



USAID | INDIA

FROM THE AMERICAN PEOPLE

USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position.

Advertisement No. : USAID/16-07

Position Title : Development Program Specialist (Gender)

Opening Date : February 24, 2016

Closing Date : March 16, 2016

Number of Positions : One (1)

Office : Program Support Office (PS)

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:

Bachelor's degree is required with specialization in Social Sciences, Business Administration, Management or a related area (such as international development, development economics, international affairs, or some related field, with a focus on gender).

Experience:

Minimum 5 years of experience in development related field, international relations and Gender Equality and Female Employment Policy (GEFEP).

Duties:

The position of Development Program Specialist (Gender) is based in USAID/India's Program Support Office. The incumbent works closely with USAID's Project Development Officer and technical teams throughout the Mission and reports directly to the Program Support Office Director.

Broadly, the incumbent's responsibilities include:

Integrate Gender into Program Design, Implementation and Evaluation:

- Design, update and conduct or commission gender analyses of proposed strategies and programs; providing substantial input into social/gender assessment in policy analysis, research, program design implementation, monitoring, and evaluation.

- Identify appropriate approaches and best practices to addressing gender inequities in the implementation of USAID/India's strategy, providing recommendations as to how projects may be better designed to ensure that both women and men benefit equitably from USAID investments.
- Identify appropriate approaches and best practices to enhance the gendered impact performance of USAID investments, including increasing the involvement and participation of women in decision-making and increasing access to assets for Indian women participating in USAID programs.
- Support monitoring and evaluation efforts on progress toward gender equity through identifying appropriate indicators, identifying robust impact assessment methodologies, participating on evaluation teams, and drafting relevant gender-sensitive questions and approaches within scopes of work, amongst other duties.

Provide Mission Leadership on Gender issues:

- Provide Mission-wide technical, representational and intellectual leadership and policy and program guidance as USAID/India's senior subject-matter expert on gender.
- Identify, promote, design and conduct gender training programs to increase the technical competence of USAID personnel.
- Serve as the primary Mission liaison for the Gender Development Partners Group and coordinate with the GOI and bilateral and multilateral donors to India on gender issues and programming.
- Monitor the implementation of, and update as necessary, the USAID/ India Mission Order on Gender.
- Forge strong institutional linkages between USAID/India programs and other U. S. Government agencies, and other bilateral and multilateral donor agencies carrying out gender-sensitive assistance activities.
- Ensure that activities to address "youth as game changer" as per the Mission's 2011 - 2015 CDCS in Mission programs are appropriately taking gender considerations into account.

Compile and maintain Gender information/data and respond to data calls/inquiries:

- Closely monitor and assist in data calls from a variety of sources (USAID, other USG agencies and stakeholders, other donors, and the GOI) for information on various USAID initiatives, activities and reports with significant gender content, including but not limited to: the annual Performance Plan and Report, the Operational Plan, and USAID and USG Gender policies and strategies.
- Collaborate closely with technical teams to develop and maintain comprehensive information at the Mission level on USAID programs that integrate gender, maintain updated gender-disaggregated data, and develop and maintain gender-related factsheets for distribution inside and outside the Mission.
- Provide support to Mission's Gender Team and to programming efforts.

Language:

Level IV (fluent) Hindi and English language proficiency, in speaking and in writing, is required.

Knowledge:

The required knowledge includes:

Detailed-to-Expert knowledge of gender policies, institutions, laws, regulations and directives on gender; and gender-in-development theory and practice; and thorough understanding of the Indian development context, including the political, economic, social and cultural contexts, and the operating environment of USAID as a development partner of the GOI, as well as of the systems and institutions of the GOI, Civil Society and Non-Governmental Organization (CSOs and NGOs) that are directly involved with, or strongly influence, gender-in-development issues in India and in the region.

Ability and Skills:

The required abilities and skills include:

Ability to plan, organize, manage, and evaluate program/project activities, excellent verbal and written communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior- and middle-level GOI and State officials, and with public and private organizations, such as primary USAID technical contacts in the development area; verbal communication skills are also used to explain and interpret GOI attitudes, priorities, and concerns to USAID officials, and to negotiate program/project plans and resolve program/project implementation issues with appropriate organizations, technical advisors, implementing partners, counterparts, and peers; excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers; ability to work effectively in a collaborative team environment, and to achieve consensus on policy, program/project, and administrative matters; and good computer skills in order to manage assigned activities and to achieve set goals and achievements, both technical and financial.

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.