

# Management Notice



American Embassy, New Delhi

**NO.:** 15-230

**DATE:** September 16, 2015

**FROM:** Craig Cloud – Minister Counselor for Management Affairs

**TO:** All New Delhi Americans

**SUBJECT:** Vacancy Announcement: Education Team Lead

**OPEN TO:** U.S. Eligible Family Members (USEFMs), Eligible Family Members, and Members of Household (MOH) – All Agencies and U.S. Citizens

**POSITION:** Education Team Lead, USAID/India  
(Resident-Hire U.S. Personal Services Contract), GS - 13

**OPENING DATE:** September 16, 2015

**CLOSING DATE:** September 30, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** GS-13 equivalent (Market range \$ 73,115 to \$ 95,048)  
Salary to be paid within this grade depending on the experience, qualifications, and salary history.

**LENGTH OF HIRE:** Two years with the possibility of extension, subject to mission's needs and fund availability.

**ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking an individual for the position of Education Team Lead (Resident-Hire U.S. Personal Services Contract) for USAID/India.

## **BASIC FUNCTION OF POSITION**

The position is located in USAID/India's Office of Partnerships for Innovation (Pi), which manages the Mission's education and disaster management portfolios, along with activities related to multi-sectorial innovation and entrepreneurship, women's empowerment, and governance. The incumbent will help manage the Pi portfolio in the Mission, under the supervision and guidance of the Office Director, comprised of five locally employed staff. The incumbent will represent the Mission's interest and involvement with senior levels of the GOI, NGOs, donors, private sector representatives, and other stakeholders. The Pi portfolio is a \$30 million and growing portfolio with both bilateral and unilateral activities in basic education, disaster management, innovation, entrepreneurship, governance, and women's empowerment that engage a range of players including local NGOs, GOI entities, private sector actors, U.S. private voluntary organizations, etc. The incumbent should possess a solid understanding of the challenges facing the Indian education sector and other Pi sectors of focus, the professionalism and management acumen to effectively deal complex development issues, and the ability to operate on the broader strategic landscape for education.

The incumbent should have excellent leadership skills, initiative, and independent judgment in supporting the design, implementation, monitoring, and evaluation of strategies and programs in the education sector. S/he is responsible for providing management and supervisory direction as well as technical guidance to contractors and grantees to ensure that USAID-supported programs adhere to the terms and conditions of USAID agreements, and are achieving the development impact and results that are expected.

The Education Team Lead reports to the Director of Pi Office and works independently, on most technical matters. Being a key expert upon whom the Mission relies to guide policy, program and resource allocation decisions, s/he interacts directly with a range of Mission staff, including the Mission Director, Deputy Director, other Office Directors, and interagency representatives, on related issues. S/he works collaboratively and proactively with other technical experts and support offices throughout the Mission on Pi program matters. The position supervises the work of two Pi Program Specialists, to whom s/he delegates responsibilities and provides assistance in achieving their work objectives.

## **MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent will provide overall guidance on the Pi portfolio including, but not limited to, the following major duties/responsibilities:

### **A. Support the design, procurement, and management of Pi activities interventions:**

Serve as the primary activity manager of multiple multi-million dollar early grade

reading activities which brings public and private sector partners together to strengthen the reading skills of Indian primary schoolchildren. As Activity Manager, work closely with the implementation partners to oversee and guide all aspects of project implementation – including strategy, leveraging of resources by public and private sector as well as by other donors for projects, partnership development, knowledge management, work plan development, communications and outreach, monitoring and evaluation, and reporting – to contribute to achievement of project objectives and concrete development results by each implementing partner. The incumbent will also provide field support to Washington-funded education activities, including the All Children Reading Grand Challenge for Development winners, and McKinsey Generation skill development project, and provide additional support to the Center for Innovations and Partnership on the Mission higher education initiatives.

**B. Communications and reporting on Pi activities:** Draft speeches, briefing memos, talking points for senior embassy officials including the Ambassador, Deputy Chief of Mission, and USAID management. Contribute to the drafting of Operational Plans, Program Performance Reports, Portfolio Review documents, briefers, presentations, and other materials on the Pi portfolio for various stakeholders, including the interagency, other donors, Washington stakeholders, civil society, and the private sector. Serve as the primary liaison to the Program Support office on the design, development, and compilation of data in support of the Education Program Management Plan and other monitoring and evaluation efforts. S/he will be expected to support the creation and implementation of a USAID/India education strategy, reflective of the new USAID Education Strategy to be developed in fall 2015.

