



U.S. CONSULATE MUMBAI

MANAGEMENT NOTICE

NO.: 36/2015
DATE: June 8, 2015
FROM: Daley C. O'Neil – Management Officer
TO: All Americans
SUBJECT: Vacancy Announcement
OPEN TO: U.S. Eligible Family Members (USEFMs), Eligible Family Members, and Members of Household (MOH) – All Agencies and U.S. Citizens
POSITION: STIP (Science, Technology, Innovation, and Partnership) Specialist, USAID/India (Resident-Hire U.S. Personal Services Contract), GS – 12; Mumbai based position
OPENING DATE: June 8, 2015
CLOSING DATE: June 26, 2015
WORK HOURS: Full-time; 40 hours/week
SALARY: GS-12 equivalent (Market range \$ 61,486 to \$ 79,936)
Salary to be paid within this grade depending on the experience, qualifications, and salary history
LENGTH OF HIRE: One year with the possibility of extension

ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate in Mumbai is seeking an individual for the position of STIP (Science, Technology, Innovation, and Partnership) Specialist (Resident-Hire U.S. Personal Services Contract) for USAID/India.

BASIC FUNCTION OF POSITION

The incumbent will serve as a STIP (Science, Technology, Innovation, and Partnership) Specialist to USAID/India, working from the U.S. Consulate offices in Mumbai, the leading business and financial capital for India. S/he will report directly to the Senior Advisor for Innovation and Partnership residing at USAID/India, New Delhi. In that capacity, the incumbent will serve as a specialist for the Center for Innovation and Partnership (CIP) seeking to support and manage communications with

respect to STIP-related partnerships and initiatives that advance shared Indo-U.S. objectives in the areas of health, food security, energy/climate change, and related development areas.

To do so, s/he will become conversant in the range of U.S. government and other partnerships and modalities currently employed to jumpstart the U.S.-India innovation partnership. S/he will actively participate in Agency-wide and broader U.S. Government (USG) public diplomacy efforts.

Internally, s/he will serve as a critical resource to CIP and the Mission in supporting the implementation and communication of STIP alliances, and initiatives. The incumbent also will actively participate in U.S. Consulate staff meetings and keep the Consulate apprised of STIP opportunities being implemented. The incumbent will exercise his/her own judgment and ingenuity to interpret and carry out guidance from the USAID/India Mission. The incumbent will generate strategies for communication CIP partnerships and initiatives across USAID/India's programming.

S/he offers communications advice to the CIP office, both in Mumbai and Delhi, formulates STIP communications strategic plans with assistance from the Program Support Office in Delhi, and coordinates a range of communications activities to inform Indian, American, and global audiences of USAID/India STIP development activities and achievements. The incumbent closely coordinates CIP's public press activities with the USAID/India Delhi Program Support Office, U.S. Embassy Public Affairs Section (PAS) – including the Embassy Information Officer (IO) and the PAS Minister Counselor – to execute public outreach to Indian audiences. The incumbent drafts and/or clears on internal USAID communications for submission to the Ambassador, the Deputy Chief of Mission, and other senior Embassy officials. The incumbent ensures that Embassy personnel, including senior staff, are apprised of USAID STIP activities and achievements.

The specific duties of the STIP Specialist include but are not limited to the following:

1) STIP Communications (30%)

- a) Develop and maintain a STIP contacts database, including appropriate mailing lists for outreach and communications.
- b) Leads the design of STIP public information products, edits, filters written work for appropriate messages, and provides an American "voice" to USAID communication products. This may include drafting press releases and preparing for interactions with Indian and American journalists.
- c) Provides quality control on all print and electronic public information materials – including social media platforms, the external website, videos, organizational brochures and information packets, briefing books, etc. This may include a private sector newsletter, a STIP blog, and press releases.
- d) Working closely with the CIP and Communications team in Delhi, senior PAS staff and USAID/Washington outreach and communications staff, the incumbent prepares and updates STIP communications strategy, identifying objectives, messages, audiences, and products.

- e) Also with guidance from the Program Support Office in Delhi, the incumbent is responsible for the production of high quality print and electronic communications products that translate complex STIP messages and technical information into understandable, meaningful terms for a variety of audiences, both American and Indian.
- f) S/he advances STIP knowledge management and learning opportunities to ensure the effective sharing and application of learning in areas of keen interest across the portfolio. These areas can include, but are not limited to, the formation and management of multi-partner alliances, updates on current alliances and partnerships, public-private partnerships, science and technology knowledge sharing, and the alignment of USAID's STIP programs with major Government of India STIP initiatives.

