



# 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/15-04
- Position Title** : Project Management Assistant
- Opening Date** : April 22, 2015
- Closing Date** : May 13, 2015
- Number of Positions** : One (1)
- Office** : Office of Partnerships for Innovation (PI)
- Grade** : FSN-8
- 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 accounting, finance, business management, or any other related field is required.

**Experience:**

Three to five years of substantive and progressively responsible experience in providing office support, technical assistance, 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 Project Management Assistant provides substantive support to all PI Office staff for program/project/activity management, financial management, and internal and external communications. S/he will work closely with all Program Management Specialists in the Office, but depending on the Office portfolio may be assigned to focus on assisting Specialists with the most active programs. The Assistant will not be a formal Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR), but will have the necessary training needed in order to backstop official CORs/AORs in their absence or preoccupation. 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 PI Office and USAID/India activities.

The incumbent reports to the Office Director, Pi Office or his/her designee. Broadly, the incumbent 's responsibilities include:

a. Program Management Assistance

The Assistant provides support to all PI Office CORs/AORs by performing or coordinating a variety of technical-level program management functions, including, but not limited to, coordination, preparation, and documentation of annual program documents such as the Office Procurement Plan, the Operational Plan, the Congressional Budget Justification (CBJ), and the Performance Monitoring Plan (PMP); and, as required, takes the lead in organizing and participating in meetings with other support offices in contracting, financial management, and programming to finalize PI Office input to Plans and to follow progress in meeting current Plan requirements. The Assistant works with project managers in the preparation of GLAAS (electronic financial programming system) and other program-related documents, and serves as the Office quality control person for all such documents prior to signature by higher-graded Specialists or the Office Chief. S/he is the responsible person for assuring all GLAAS for program-funded PI Office staff positions are properly executed. In addition, the Assistant serves as the primary contact within the Office for coordination of audit findings and recommendations, coordinating needed actions and progress with CORs/AORs, Implementing Partners (IPs), and Government of India (GoI) counterparts in tracking responses and closing out audits, as required. The Assistant attends audit closeout meetings, and works directly with Regional Inspector General/Asia (RIG/A) counterparts and others to assure completion of needed program/project/activity adjustments.

The Assistant maintains current their status as an approved COR/AOR, and serves as backstop to PI Office CORs/AORs in their absence or preoccupation as necessary. In this role, the Assistant performs all approved functions of a COR/AOR and, during this period, holds Chiefs of Party responsible for the achievement of objectives and outputs.

b. Financial Management Assistance

The Assistant supports all PI Office CORs/AORs in a wide range of financial management assistance functions, including but not limited to budgeting, preparation of procurement plans, commitment and expenditure plans, accruals, 1311 analysis, and pipeline analyses. The Assistant participates in projecting budgetary resource needs based on program requirements, historical trends, planned expenditures, and ongoing analyses, and assists in preparing projections and arriving at annual obligation levels for Office-managed activities; keeps track of obligations, commitments, and expenditures; and, projects accrual data on a quarterly basis, which aids in projecting an accurate picture of PI Office-managed activity expenditures.

The Assistant serves as the primary PI Office liaison with Program Support Office and Regional Financial Management Office on financial matters, organizing and participating in meetings to track the financial progress of PI activities.

### c. Communications

The Assistant is responsible for maintaining information, fact sheets, bulletins, news articles, etc., on activities and programs managed in PI Office, and documents produced by PI Office-sponsored or PI Office-financed activities and events. Such information is used to supplement current information when needed in order to support Office and Mission outreach and communications initiatives. In addition, the Assistant maintains a list of the key reports and informative materials maintained in PI Office, and assists in documenting and disseminating such reports and materials to Office clients, partners, stakeholders, etc. The Assistant remains alert to Office operations that may be useful to support the Mission Development Outreach and Communication Officer (DOC) and Communication Specialists, and solicits input for "telling our story"-type success stories, photographs, and other relevant activity information from project managers and others (such as IPs and partners), taking the lead to assure PI Office-funded activities receive appropriate publicity in India and the US. The Assistant screens and responds to a variety of technical inquiries related to PI Office programs, directly or through superiors, depending on the nature of the inquiry and the level of the inquirer. As required, the Assistant compiles responses to requests for financial, and other, information from the GoI.

#### **Language:**

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

#### **Knowledge:**

The position requires a sound knowledge, or the ability to quickly develop a sound knowledge, of the concepts, principles, techniques, and practices of financial and program management; an understanding of Indian economic, social, cultural, and political characteristics; and a good knowledge of the history of development efforts in the sector supported by the PI Office.

#### **Skills and Abilities:**

The work requires tact, good judgment, and the ability to work independently; the ability to create and maintain positive working relationships with all members of the PI staff; the ability to establish and maintain contacts and good working relationships with counterparts in relevant GoI and IP organizations; to communicate effectively, both orally and in writing; 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; proficiency in word processing programs, and with other office software used within USAID and the USG; and ability to acquire good knowledge of USAID programming policies, regulations, methodologies, and documentation.

#### **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.