



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/16-01
- Position Title** : Development Program Assistant
- Opening Date** : January 14, 2016
- Closing Date** : February 04, 2016
- Number of Positions** : One (1)
- Office** : Program Support (PS)
- Grade** : FSN-08
- 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 Bachelor ' s degree in Commerce/Finance/Accounting/Business Management/Economics or related field is required. The course of study should have included accounting, finance, business management, economics or related courses.

Experience:

Minimum three years of substantive and progressively responsible experience in providing office support, or related work with an international or donor organization, or equivalent work with a private or host-government entity is required. Experience should have included a variety of information collection and analysis in an office environment.

Duties:

The Development Program Assistant will provide substantive assistance to the senior Development Program Specialist in the USAID/India Program Support Office in support of resource allocation and performance management functions. The incumbent will work in the Program Support Office responsible for management of the USAID/India Mission ' s program budget, portfolio reviews, Country Development Cooperation Strategy Performance Management Plan, and Mission procedures and guidance regarding project and activity planning, implementation and monitoring. S/he will work closely with the senior Development Program Specialist in the Office, but may be requested to focus on assisting other Specialists. S/he will keep current with the state of development issues, concerns, and practices in India, in order to keep office staff up to date on issues related to the Program Support Office and USAID/India activities.

The incumbent will report to the FSN Development Program Specialist, broadly, the incumbent's responsibilities include:

A. Resource Allocation and Management Assistance

With guidance from the senior Development Program Specialist and the Program Support Office Director, the incumbent will assist in the formulation of the USAID/India's annual resource documents – Operational Plan, Mission Resource Request and Congressional Budget Justification.

The incumbent will support the Program Support Office in a wide range of program budget management assistance functions, including but not limited to budgeting, help in preparation of procurement plans, commitment and expenditure plans, accruals, funds utilization analysis, and pipeline analyses. S/he will participate in projecting budgetary resource needs based on program requirements, historical trends, planned expenditures, and ongoing analyses, and assist in preparing projections and arriving at annual obligation levels for Mission-managed activities; will keep track of obligations, commitments, and expenditures; and, projects' accrual data on a quarterly basis, which aids in projecting an accurate picture of the Mission-managed activity expenditures.

S/he will support development and up-to-date maintenance of multiple worksheets showing allocation of the Mission's past, current and future annual program budget by project, activity and development objective.

B. Performance Management

The incumbent will help in maintaining and updating the USAID/India Mission's Performance Monitoring Plan; will provide support in organizing the Mission's portfolio reviews by preparing review material and highlighting issues for those reviews; will provide support in preparation of the Mission's annual Performance Plan and Report by tracking and entering key information into budget and performance reporting databases.

C. Communications

The incumbent will be responsible for maintaining a management system for the key reports, worksheets and informative materials maintained in the Program Support Office, and will assist in developing documenting and disseminating such reports and materials to other Mission offices (office clients), partners, stakeholders, etc. S/he may provide support the Mission Development Outreach and Communications unit within the Program Support office. S/he will screen and respond to a variety of inquiries related to the Mission programs, directly or through superiors, depending on the nature of the inquiry and the level of the inquirer. As required, s/he will compile responses to requests for financial or program assistance, and other, information from the Government of India (GOI).

Language:

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

Knowledge:

The incumbent should have sound knowledge of the concepts, principles, techniques, and practices of financial and program management; an understanding of Indian economic, social, cultural, and political characteristics; a good knowledge of the history of development efforts in the development sector; working knowledge of statistics and accounting.

Skills and Abilities:

Required skills and abilities should include: Tact, good judgment, and the ability to work with minimal supervision; the ability to create and maintain positive working relationships with all members of the USAID/India staff; the ability to establish and maintain contacts and good working relationships with counterparts in relevant GOI organizations; the ability to communicate effectively, both orally and in writing; the ability to obtain, evaluate, and analyze data, and to prepare precise, accurate, and complete reports; and, to recognize significant developments and trends reflected from collected data and bring it to the attention of colleagues and superiors; the ability to quickly grasp and understand USAID programming policies, regulations, methodologies, and documentation; proficiency in using Excel and Word Processing programs, and the ability to quickly learn other in-house office software used within USAID and the U.S. Government (USG).

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.