



# 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/15-07

**Position Title** : Project Management Specialist

**Opening Date** : May 06, 2015

**Closing Date** : May 27, 2015

**Number of Positions** : One (1)

**Office** : Food Security Office (FSO)

**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 (or local equivalent) in public policy, agriculture, life sciences, business, economics, marketing, or related subjects is required.

**Experience:**

Six to eight years of progressively responsible, professional-level experience in agricultural business development, development program management, and/or public policy analysis is required.

**Duties:**

The incumbent serves as an AID Project Management Specialist, with responsibility for management of Agriculture, Food and Nutrition activities in the Mission. As the Mission Specialist in agricultural development and food security assistance, the incumbent assumes primary responsibility for defining, achieving, and reporting on results from USAID investments in agricultural development projects and economic growth activities, and provides leadership in the conceptualization, development, and management of any new undertakings within the sector. S/he provides assistance in planning and achieving the Missions global food security and agriculture activities.

The incumbent reports to the Office Director, Food Security Office.

Broadly, the incumbent's responsibilities include:

a. Project Management

The incumbent serves as a Contracting Officer Representative (COR) and is responsible for all project management in the areas of agricultural development and economic growth assistance. S/he liaises directly with grantee and contractor implementing partners, and ensures that contractors and grantees are engaging with project clients; exercises initiative and independent judgment in advising and supporting project activities, including review and approval of detailed work plans, interim products, and final deliverables, as well as the review and administrative approval of related disbursement documents and activity close-out requirements; monitors and intervenes, as necessary, to ensure implementing partners are responsive to the terms and conditions of contracts and agreements, as well as the needs and expectations of clients; and ensures audit and evaluation requirements are fulfilled. In addition, the incumbent is responsible for Development Credit Authority (DCA) activities in agriculture and economic growth.

b. Sector Promotion

The incumbent provides leadership in the areas of agriculture and economic growth in such areas as defining current and emerging issues, proposing Mission goals in the areas, and seeking opportunities to coordinate agriculture, economic growth and food security with other Mission portfolios. S/he attempts to build on previous Mission investments in food and agricultural policy, agricultural biotechnology, and marketing, in order to promote effective programs; works with other Office staff to define and report on investment results; and establishes working relationships with key institutions and individuals active in India's agriculture and economic growth sector, including senior GoI and State government officials, agriculture sector professionals, and business institutions such as Chambers of Commerce and Industry, and farmers associations.

c. New Activity Design

The incumbent plans for, budgets, and designs new activities within the agriculture and economic growth sectors. New activities will be constrained due to budget reductions in these sectors, and will be based on experiences and lessons learned in earlier Mission experiences in such areas as agricultural biotechnology, bio-safety, resource conservation, US-India university partnerships, agricultural marketing, corporate/small farmer linkages, and policy reform. S/he actively promotes public-private partnerships and alliances with interested parties.

d. Results Reporting, Public Outreach

In cooperation with Office colleagues and the Program Support (PS) Office, the incumbent defines and reports on activity results, both within USAID, within the larger US Mission, and to wider publics. S/he reports on results frameworks and program monitoring plans, drafting annual and other periodic reports, briefing materials, public outreach materials (such as press releases and speeches for senior USAID and Embassy officials), etc; seeks opportunities to increase recognition of agriculture and economic growth activities within the Mission, AID/Washington, other USG agencies, and with other stakeholders in India and the US; and uses public outreach and diplomacy resources to promote policy reforms that will liberalize and stimulate agriculture and trade development in India.

**Language:**

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

**Knowledge:**

The Specialist must have a strong grasp of the policy, technological, and institutional factors constraining growth and diversification in Indian and developing countries in Africa and Asia agriculture and economic growth, and a good grasp of local and international business practices. S/he must have good knowledge of program and project management procedures as well as computer literacy, including word processing, spread sheet preparation and analysis, project scheduling, and data base management.

**Skills and Abilities:**

The incumbent must have the ability to prepare papers, correspondence, and analytical materials in English and be able to fully participate in high-level meetings carried out in English; ability to assume the initiative and work independently in managing USAID financed projects; ability to establish and maintain contacts with USAID implementing partners, grantees, clients, and counterparts in relevant host-government and private-sector organizations; ability to undertake analysis and understand complex multi-sectoral programs; ability to communicate the terms and conditions of USAID agreements, and review and critique work plans and deliverables; ability to work under pressure and produce results quickly; ability to be sensitive to USAID relationships with the GoI, other donors, the Embassy, Public Voluntary Organizations (PVOs), and private and public organizations; and strong interpersonal skills for dealing with diverse professional and support staff.

**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](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](mailto: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.