



# USAID | INDIA

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

- Advertisement No.** : USAID/15-11
- Position Title** : Project Management Specialist (Water)
- Opening Date** : August 7, 2015
- Closing Date** : August 28, 2015
- Number of Positions** : One (1)
- Office** : Office of Partnerships for Innovation (PI)
- 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 Master's degree in water management, social sciences, social work, economics, or related field is required.

**Experience:**

Minimum six years of progressively responsible, professional-level experience in the field of water and/or international development is required.

**Duties:**

The incumbent will serve as a Project Management Specialist (Water) in the Office of Partnerships for Innovation (PI), USAID India. S/he will be an expert in the field of water and will perform a full range of consultative, advisory, program management, monitoring, and evaluative functions. S/he will be responsible for managing a portfolio of projects/activities in PI, some of which are cross-cutting and have national impact.

The incumbent will serve as Contracting Officer's Representative (COR)/Agreement Officer's Representative (AOR), provide direction, program management, and oversight to proposed water projects/activities, including private sector initiatives and technical assistance and capacity building activities; exercise responsibility for projects/activities and will assure positive impact and implementation in a manner that supports water indicators; monitor project disbursements, and authorize the vouchers for funds release; represent USAID in project management committees.

As a Project Management Specialist (Water), s/he will function with a high degree of independence and latitude, exercise judgment and manage his/her activities with minimal guidance. S/he will represent USAID at high-level national and international meetings and workshops; coordinate with other U.S. Government (USG) agencies to ensure resources are spent in the most efficient manner and will also work closely with "urban development" and "urban health" stakeholders in the area of Water, Sanitation and Hygiene promotion (WASH) to contribute for Mission and the Agency Water and Development goals. S/he will handles factors of complex nature and difficult areas in the field of water.

The incumbent will directly report to the Office Director, PI Office, USAID India.

Broadly, the incumbent's responsibilities include:

**A. Strategic Planning, Project Management, and Monitoring**

The incumbent will develop comprehensive segments of the Mission's water programs, comparing options on the basis of US Government objectives, resource availability, cost effectiveness, USAID comparative advantage, and the likelihood of success; serve as an AOR/COR for activities, including private sector initiatives and cross cutting-activities to support technical assistance and capacity building; operate with a high level of independence and latitude, leading to independent decision making; draws upon personal expertise in the field of project/activity programming and management; ensure sound project implementation, monitoring and evaluation, and documentation of project experiences; exercise responsibility for the quality of the program, adherence to program objectives, and achievement of results; represent USAID at coordination meetings with government counterparts, as appropriate; initiate adjustments to the project based upon independent assessments of progress and results; ensure projects(s) adhere to the guidelines of WASH for planning and reporting. This includes interpreting and analyzing reports from projects, as well as the Government of India (GOI), and making recommendations for strategic interventions at the project level and the USAID mission level.

**B. Supervision and Technical Oversight**

As the AOR/COR for supported project(s), the incumbent will provide technical oversight and guidance to project planning and design, project implementation, feedback on reports, technical strategies, MIS, and monitoring and evaluation; oversight and TA to the broader USAID/India mission on water issues; provide input for technical oversight of long and short-term U.S. and Indian consultants; plan and make arrangements for program-related technical assistance, including identification of specific needs, preparation of scopes of work and budgets, and general coordination.

**C. Representation and Coordination**

As a representative of USAID/India's water activities, the incumbent will liaise and promote effective working relationships with senior GOI officials at the national and state levels, as well as the USAID project officers for the bilateral programs; liaise with other organizations, such as the U.S. Embassy's Science Office, Consul Generals, and other organizations which are related to water programs; serve as a primary contact for Non-governmental Organizations (NGOs) and other civil society organizations; represent

USAID in senior management and technical meetings, and takes an active role in coordination with other colleagues within PI for purposes of coordination.

**Language:**

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

**Knowledge:**

The incumbent should have a thorough knowledge of GoI water policies and programs, be familiar with working with the NGO sector and the engagement of NGOs in water, and should be conversant with national water priorities, response, and best practices.

**Skills and Abilities:**

Required skills and abilities should include:

Ability to organize, analyze, interpret and utilize studies and program performance data; plan, implement and monitor project activities by applying management skills; prepare written reports and statistical tables, and to use standard computer programs: word processing, spread sheet, and presentation software; handle sensitive issues diplomatically and to inspire confidence in GoI counterparts; provide leadership on key water activities, skill to negotiate sensitive and complex issues through initiative, imagination, resourcefulness, and diplomacy.

**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.