



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/15-05
- Position Title** : Project Management Specialist (WASH)
- Opening Date** : April 22, 2015
- Closing Date** : May 13, 2015
- Number of Positions** : One (1)
- Office** : Office of Partnerships for Innovation (PI)
- 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:

Completion of University degree, or equivalent formal education in urban planning, natural resources management, engineering, hydrology, economic and social sciences, business administration, or another field relevant to the position is required.

Experience:

Minimum five years of progressively responsible, professional-level experience in program/project design, program/project planning, and/or project implementation work, including at least five years' experience in development-related work, or related fields, for USAID, other donor agencies, Central or State Government of India (GOI) organizations, or private-sector institutions which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is required.

Duties:

The Project Management Specialist (Water, Sanitation, and Hygiene - WASH) provides technical and program expertise to the Office of Partnerships for Innovation (PI) and to the USAID Mission. The primary responsibility of the Specialist is to identify, develop, describe, and implement programs/projects/activities in the area of clean drinking water and sanitation in urban areas. Programs developed and managed are designed to improve the ability of India, specifically underserved urban communities to improve their access and use of clean water and sanitation services and associated social and behavior change (SBC) to

fully realize and sustain the benefits of access to basic water and sanitation services. Improved access and SBC to increase the demand for services, as well as adoption of other practices such as proper hand-washing is expected to improve the health of the urban poor, especially women and children.

The programs/projects/activities may include pilot/demonstration projects or scaling activities that employ a sanitation systems approach and public-private partnerships that are closely aligned with the GOI's Clean India Campaign. S/he will work closely with the Ministry of Urban Development (MOUD) to fully realize the objectives set out in USAID's partnership with the MOUD. The work includes serving as Contracting / Agreements Officer ' s Representatives (CORs/AORs) for USAID programs/projects/ activities implemented by contract, Cooperative Agreement, or grant, participating in the design of programs/projects/activities, and the evaluation of ongoing programs, advising on best practices, participating in technical working groups, and helping to strategically integrate the Office's WASH activities to align with USAID/India's Country Development Cooperation Strategy and other USAID/Washington led initiatives. S/he will also work closely with USAID/Washington colleagues in the Bureau of Economic Growth, Education and Environment (E3), Asia, and Global Health Bureaus and the Global Development Lab. The Specialist keeps abreast of current publications and information on development issues, concerns, and practices, and their programming in developing countries, in order to advise the Mission on a variety of issues related to managed activities.

The incumbent will report to the General Development Officer (Deputy Office Director), PI Office and/or his/her designee.

Broadly, the incumbent ' s responsibilities include:

a. Water and Sanitation Program/Project Management

The Specialist for water and sanitation activities serves as COR/AOR and/or Activity Manager for selected implementing partners (IPs), coordinates them to facilitate implementation in a wide variety of circumstances, ensures high-quality results are being provided in accordance with Mission standards, and following best practices and procedures in the many urban sites supported by managed activities. S/he monitors and evaluates managed programs/projects/activities through site visits, reporting, and trends analysis; works in close collaboration with the other Specialists in the Mission to avoid overlap with other programs/projects/activities; facilitates the development of IP work plans and PMPs, and coordinates preparations for IP portfolio reviews; and, participates in the review of annual, semi-annual, and quarterly IP reports, and requests or participates in the preparation of other reports as needed. The assignment requires regular site visits and other travel to priority cities where projects are implemented; in addition, the Specialist coordinates VIP and other temporary duties (TDYs) related to personally managed and Office-wide activities, as required.

b. Technical Advice and Advocacy

The Specialist works with colleagues in the PI Office, the Office of Program Support, and other Technical Offices to strengthen USAID strategic and programmatic directions, and the PI Office's ability to effectively manage programs/projects/activities, with special emphasis

on implementing best practices in urban water and sanitation activities. S/he assists senior U. S. Government (USG), Mission, and Office staff in representing USAID to IPs, Non-Governmental Organizations (NGOs), GOI agencies, and other national and international groups and bodies, in order to develop effective and sustainable strategies for implementing water and sanitation related programs, including clean drinking water and sanitation in urban areas, and Social and Behavior Change (SBC) activities to ensure health development impacts, especially for women and children. S/he collaborates with other Office members in the preparation and presentation of deliverables, and assists in monitoring Mission and USG progress toward meeting overall Mission objectives.

c. Other

The Specialist is responsible for maintaining a liaison between USAID and the GOI, with individual State governments, and municipalities, where actual responsibility for water and sanitation related activities and implementation of the Clean India campaign is located. In addition, s/he will coordinate with other stakeholders engaged in water and sanitation activities, and provide technical guidance and leadership at the national level, including participation in government-led partners meetings; keeps abreast of trends, policies, GOI needs, and other donor programs in the sector, and advises the Mission in the implementation of best practices; supports ongoing and constantly improving relations with the GOI, State governments, IPs, other USG Agencies, and external organizations and counterparts; ensures capacity is developed in the technical aspects of managed programs/projects/activities; and, participates in budgeting and financial analysis with other Office staff, and with other Offices in areas related to managed activities. S/he mentors Project Management Specialists, Project Management Assistants, and other administrative personnel, and backstops and supports other PI and other office members on the Mission WASH Team.

Language:

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

Knowledge:

Required job knowledge should include:

In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the overarching problems of managing activities in widely differing urban areas of India and the problems and policies in India, from the business, political, and social perspectives; knowledge and understanding of the economic, political, social, and cultural characteristics of India; and, the economic development problems, resources, and resource constraints, and development prospects and priorities of India and the region; knowledge and understanding of the organization and respective roles of the different levels of the GOI, both at the Central and State levels, and the role of mandated units within each level, in order to enhance effective communication, and to develop consensus on program/project strategy and implementation plans.

Skills and Abilities:

Required skills and abilities should include:

Ability to plan, organize, manage, and evaluate program/project activities; excellent verbal and written communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior- and middle-level GOI and State officials, and with public and private organizations, such as primary USAID technical contacts in the development area (verbal communication skills are also used to explain and interpret GOI attitudes, priorities, and concerns to USAID officials, and to negotiate program/project plans and resolve program/project implementation issues with appropriate organizations, technical advisors, IPs, counterparts, and peers; excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers); good analytical ability needed to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans, skill in project programming, policies, and plans, and in developing strategies for implementation; ability to work effectively in a collaborative team environment, and to achieve consensus on policy, program/project, and administrative matters; good computer skills in order to manage assigned activities and to achieve set goals and achievements, both technical and financial; potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.

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.