2) Partnership and Alliance Implementation Support (25%)

Supporting the implementation and technical aspects of alliance building which includes but is not limited to:

- a) Identifying and tracking international and Indian innovations (technological and otherwise) which will address global development challenges, especially in food security, health, energy/climate change, financial inclusion, education, and water and sanitation sectors.
- b) Working directly with USAID/India program management staff to outline action plans for partnership and ensure clear pathways to successful programming.
- c) Staying informed on the most cutting edge aspects of public-private partnership, Corporate Social Responsibility (CSR) initiatives, and the best practices both regionally and globally that could be applied to USAID/India programs.
- d) Conducting due diligence research on proposed partners.
- e) Working with USAID/India program managers and contracting officers to facilitate the formal agreement.
- f) Writing Memorandums of Understanding and Letters of Intent in support of partnerships.
- g) Stakeholder management and relationship building with STIP partners and Agreement Officer's Representative (AORs).

3) STIP Public Events and Visitors (25%)

The incumbent supports STIP activities to present USAID/India programs to the public or VIP visitors. This may include a range of communications tools and distribution to a variety of audiences. The incumbent oversees the production of briefing materials and trouble-shooting during VIP visits. S/he ensures that all event information (scheduling memos, briefing memos, scene setters, talking points, speeches, etc.) have been prepared, meeting quality standards and time requirements, for project site visits or events that involve the Ambassador, Consul General, Deputy Chief of Mission, USAID

Mission Director or USAID Deputy Mission Director. S/he coordinates and consults with technical offices and the USAID/India Mission Director or Deputy Mission Director on STIP project signing ceremonies or other milestone events – including finalizing press releases, ensuring logistics are handled, etc.

4) Interagency USAID/CIP Presence (15%)

S/he represents USAID at meetings and with partners in the Mumbai Consul General office, including Foreign Commercial Services, Econ/Political Offices, and the Mumbai Front Office. S/he convenes and leads meetings as needed to address project and activity design issues, preparing agendas and minutes as required.

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:** Bachelor's degree in business administration, public administration, commerce/finance, journalism, communications or related field (International Relations/Development, English, Journalism, Government, Political Science, Liberal Arts, Social Sciences) is required.
- 2. Prior Work Experience:** The successful candidate will have at least five (5) years of progressively responsible professional-level experience in public and/or private sector organizations working directly on innovations and technologies or communications for practical (and/or profitable) application. The candidate must have a history of excellent performance, with minimal supervision and daily direction, and a strong sense of initiative.
- 3. Language Proficiency:** Excellent written and oral proficiency in English communication skills are required (Level 4).
- 4. Knowledge:** The incumbent must have excellent knowledge of English grammar and American word usage and spelling. S/he must have mastery of, or ability to use, diverse computer software to produce on-line and print communications materials, including MS Word, MS PowerPoint, and MS Excel.
- 5. Skills and Abilities:**

- Excellent communication skills, verbal and written, particularly in writing and editing, are essential, as is the ability to network, develop relationships, and operating effectively in the USG interagency as well as with non-traditional partners who help USAID/India advance its STIP agenda.
- The incumbent must be highly organized, detail-oriented, able to meet tight deadlines, and be capable of working with multidisciplinary teams in a fast-paced environment.
- S/he must possess strong writing, editing, and research skills with the solid ability to handle interactions with colleagues, media representatives (in coordination with PAS), high-level visitors, and senior officials with maturity and confidence
- Demonstrated coordination and management skills within multi-cultural work environments, ideally in an international setting in a developing country or emerging economy.
- Ability to complete multiple tasks simultaneously, ability to handle broadly defined tasks independently, and to work effectively under pressure with minimal supervision, while being a strong team player.
- S/he should have the 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.
- The successful candidate will have ability to analyze disparate information and compile it into information messages targeting a variety of audiences.
- Ability to diplomatically and tactfully confront and resolve institutional and interagency bureaucratic challenges while maintaining collaborative relations.
- S/he also must have the ability to address conflict in a constructive, non-threatening manner, including the ability to build consensus among differing groups.

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 one-year with the possibility of extension, commencing as early as practically possible subject to security and medical clearances and funds availability. The duty post for this contract is Mumbai, India.

Evaluation factors:

- a) Demonstrated writing and verbal communication skills, as well as computer skills (to be tested during the interview process). (25 points)
- b) Demonstrated analytical, organizational, and creative thinking skills. (25 points)
- c) Depth and relevance of prior experience designing, planning and executing projects. (25 points)
- d) Interpersonal skills and ability to supervise staff and 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.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family member (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

OR

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); or

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet.

