delhi

NO.: **16-053**

DATE: **February 23, 2016**

FROM: **Craig Cloud – 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 Policy Advisor, USAID/India**
(Resident-Hire U.S. Personal Services Contract), GS - 13

OPENING DATE: **February 23, 2016**

CLOSING DATE: **March 15, 2016**

WORK HOURS: **Full-time; 40 hours/week**

SALARY: **GS-13 equivalent (Market range $ 73,846 to $ 96,004)**
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 Policy Advisor (Resident-Hire U.S. Personal Services Contract) for USAID/India.

BASIC FUNCTION OF POSITION

The Program and Policy Advisor (PPA) is a critical member of the Health Office, providing guidance for strategic planning, policy development, program design and management, and monitoring and evaluation. S/he guides and collaborates with Health Office (HO) staff to ensure projects and activities follow USAID and Mission-specific processes and requirements for design and formal approval.

The PPA will not function as a direct supervisor of USAID staff. S/he will, however, take charge of specific tasks, which require team inputs and collaboration, designating for each team member the quality and quantity of input expected, limitations, deadlines, and priority of completing tasks. Preparation of the Quarterly Portfolio Review, responding to Congressional Inquiries or FOA requests, are examples of tasks which require team input and coordination from the PPA. The incumbent provides guidance and support to foster organizational learning and adaptation across all sectors in which USAID/India implements programs. As such, the PPA will specifically take charge of providing orientation to new HO team members (new hires), and compiling a reservoir of training and self-teaching materials. This will require prior research, conducted independently for the most part, to identify guidance, and develop instructions for specific, difficult or ad hoc assignments. S/he develops products that meet the information needs of Mission management and provides information that enables the Mission to effectively manage for results. For example, a project evaluation and pre-strategy assessment would require a set of reference materials and project histories which the PPA would be expected to identify, compile and make accessible to consultants. S/he coordinates the preparation of major reports on USAID/India's development efforts. For instance, the incumbent would be responsible for analysis and reporting on the status of Gender activities, which is a cross-cutting reporting requirement in project design, periodic performance reports, portfolio reviews and strategy documents. Much of the analysis and report writing requires an ability to work independently to draft summaries, identify key points and apply in different circumstances.

Major Duties and Responsibilities include:

- Strategic Planning, Analysis and Reporting
- Organizational Learning and Adaptation
- Project or Activity Management
- Gender and Social Inclusion

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:** Master's degree is required.

2. **Prior Work Experience:** Three years of progressively responsible experience involving project management, policy analysis, planning, 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 be conversant with the important terminology, concepts and organizations associated with international development work. S/he must have excellent knowledge of English grammar and American word usage and spelling; understanding of how various social media platforms, including Facebook and websites, function; understanding of and experience with international development issues; mastery of, or ability to use, diverse computer software, including MS Word, MS PowerPoint, MS Excel, to produce on-line and print communications materials.

5. **Skills and Abilities:** The incumbent must have mature judgment and be able to exercise tact and diplomacy in handling work assignments and maintaining strong working relationships with other USAID and USG staff. For instance, getting clearances on letters, memos, briefers and speeches sometimes requires a great deal of patience, gentle persuasion and persistence. S/he should have abilities gained from other relevant education/ training in leadership, business, government operations, management, economics, international development and/or public health will contribute to the incumbent's performance. S/he must be a solid writer, editing, and possess research skills; strong ability to function in a sensitive environment, requiring tact and sound judgment, with a minimum of supervision and a solid ability to handle interactions with colleagues, high-level visitors, and senior officials with maturity and confidence; able to manage multiple tasks, be highly organized, and meet deadlines, have strong interpersonal skills, capable of working with 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* basic.

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 wil not be eligible to apply for another position.

TO APPLY

Interested candidates for this position should apply on USPSC Application Form, which can be accessed through the link below:
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 15, 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.