



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/15-14
- Position Title** : Project Management Specialist
(Clean Energy and Global Climate Change)
- Opening Date** : October 21, 2015
- Closing Date** : November 12, 2015
- Number of Positions** : One (1)
- Office** : Clean Energy and Environment Office (CLEEO)
- 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 in a field related to science, natural resource management, economics, engineering or a related field is required.

Experience:

Five years of relevant work experience related to global climate change, power sector engagement, and clean energy; demonstrated achievements in building partnerships with a range of private sector players and other donors is required. The incumbent should be able to show through their work experience the ability to analyze the environmental, social, and economic aspects of energy and environment interventions. S/he should have a proven track record of successful project management in energy sector.

Duties:

This is a high-level professional position within the Clean Energy and Environment Office (CLEEO). The incumbent serves as a senior Foreign Service National clean energy specialist, providing broad-based advisory, managerial, and program development support to the Mission's entire range of energy programs. S/he will work closely with the Senior Energy Lead/Deputy Director for CLEEO and the Field Investment Officer and will report directly to the CLEEO Office Director. The incumbent is expected to establish key contacts with appropriate Indian government agencies, Non-governmental Organization (NGOs), and private sector representatives.

Broadly, the incumbent's responsibilities include:

A. Program Planning and Strategic Design

Management of PACE-D activities requires use of independent judgment in activity planning and implementation. The incumbent interacts with host country counterparts at the highest levels, particularly when discussing matters relating to clean energy and climate change policies and interventions. S/he will coordinate closely with the host country counterparts to translate recommendations into effective action plans. Specific responsibilities include the following:

- Supervise PACE-D contractor staff and oversight of grantee activities.
- Collaborate with host country counterpart institutions (e.g., Ministry of Power, Power Grid Corporation of India Ltd. (PGCIL), Central Electricity Authority (CEA), Industry Associations and state level agencies), to develop and implement appropriate interventions.
- Engage host country counterparts in reviewing proposals submitted for assistance to determine their suitability for project financing.
- As the designated representative for USAID, participate in meetings of the committees constituted for review and appraisal of project activities and provides technical inputs for the committee on various matters relating to USAID/India Clean Energy Program.
- Prepare detailed scopes of work for technical assistance and training services for the project components and explores various options for procurement of such services, including any necessary actions related to host country institutions' procurement of goods and/or services.
- Identify opportunities to build partnerships with private sector players and other donors to leverage their expertise and investments to advance USAID/India's clean energy objectives.
- Lead review of project performance in terms of achieving programmatic and financial targets as measured against the project goal and purpose.
- Maintain regular contact with high-level officials in the GOI, private sector, and other donor agencies.
- Identify project related problems (both financial and technical) and recommends appropriate remedial measures.
- Perform financial review and analysis of the project and prepares appropriate budget analysis.
- Convene and chair meetings for discussion of project related concerns with other Mission staff.
- Prepare any necessary project amendments, USAID/Washington requests for information and required reporting documents, project annual reports, and outreach and communication materials.
- Review host country contracts/agreements in consultation with the Regional Contracting Office and provides inputs to host country institutions in matters that relate to project procurement.
- Work with various Indian and U.S. institutions involved in the project to ensure smooth communication between Indian and U.S. collaborators.

- Provide assistance to host country individuals for undertaking project sponsored travel.
- Coordinate with other donor agencies in the area of global climate change.
- Prepare talking points and speeches for USAID or U.S. Embassy staff.

B. Program Strategy Development and Representation

The incumbent is expected to:

- Maintain an up-to-date understanding of GOI priorities and objectives in the area of clean energy and climate change, including India's national climate change strategy. S/he collects and analyses data to determine those areas in which USAID assistance would have the greatest impact. S/he must be conversant on the provisions of the International Framework Convention on Climate Change, the Clean Development Mechanism, Kyoto Protocol, and other multilateral agreements related to global environmental protection.
- Perform all functions related to new project design/development in order to orient project focus in priority areas and areas of emerging needs.
- Collaborate with the USAID Program Support Office to develop USAID strategies for environmental protection especially regarding global environmental issues. S/he advises the Office Director and Senior Energy Lead on planning, implementation, and evaluation of clean energy programs.
- Ensure that the USAID clean energy strategy is in line with other U.S. government agencies, especially on global climate change issues.
- Participate in the Mission's development of new interventions based on extensive knowledge of the strengths and weaknesses of Indian public and private institutions working in the fields of environmental protection and global climate change.
- Performs technical analyses, cost estimates, institutional capacity assessments, commodity requirement projects, and training needs assessments.
- Represent USAID/India in climate change and clean energy programs and project related meetings particularly on the PACE-D project. The incumbent also prepares and disseminates information about USAID/India environmental programs to professionals in the field and represents USAID in seminars, workshops and conferences.

C. Project and Program Monitoring and Evaluation

- Reviewing project reports, visiting project sites, and communicating regularly with project participants and contractors.
- Preparing scopes of work for evaluation teams.
- Assisting with hosting visiting consultants.
- Prepares evaluation documentation and participates in program evaluation and reviews when needed.
- Interacts with key GOI ministries, counterparts, and project implementing partners.
- Prepares required documentation for annual portfolio reviews, reporting on progress towards Agency priority goals and objectives and summarizing the achievements, results and impact of the activity.

- Provide project updates as necessary to serve as a means to enhance project outreach and communication on activities related to energy and the environment.

D. Approvals

The incumbent is responsible for administrative approval of reimbursement claims submitted by the implementing partners. The incumbent's technical review assesses the validity of the claims and provides the basis for USAID/India approval or disapproval of the payments. The incumbent also prepares, receives, and approves a variety of implementation documents such as Project Amendatory Agreements, Project Implementation Letters, and Scopes of Work. S/he participates in the review of proposals for acquisition and assistance.

Language:

The incumbent must possess a very high degree of proficiency in both written and spoken English (Level IV).

Knowledge:

The incumbent must be able to demonstrate leadership abilities and a clear understanding of the policy, regulatory, and organizational issues that are involved in climate change and clean energy technologies. S/he should be able to articulate the dynamic relation between economic growth and energy supply.

The incumbent is required to possess:

- Knowledge of global climate change theory, clean energy technologies (specifically renewable energy), functioning of power sector, and integration of renewable energy into the power grid.
- Knowledge regarding the relationships between climate change, renewable energy, energy efficiency and market principles; Knowledge of GOI policies and priorities for clean energy technology and environmental protection.
- Understanding of greenhouse gas (GHGs) monitoring methods.
- Knowledge of organizational and technical aspects of Indian environmental problems, specifically with respect to the power sector.
- Knowledge of best private sector business practices pertaining to project development, market and business transformation, financing and implementation.
- Knowledge of public-private partnership models in the energy sector.

Ability and Skills:

Required ability and skills include:

- Excellent communication (both verbal and written) and state-of-the-art computer (Microsoft Office).
- Organize, analyze, interpret and evaluate information regarding energy and climate change policies and programs.
- Communicate clearly, concisely and effectively with all levels of personnel, both within USAID and outside.
- Prepare effective written reports and make presentations to a variety of audiences.
- Think independently while serving as an active, congenial, and effective team member.

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.