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: (June 26, 2015 COB 17:00 hrs.)

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: Position Description

Attachment:

Position Description

**STIP (SCIENCE, TECHNOLOGY, INNOVATION, AND PARTNERSHIP) SPECIALIST
(Resident-Hire, USPSC)**

Background of the Position

As the principal development arm of the U.S. Government in India, USAID/India is undergoing an unprecedented transformation to a new strategic assistance relationship with India, from one of traditional donor-recipient to a peer-to-peer partnership for addressing Indian and global development challenges. Acknowledging India's growing economy and remaining development challenges, USAID/India is now working with the Government of India (GOI), other donors, private sector, and civil society to identify, pilot, and scale up cost-effective innovations and best practices with the potential for global impact. The India platform serves as a model for other emerging middle-income countries with significant pockets of poverty. Specifically, USAID/India is using Science, Technology, Innovation, and Partnership (STIP) to advance the U.S. foreign assistance objectives in health, food security, energy/climate change, education, financial inclusion, and water and sanitation sectors. The Mission also implements the South Asia Regional Initiative for Energy that promotes regional energy trade and the global transfer of proven Indian innovations.

Building partnerships is the core business model for USAID/India to realize its development objectives in India. While USAID/India continues its long collaboration with the GOI, it now also works with a wide range of new partners – the private sector, foundations, universities, research organizations, investors, venture capitalists, development partners, and NGOs – to leverage one another's resources and experience to scale-up and diffuse Indian innovations for global impact. Given that the flow of private resources far surpasses the flow of official development assistance, USAID/India recognizes and seeks to capitalize on this opportunity. Public-Private Partnerships (PPPs) enable USAID/India to leverage private sector innovation, markets, expertise, interests, and assets, along with public resources from a variety of contributors, in a manner that solves critical development problems and promotes effective, sustainable development, either through market-led solutions or public pathways. USAID/India is offering development alliances as potential opportunities to companies looking to program their Corporate Social Responsibility (CSR)-related financial and intellectual resources.

Communication of USAID's commitment to STIP requires executing communications and outreach activities. Developing public awareness and visibility of U.S.-India's STIP initiatives through the quality and placement of Mission products, is vital to strengthening existing partnerships and attracting new partners.

This USAID/India position supports both the implementation and communication of USAID's STIP initiatives.

Basic Function of the Position

The incumbent will serve as a STIP (Science, Technology, Innovation, and Partnership) Specialist to USAID/India, working from the U.S. Consulate offices in Mumbai, the leading business and financial capital for India. S/he will report directly to the Senior Advisor for Innovation and Partnership residing at USAID/India, New Delhi. In that capacity, the incumbent will serve as a specialist for the Center for Innovation and Partnership (CIP) seeking to support and manage communications with respect to STIP-related partnerships and initiatives that advance shared Indo-U.S. objectives in the areas of health, food security, energy/climate change, and related development areas.

To do so, s/he will become conversant in the range of U.S. government and other partnerships and modalities currently employed to jumpstart the U.S.-India innovation partnership. S/he will actively participate in Agency-wide and broader U.S. Government (USG) public diplomacy efforts.

Internally, s/he will serve as a critical resource to CIP and the Mission in supporting the implementation and communication of STIP alliances, and initiatives. The incumbent also will actively participate in U.S. Consulate staff meetings and keep the Consulate apprised of STIP opportunities being implemented. The incumbent will exercise his/her own judgment and ingenuity to interpret and carry out guidance from the USAID/India Mission. The incumbent will generate strategies for communication CIP partnerships and initiatives across USAID/India's programming.

S/he offers communications advice to the CIP office, both in Mumbai and Delhi, formulates STIP communications strategic plans with assistance from the Program Support Office in Delhi, and coordinates a range of communications activities to inform Indian, American, and global audiences of USAID/India STIP development activities and achievements. The incumbent closely coordinates CIP's public press activities with the USAID/India Delhi Program Support Office, U.S. Embassy Public Affairs Section (PAS) – including the Embassy Information Officer (IO) and the PAS Minister Counselor – to execute public outreach to Indian audiences. The incumbent drafts and/or clears on internal USAID communications for submission to the Ambassador, the Deputy Chief of Mission, and other senior Embassy officials. The incumbent ensures that Embassy personnel, including senior staff, are apprised of USAID STIP activities and achievements.