**C. Represent USAID** in various USG, national, and international forums, workshops, and meetings, and in advocating for USAID programs and facilitate and help organize events that showcase USAID/Pi initiatives. Regularly meet with senior public and private sector officials to explore and forge new partnerships that bring new resources in support of USAID/Pi projects. Serve on panels and deliver presentations to diverse and senior audiences on USAID's education and multi-sectorial innovation strategy and project portfolio.

A copy of the complete position description listing all duties and responsibilities is available on USAID/India website <http://www.usaid.gov/india/careers>. It can also be obtained from the USAID India Human Resources Division (Contact: Vandana Sharma, Human Resources Specialist at Ext. 8117 or e-mail: [vsharma@usaid.gov](mailto:vsharma@usaid.gov))

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of a university degree, in a field relevant to development

assistance, such as education, public or business administration, political science, demography, or sociology.

2. **Prior Work Experience:** Three to five years of progressively responsible experience in international development or a related field is required.
3. **Language Proficiency:** Level IV (fluency) in English is required.
4. **Knowledge:** The incumbent should demonstrate knowledge about current trends in the education sector and other Pi sectors. .
5. **Skills and Abilities:** The incumbent should have an ability to understand USAID's internal analysis and reporting requirements, particularly as they relate to activity design, management and evaluation requirement. S/he should have the ability to:
  - Analyze macro-level education constraints, policy, statistics, and Pi programs data;
  - Write clearly and effectively so that editing requirements are minimized;
  - Support the implementation of the Mission strategy, USAID global education strategy, and other Pi related strategies;
  - Analyze policies, support the development of a policy reform agenda, and effectively negotiate its execution;
  - Assist in the design of activities with clear metrics and ambitious attainable development results;
  - Supervise staff, and monitor the implementation of contract/grant activities, as well as address areas of poor performance for either;
  - Work with the interagency, USAID/Washington, and other donors and create a participatory and consensus-oriented environment;
  - Negotiate effectively with private sector actors to bring new private sector partners and resources to the table in support of USAID Pi activities;
  - Handle sensitive issues diplomatically;
  - Prepare regular and ad hoc reports, project documentation, and briefing papers;
  - Communicate effectively in order to establish and develop sustainable working relations with peers, other USG counterparts, implementing partners and GOI officials; and
  - Use standard computer programs, including word processing, spreadsheet, and presentation software.

**Note:** This position is under a resident-hire U.S. Personal Services Contract with limited fringe benefits.

## **SELECTION PROCESS**

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The selected candidates for this position must obtain a "Facility Access" level clearance within a reasonable period of time (USAID will provide details regarding this clearance to the selected candidate) from USAID/Washington's Office of Security. A substantial delay in obtaining the required clearance will make the applicant ineligible for selection.

USAID/India expects to award a personal services contract for two-years with the possibility of extension, commencing as early as practically possible subject to security and medical clearances and funds availability. The duty post for this contract is New Delhi, India.

Evaluation factors:

- a) Demonstrated writing and verbal communication skills, as well as computer skills (to be tested during the interview process). (25 points)
- b) Demonstrated analytical, organizational, and creative thinking skills. (25 points)
- c) Depth and relevance of prior experience designing, planning and executing projects. (25 points)
- d) Interpersonal skills and ability to supervise staff and work flows, work as a team member with diverse colleagues, and provide leadership in areas of competency. (25 points)

Total = 100 points

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. The candidate must be able to obtain and hold a "Facility Access" level security clearance.

3. Currently-employed U.S. Personal Services Contractor (Resident-Hire) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family member (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)

OR

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet.

