



# 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/14-14
- Position Title** : Development Program Specialist (Communications)
- Number of Positions** : One (1)
- Office** : Program Support Office
- 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** : Bachelor's degree in Journalism, Communications, English, American Studies or a related field.
- Experience** : Minimum five years of progressively responsible experience in writing, editing, news media relations and/or communications for a large organization or news media outlet.
- Duties** : The Development Program Specialist (Communications) is a writer and editor at the USAID India mission. The Specialist provides long-term continuity for communications and outreach, and takes the lead in planning and conceptualizing how USAID India "tells its story" to external and internal audiences - via print and electronic information products, with a special emphasis on the Mission's web site. S/he must have a solid understanding of the Mission's development strategy and program, and translate field activities/results and appropriate messages into materials that appeal to broad-based audiences, including the general public.

The incumbent works under the supervision of the Program Communications Specialist. Broadly, the incumbent's responsibilities will include:

- a. **Public Outreach Material:** The incumbent for this position writes public information products, including brochures, program fact sheets, success stories, electronic and print media presentations, press releases, articles and other information items for U.S. and Indian audiences.

This includes: envisioning and producing articles and items for USAID Washington publications and electronic communications; developing proactive, thematic news media strategies to promote the Mission program; developing publishing and other vendor contacts; interacting with USAID and Embassy staff extensively; and coordinating closely with the U.S. Embassy Public Affairs Office. S/he will also produce videos and photo essays for USAID social media platforms. The incumbent will provide assistance for quality control and accuracy to USAID colleagues and partners who produce public information materials related to USAID activities.

- b. USAID Website: S/he will prepare an annual strategy for, and regularly write and develop content for the USAID India web site (following agency procedures and guidelines) in close consultation with technical and support offices and USAID Washington. This means conceptualizing, researching, and writing human interest stories, features, and project updates related to USAID activities on a regular basis; coordinating content updates with a web master; promoting administrative items; posting press releases; expanding linkages to partners' and other sites; and monitoring usage. S/he will also develop and manage digital maps for USAID/India projects and activities.
- c. Internal Documents: S/he will write and edit material for internal dissemination (often using technical sources) such as Mission Director's Weekly report, , VIP briefing books, and other documents as requested. S/he will track all speeches, talking points, press releases and other documents that require clearances.
- d. Information Management: S/he will maintain and expand (with assistance from technical teams) databases of photos, VIP briefing materials, development facts, success stories and press clippings that relate to USAID activities. S/he will maintain the Mission Event's Calendar and the project activity lists. S/he will respond to diverse calls for information from Mission senior management, U.S. Embassy officials, USAID Washington, donor agencies, host country partners and development colleagues.
- e. Events Management: S/he will coordinate logistics for all Mission managed events such as program launches, partners' meetings, and workshops.

**Language** : Fluency (Strong written and oral proficiency) in English is required (Level IV).

**Knowledge** : The incumbent should have mastery of, or ability to use, diverse computer software to produce on-line and print communications materials, including MS Word, MS Power Point, MS Excel, a photo editor and graphic illustrator; solid understanding of how web sites function to aid overall content and design management of the USAID India site; excellent knowledge of English grammar and American word usage and spelling; knowledge of the University of Chicago, New York Times and/or Associated Press style manuals; familiarity with graphic design, printing and publishing processes, and the ability to oversee publishing vendors; and a general understanding of procurement processes.

**Ability and Skills** : The incumbent must possess superb (news and technical) writing skills, editing and research skills, and the ability to function in a sensitive environment requiring tact and sound judgment and with a minimum of supervision; the ability to handle interactions with high-level dignitaries and officials with maturity and confidence; the ability to manage multiple tasks, be highly organized, and meet deadlines; strong interpersonal skills and the capability to work with multidisciplinary teams in a fast-paced environment; the ability to self-start and solve problems creatively; the ability to plan, write, and produce written products including press releases, website features, and articles for agency publications.

**Opening Date for Applications** : September 03, 2014

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

**To Apply:**

1. Interested applicants must apply on Form DS-174, Application for Employment as a Locally Employed Staff and Family Member (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/1860/ds174\\_0.pdf](http://www.usaid.gov/sites/default/files/documents/1860/ds174_0.pdf)

**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](mailto: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.