Major Duties and Responsibilities

The specific duties of the STIP Specialist include but are not limited to the following:

1) STIP Communications (30%)

- g) Develop and maintain a STIP contacts database, including appropriate mailing lists for outreach and communications.
- h) Leads the design of STIP public information products, edits, filters written work for appropriate messages, and provides an American "voice" to USAID communication products. This may include drafting press releases and preparing for interactions with Indian and American journalists.

- i) Provides quality control on all print and electronic public information materials – including social media platforms, the external website, videos, organizational brochures and information packets, briefing books, etc. This may include a private sector newsletter, a STIP blog, and press releases.
- j) Working closely with the CIP and Communications team in Delhi, senior PAS staff and USAID/Washington outreach and communications staff, the incumbent prepares and updates STIP communications strategy, identifying objectives, messages, audiences, and products.
- k) Also with guidance from the Program Support Office in Delhi, the incumbent is responsible for the production of high quality print and electronic communications products that translate complex STIP messages and technical information into understandable, meaningful terms for a variety of audiences, both American and Indian.
- l) S/he advances STIP knowledge management and learning opportunities to ensure the effective sharing and application of learning in areas of keen interest across the portfolio. These areas can include, but are not limited to, the formation and management of multi-partner alliances, updates on current alliances and partnerships, public-private partnerships, science and technology knowledge sharing, and the alignment of USAID’s STIP programs with major Government of India STIP initiatives.

2) Partnership and Alliance Implementation Support (25%)

Supporting the implementation and technical aspects of alliance building which includes but is not limited to:

- h) Identifying and tracking international and Indian innovations (technological and otherwise) which will address global development challenges, especially in food security, health, energy/climate change, financial inclusion, education, and water and sanitation sectors.
- i) Working directly with USAID/India program management staff to outline action plans for partnership and ensure clear pathways to successful programming.
- j) Staying informed on the most cutting edge aspects of public-private partnership, CSR initiatives, and the best practices both regionally and globally that could be applied to USAID/India programs.
- k) Conducting due diligence research on proposed partners.
- l) Working with USAID/India program managers and contracting officers to facilitate the formal agreement.
- m) Writing Memorandums of Understanding and Letters of Intent in support of partnerships.
- n) Stakeholder management and relationship building with STIP partners and AORs.

3) STIP Public Events and Visitors (25%)

The incumbent supports STIP activities to present USAID/India programs to the public or VIP visitors. This may include a range of communications tools and distribution to a variety of audiences. The incumbent oversees the production of briefing materials and trouble-shooting during VIP visits. S/he ensures that all event information (scheduling memos, briefing memos, scene setters, talking points, speeches, etc.) have been prepared, meeting quality standards and time requirements, for project site visits or events that involve the Ambassador, Consul General, Deputy Chief of Mission, USAID Mission Director or USAID Deputy Mission Director. S/he coordinates and consults with technical offices and the USAID/India Mission Director or Deputy Mission Director on STIP project signing ceremonies or other milestone events – including finalizing press releases, ensuring logistics are handled, etc.

4) Interagency USAID/CIP Presence (15%)

S/he represents USAID at meetings and with partners in the Mumbai Consul General office, including Foreign Commercial Services, Econ/Political Offices, and the Mumbai Front Office. S/he convenes and leads meetings as needed to address project and activity design issues, preparing agendas and minutes as required.

Desired Qualifications:

- A. Education: Bachelor's degree in business administration, public administration, commerce/finance, journalism, communications or related field (International Relations/Development, English, Journalism, Government, Political Science, Liberal Arts, Social Sciences) is required.
- B. Prior Work Experience: The successful candidate will have at least five (5) years of progressively responsible professional-level experience in public and/or private sector organizations working directly on innovations and technologies or communications for practical (and/or profitable) application. The candidate must have a history of excellent performance, with minimal supervision and daily direction, and a strong sense of initiative.
- C. Technical / Job Knowledge: The incumbent must have excellent knowledge of English grammar and American word usage and spelling. S/he must have mastery of, or ability to use, diverse computer software to produce on-line and print communications materials, including MS Word, MS PowerPoint, and MS Excel.
- D. Post Entry Training: Post-entry training will be focused primarily on the Agency's established policies, procedures and regulations. In addition, the incumbent will be required to work with the existing USAID/India office structure. 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. Organized/formal training (both internal and external) may be provided from time to time

depending on the availability of program funds, if and as the training is determined to be in direct support of USAID/India STIP activities.