### **SUBMIT APPLICATION TO**

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)

### **POINT OF CONTACT**

Mr. Yashwant Kumar Kainth, Executive Officer  
Telephone: 91-11-2419-8542

**CLOSING DATE FOR THIS POSITION: SEPTEMBER 30, 2015 COB 17:00 hrs.**

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also

strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

### **Position Description:**

#### **EDUCATION TEAM LEAD (Resident-Hire, USPSC), GS-13 Office of Partnerships for Innovation (PI)**

### **INTRODUCTION**

The United States has had a development partnership with India for over 60 years. This partnership has yielded many landmark successes, such as the Green Revolution and effective national programs in HIV/AIDS and tuberculosis. India's emergence as a regional and global power and rapidly growing trade and investment partner created a strategic opportunity to evolve the traditional donor-recipient model of development into true peer-to-peer partnership, in which the United States and India join forces to tackle development challenges in India and globally.

For above purpose, as the principal development arm of the U.S. Government in India, USAID/India is undergoing an unprecedented transformation to a new strategic assistance relationship with India, from one of traditional donor-recipient to a peer-to-peer partnership for addressing Indian and global development challenges. Acknowledging India's growing economy, and remaining development challenges, USAID/India is now working with the Government of India (GOI), private sector, and civil society to identify, pilot, and scale up cost-effective innovations and best practices with the potential for global impact. The India platform serves as a model for other emerging middle-income countries with significant pockets of poverty. Specifically, USAID/India advances the U.S. foreign assistance objectives in the health, food security, energy/climate change, and education sectors.

Building partnerships is the core business model for USAID/India to realize its development objectives in India. While USAID/India continues its long partnership with the GOI, it now also works more collaboratively with a wide range of new partners – the private sector, foundations, educational institutions, investors, venture capitalists, development partners, and non-governmental organizations (NGOs) – to leverage one another's resources and experience to scale-up and diffuse Indian innovations for global impact. Working with private sector partners, such as for-profit companies, trusts, societies, foundations, Section 25 (non-profit) companies, research institutions, universities, NGOs, and groups (e.g. the Federation of Indian Chambers of Commerce and Industry [FICCI], United States-India Business Council), USAID/India is seeking to

expand opportunities to identify, develop, test, and disseminate proven Indian innovations and technologies to impact people's lives at the base of the pyramid in India, as well as for adoption in other countries. Corporate Social Responsibility (CSR) in India also presents an exciting opportunity for USAID/India, as the GOI has recently enacted changes in the Companies Act which make it mandatory for companies to spend at least two percent of their annual profits on CSR. USAID/India is offering development alliances as potential opportunities to companies looking to program their CSR-related financial and intellectual resources.

In the education sector, USAID/India works supports with the GOI through activities implemented by NGOs and public-private partnerships. The total annual investment is approximately \$5 million.

USAID/India supports a number of projects in the area of early grade reading, which is one of the three major goals under the USAID global education strategy. USAID recently awarded the Centre for Knowledge Societies (CKS), an Indian innovation consulting firm, a Cooperative Agreement to implement the READ Alliance. CKS has an ambitious plan for implementing the READ Alliance, a platform that will bring together organizations, corporations, think tanks, and others dedicated to improving the reading skills of primary school-age children in India, to identify, support, and scale up proven reading solutions. USAID/India has also established multiple partnerships, with CARE India, Absolute Return for Kids, Kaivalya Education Foundation, Room to Read, English Helper, and Sir Ratan Tata Trust, to use multiple different approaches and innovations to improve early grade reading outcomes for millions of children across the country.

USAID/India is seeking to engage the services of an International Development Professional as a Personal Services Contractor (PSC) to assist the Mission primarily in the design and management of the education portfolio. Experience and expertise working in the education sector is preferred, but not required.

## **BACKGROUND**

School Education Scenario in India: India, in the recent past, has made rapid progress in increasing access and enrollment of children to elementary (grades 1-8) education. However, student learning levels have remained alarmingly low with more than half of children in grade 5 not being able to read a grade two text.<sup>1</sup> High drop-out rates, large pupil teacher ratios, rote-based learning practices, and lack of teacher accountability are other major challenges facing the Indian education system. The GOI is making continued efforts towards universal education through increased financial allocation and policy reforms. The latest in the series of GOI efforts in this direction is the recently enacted Right to Education (RTE),<sup>2</sup> and the Padhe Bharat Badhe Bharat scheme under the Education for All Movement, designed to improve the quality of early grade reading and mathematics.<sup>3</sup>

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<sup>1</sup> Source: Annual Status of Education Report (ASER), 2011; Pratham

<sup>2</sup> The Right of Children to Free and Compulsory Education Act, 2009.

