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

Advertisement No.	:	**USAID/14-16**
Position Title	:	Development Program Specialist (Monitoring and Evaluation)
Number of Positions	:	One (1)
Office	:	Program Support Office (PS)
Grade	:	FSN-10
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	:	Completion of a University Degree.

Experience:

Three to five years of progressively responsible experience in impact monitoring and evaluation, project design, program planning, budgeting, management, or a related field is required. The required experience must include experience in the application of statistical methods and field research experience; experience in development of output and outcome level performance measurement indicators and targets; and at least two years of experience in a developing country setting, and/or in planning, development, implementation, and providing monitoring and evaluation work for other donor organizations, or Indian public or private sector institutions.

Duties:

The Development Program Specialist (M&E) is responsible for designing and monitoring output, outcome and impact performance indicators. S/he is responsible for participating with Contracting Officer's Representative / Agreement Officer's Representative (CORs/AORs), office-wide in the development of the performance plan and report. S/he provides monitoring and evaluation program; and policy support to the technical offices to assure that proposed strategies and programs are consistent with Office, Mission, Embassy and Host-Country profiles. A significant amount of time is spent in the field conducting evaluations with an evaluation team.

The Development Program Specialist (M&E) works closely with technical offices and works under the supervision of Project Development Officer, Program Support Office.

Broadly, the incumbent's responsibilities include:

a. Participation in Management, Development, and Maintenance of the Mission Performance Monitoring Plan:
In coordination with other M&E Team members, CORs/AORs, Office Chiefs, and others within the Mission, the Development Program Specialist (M&E) designs and manages assigned portions of the USAID/India Performance Monitoring Plan, working directly with Technical Office staff, other USG agencies, as required, and USAID/Washington. The Specialist develops innovative and cross-cutting monitoring tools, where needed and appropriate, including Data Quality Assessment (DQA) tools in coordination with Mission Budget Specialists. The Specialist undertakes regular DQA spot checks on Mission activities in the field. S/he tracks and maintains key indicators, targets and results as required under Foreign Assistance Reform, with a focus on Objectives, Program Areas, and Elements. S/he works with CORs/AORs and Implementing Partners (IPs) to ensure that activity work plans and monitoring plans include relevant and effective performance measures that together provide greater results and more accurate program element measurements in accordance with the Foreign Assistance Framework. S/he ensures data are properly collected, and that each indicator is an appropriate measure of its corresponding result. S/he advises and trains Office staff defining measurable indicators and targets for desired results addressed by their activity, and assists them on their contribution to the monitoring portion of the Operational Plan, through regular consultations and specialized training. S/he works with IPs to ensure their understanding of the Performance Monitoring Plan system and process, their role in the process, and advises them on specific measurement techniques appropriate for their programs. S/he, in coordination with Technical Office Chiefs, will oversee adherence to the USAID/India activity approval process. S/he may help draft activity approval documents.

b. Evaluation:
The Specialist designs, or participates in designing, technical office's contributions to the Mission Evaluation Plan. S/he assists CORs/AORs and other Specialists with planning, designing, and implementing their respective and appropriate Evaluation Plans; takes the lead in managing cross-cutting evaluations, and supports findings of relevance for more than one activity or element; works closely with the Government of India (GoI) to ensure that national-level data is available and reliable, and on an inter-agency basis to ensure that US Government (USG) data contributes to an accurate picture of the situation on the ground, that double-counting is avoided, and that results are truly attributable to USAID interventions. S/he ensures that ad hoc evaluations of sectors or of individual activities are properly planned and carried out in a professional manner, by assisting the technical office's staff to draft appropriate Scopes of Work (SOWs) for evaluation teams, by actual participation in most Team evaluations, and by ensuring that Team comments on draft evaluation reports are reflected in final reports. And, as assigned, participates in the development of Mission Orders on Evaluation, and on related subjects, in accordance with the Automated Directive Systems (ADS) and other relevant documents.

c. Miscellaneous Assignments
As assigned, the Specialist completes complex studies and performs research assignments requiring independent analysis and interpretation on a regular and recurring basis. Such studies and research are cross-cutting and include substantive and often sensitive Mission topics. S/he takes the lead on additional tasks for the technical offices as opportunities present themselves; and, provides information to CORs/AORs in the Office, and to other Mission staff, Implementing Partners (IPs), and personnel of other USG agencies on M&E concepts, processes, design, training, and practices.

Language:

Fluency (Level IV) in English and Hindi is required.

Knowledge:
The incumbent should have knowledge and experience in social science research methodologies with emphasis on quantitative and qualitative research methods; and demonstrated knowledge of the concepts, principles, techniques, and practices of the Government of India policies and programs in the sector.

Ability and Skills:
The incumbent should have the ability to quickly develop sound knowledge of the major issues affecting the monitoring and evaluation of all USAID programs in all relevant geographic regions in India is required, including technical, social, and cultural aspects; ability to work effectively with mid- and senior-level public and private sector officials from the GOI and implementing partners (IPs); must be able to work effectively in a team environment, and coordinate well with others; ability to develop effective and collaborative relationships with IPs; excellent writing and computer skills, in order to develop presentations, reports, etc; Diplomacy, tact, cultural sensitivity, and team participating skills, in order to establish and maintain effective working relationships within the technical office and within USAID/India, and with the Indian public and private sectors; excellent organizational skills and the ability to multi-task and stay organized in a complex, frequently changing environment; demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict.

Opening Date for Applications : December 03, 2014

Closing Date for Receipt of applications: December 24, 2014 at 1700 hours

To Apply:

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174). The form is available on our website www.usaid.gov/india on "careers" page. 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 **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

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.