E. Language Proficiency: Excellent written and oral proficiency in English communication skills are required (Level 4).

F. Skills and Abilities:

- Excellent communication skills, verbal and written, particularly in writing and editing, are essential, as is the ability to network, develop relationships, and operating effectively in the USG interagency as well as with non-traditional partners who help USAID/India advance its STIP agenda.
- The incumbent must be highly organized, detail-oriented, able to meet tight deadlines, and be capable of working with multidisciplinary teams in a fast-paced environment.
- S/he must possess strong writing, editing, and research skills with the solid ability to handle interactions with colleagues, media representatives (in coordination with PAS), high-level visitors, and senior officials with maturity and confidence
- Demonstrated coordination and management skills within multi-cultural work environments, ideally in an international setting in a developing country or emerging economy.
- Ability to complete multiple tasks simultaneously, ability to handle broadly defined tasks independently, and to work effectively under pressure with minimal supervision, while being a strong team player.
- S/he should have the 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.
- The successful candidate will have ability to analyze disparate information and compile it into information messages targeting a variety of audiences.
- Ability to diplomatically and tactfully confront and resolve institutional and interagency bureaucratic challenges while maintaining collaborative relations.
- S/he also must have the ability to address conflict in a constructive, non-threatening manner, including the ability to build consensus among differing groups.

Position Elements:

A. Supervision Received: Formal supervision and evaluation will be by the Senior Advisor for Innovation and Partnership, USAID/India, New Delhi. In collaboration with the incumbent, the immediate supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies and implementation of best practices; 3) provide regular feedback to incumbent throughout the performance evaluation period; 4) prepare the annual personnel evaluation report as/when required; and 5) obtain input for

the evaluation from the appropriate peers, counterparts and team members toward the annual evaluation. The incumbent is expected to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance. The incumbent must be proactive as well as self-motivated and self-directed.

- B. Available Guidelines: The incumbent is required to quickly understand Mission and Agency-specific policies and procedures which govern project design and activity management, in addition to USAID/India's established administrative operating procedures, policies, and formats. When provided, guidance from the supervisor is primarily with regard to policy, priorities, results to be achieved, basic approaches to be followed and, in the case of assembling reports, providing the nature and basic content of the reports. Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies including, but not limited to, the Agency's Automated Directives System (ADS), General Notices/Mission Orders/Mission Notices, USAID/Washington Bureau and LPA outreach guidance, USG Procurement regulations, and USAID Program Strategy and Policy documents, particularly as pertains to STIP and media and communications.
- C. Exercise of Judgment: In instances not clearly covered by written guidelines, the incumbent will consult with his/her direct supervisor, or, in his/her absence, USAID/India Deputy Mission Director. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with personnel from various USG agencies as well as representatives from other donor organizations, the private sector, partners, vendors, Embassy counterparts, and the news media (in coordination with PAS), to resolve technical, administrative, managerial and/or policy problems that arise during the course of work, for which there is often no clear or immediate solution and/or precedence. The incumbent will also be required to follow and adhere to the U.S. Embassy's Code of Ethics and Conduct.
- D. Authority to Make Commitments: The incumbent will have no independent authority to make resource commitments or commit the U.S. Government.
- E. Nature, Level and Purpose of Contacts: To effectively function in this position, the incumbent will be required to maintain solid working relationships with all categories and levels of internal and external staff, including all USG agencies in the U.S. Consulate, Mumbai; external implementing partners; Government of India officials; other international and donor organizations; representatives of regional organizations; international and local NGOs; private sector representatives; and the general public. The incumbent will be required to work closely with Public-Private Partnerships implementers in corporate sector, foundations, research organizations, universities and NGOs. The incumbent has frequent interaction with CIP team members, both in Delhi and Mumbai, as well as the Communications team in the Program Support Office. S/he also coordinates with officials in other sections at the Mumbai Consulate, technical staff, partners, government officials, and donor agencies.

Examples of contacts: Senior Leadership at banks (Vice-President, Senior Managers), Impact investors, Media, Financiers. The purpose would be continued outreach.

- F. Supervision Exercised: The incumbent will not supervise any personnel.
- G. Time expected to reach full performance level: Six months.
- H. Level of complexity: Duties are varied and require application of methods to a broad range of problems or situations with substantial depth of analysis. The incumbent will need to respond to pervasive shifts in India's media trends, as well as frequent revisions to USG and USAID regulations and guidelines. S/he will need to have thorough training 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.

A. MEDICAL AND SECURITY CLEARANCES

The selected applicant must be able to obtain a "Facility Access" level of Security Clearance and appropriate Medical Clearance from STATE/MED. The selected applicant must obtain these clearances prior to joining.

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

This is a complete and accurate description of the duties and responsibilities of this position.