<sup>3</sup> <http://ssa.nic.in/pabminutes-documents/Padhe%20Bharat%20Badhe%20Bharat.pdf>, 2014

USAID/India Education Programs: USAID/India has supported basic education interventions since 2003. USAID programs have been designed to complement the GOI's efforts to improve the quality of education. The overall approach has been to initiate pilots, demonstrate the success and impact of these interventions, and partner with the government and the private sector for scale up and sustainability. USAID/India's new country development strategy focuses on harnessing unique opportunities within India to catalyze innovative solutions that would accelerate development outcomes both in India and worldwide. In line with this new strategy, USAID/India manages a number of activities, largely implemented by Indian non-governmental entities, aimed at supporting innovative solutions to strengthen early grade reading across the country.

USAID Education Strategy: In February 2011, USAID announced a new education strategy that focuses on three specific areas of education support; early-grade reading, workforce development, and educational access in crisis and conflict environments. Of these, USAID/India is focusing on early grade reading interventions. It is a measurable goal that most stakeholders agree is foundational in a pedagogical sense, and also a proxy for quality both at the systems and individual school level (Crouch and Grove, 2009). Investing in basic literacy also makes economic sense as a 10 percent increase in the share of students reaching basic literacy translates into a 0.3 percentage point higher annual growth rate for a country (Hanushek and Woessman, 2009).

### **BASIC FUNCTION OF POSITION**

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USAID agreements, and are achieving the development impact and results that are expected.

The Education Team Lead reports to the Director of Pi Office and works independently, on most technical matters. Being a key expert upon whom the Mission relies to guide policy, program and resource allocation decisions, s/he interacts directly with a range of Mission staff, including the Mission Director, Deputy Director, other Office Directors, and interagency representatives, on related issues. S/he works collaboratively and proactively with other technical experts and support offices throughout the Mission on Pi program matters. The position supervises the work of two Pi Program Specialists, to whom s/he delegates responsibilities and provides assistance in achieving their work objectives.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent will provide overall guidance on the Pi portfolio including, but not limited to, the following major duties/responsibilities:

**A. Support the design, procurement, and management of Pi activities interventions (50%):** Serve as the primary activity manager of multiple multi-million dollar early grade reading activities which brings public and private sector partners together to strengthen the reading skills of Indian primary schoolchildren. As Activity Manager, work closely with the implementation partners to oversee and guide all aspects of project implementation – including strategy, leveraging of resources by public and private sector as well as by other donors for projects, partnership development, knowledge management, work plan development, communications and outreach, monitoring and evaluation, and reporting – to contribute to achievement of project objectives and concrete development results by each implementing partner. The incumbent will also provide field support to Washington-funded education activities, including the All Children Reading Grand Challenge for Development winners, and McKinsey Generation skill development project, and provide additional support to the Center for Innovations and Partnership on the Mission higher education initiatives.

**B. Communications and reporting on Pi activities (25%):** Draft speeches, briefing memos, talking points for senior embassy officials including the Ambassador, Deputy Chief of Mission, and USAID management. Contribute to the drafting of Operational Plans, Program Performance Reports, Portfolio Review documents, briefers, presentations, and other materials on the Pi portfolio for various stakeholders, including the interagency, other donors, Washington stakeholders, civil society, and the private sector. Serve as the primary liaison to the Program Support office on the design, development, and compilation of data in support of the Education Program Management Plan and other monitoring and evaluation efforts. S/he will be expected to support the creation and implementation of a USAID/India education strategy, reflective of the new USAID Education Strategy to be developed in fall 2015.

**C. Represent USAID (25%)** in various USG, national, and international forums, workshops, and meetings, and in advocating for USAID programs and facilitate and help organize events that showcase USAID/Pi initiatives. Regularly meet with senior public and private sector officials to explore and forge new partnerships that bring new resources in support of USAID/Pi projects. Serve on panels and deliver presentations to diverse and senior audiences on USAID's education and multi-sectorial innovation strategy and project portfolio.

### **DESIRED QUALIFICATIONS**

- a. Education: Completion of a university degree, in a field relevant to development assistance, such as education, public or business administration, political science, demography, or sociology.
- b. Prior Work Experience: Three to five years of progressively responsible experience in international development or a related field is required.
- c. Post Entry Training: When eligible, the incumbent will be required to complete USAID's certification program on Acquisition and Assistance Management to be qualified as a Contract/Agreement Officer's Technical Representative (COR/AOR). S/he will be expected to undertake supervisory and leadership training programs offered by the Agency.
- d. Language Proficiency: Fluency in English is required.
- e. Knowledge: The incumbent should demonstrate knowledge about current trends in the education sector and other Pi sectors.
- f. Skills and Abilities:

The incumbent should have an ability to understand USAID's internal analysis and reporting requirements, particularly as they relate to activity design, management and evaluation requirement. S/he should have the ability to:

- Analyze macro-level education constraints, policy, statistics, and Pi programs data;
- Write clearly and effectively so that editing requirements are minimized;
- Support the implementation of the Mission strategy, USAID global education strategy, and other Pi related strategies;
- Analyze policies, support the development of a policy reform agenda, and effectively negotiate its execution;
- Assist in the design of activities with clear metrics and ambitious attainable

- development results;
- Supervise staff, and monitor the implementation of contract/grant activities, as well as address areas of poor performance for either;
  - Work with the interagency, USAID/Washington, and other donors and create a participatory and consensus-oriented environment;
  - Negotiate effectively with private sector actors to bring new private sector partners and resources to the table in support of USAID Pi activities;
  - Handle sensitive issues diplomatically;
  - Prepare regular and ad hoc reports, project documentation, and briefing papers;
  - Communicate effectively in order to establish and develop sustainable working relations with peers, other USG counterparts, implementing partners and GOI officials; and
  - Use standard computer programs, including word processing, spreadsheet, and presentation software.

### **POSITION ELEMENTS:**

**Supervision received:** The incumbent works under the supervision of the Director of the Office of Partnerships for Innovation. The incumbent is expected to consult her/his supervisor when activities are likely to become politically sensitive, run contrary to routine USAID policy and practices or involve high level coordination with other USG agencies. Otherwise s/he has latitude to take initiative and make decisions with respect to the Pi program.

**Available guidelines:** The incumbent will utilize guidance found in ADS Series 200 and 300, relevant Mission Orders, and USAID contracting guidance. S/he must be able to interpret existing guidelines and apply these to specific program or project situations.

**Exercise of Judgment:** The incumbent is responsible for the effective use and stewardship of vast amounts of USG resources, and consequently must exercise sound judgment in performing duties that have financial implications and where no clear precedents exist.

**Authority to Make Commitments:** The incumbent's authority to make program and financial commitments are considerable, deriving from his/her status, once certified, as a USAID Contract/Agreement Officer's Technical Representative. S/he makes independent decisions on management of the assigned projects and has wide latitude to negotiate with counterparts on various portfolio issues.

**Nature, Level and Purpose of Contacts:** As one of the Mission's key experts on education and other Pi sectors, the incumbent is expected to establish and maintain a wide range of contacts with high-level officials in national and local governments, senior representatives of corporations and corporate/philanthropic foundations, leadership of India's civil society organizations, professionals in academia and research organizations,

USAID/Washington's technical experts in the field of innovation and education, and counterparts in international organizations. This will enable the incumbent to stay abreast of sector developments and trends, negotiate new partnerships that bring resources in support of USAID projects, as well as convey information related to USAID's and the U.S. Governments equities in the sector. In either the role of Activity Manager or COR/AOR, the incumbent maintains very close and frequent contacts with USAID contractors and grantees, as well as with the Regional Contracting Officer/Agreement Officer, to provide and receive information related to management of the Pi portfolio.

**Supervisory responsibilities:** Two Pi Program Specialists

**Time Required to Perform Full Range of Duties:** One year

**Length of Hire:** Two years with the possibility of extension

**MEDICAL AND SECURITY CLEARANCES**

The selected applicant must be able to obtain a "Facility Access" level of Security Clearance and appropriate Medical Clearance from STATE/MED. The selected applicant must obtain these clearances prior to joining.

**Note:** This position is under a resident-hire U.S. Personal Services Contract with limited fringe benefits.

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This is a complete and accurate description of the duties and responsibilities of this position.