



USAID | INDIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: USAID/17-07

ISSUANCE DATE: October 11, 2017

CLOSING DATE/TIME: November 01, 2017 Indian Standard Time (IST)

SUBJECT: Solicitation for Foreign Service National/Cooperating Country Personal Services Contractor (FSN/CCN PSC)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with the attached Solicitation No. USAID/17-07. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached solicitation.

Sincerely,

Edward Michalski
Contracting Officer

USAID/India is accepting applications for the following Foreign Service National /Cooperating Country National Personal Services Contract (FSN/CCN PSC) position, to be filled subject to funds availability.

Advertisement No. : USAID/17-07

Position Title : Project Management Assistant

Opening Date : October 11, 2017

Closing Date : November 01, 2017

Number of Positions : One (1)

Office : Food Security Office (FSO)

Grade : FSN-8

Place of Performance: 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.

STATEMENT OF DUTIES:

This position is located in the Food Security Office (FSO). The incumbent serves as a Project Management Assistant (PMA) and provides substantive support to FSO for day to day program/project management, financial management and administrative assistance, and internal and external communications with various stakeholders. Under the direct supervision of the FSO Director and the Development Assistance Specialist, s/he has primary responsibility for tracking project information pertaining to performance measures, quarterly and annual progress reports, financial analysis and reporting. The incumbent provides administrative and project management support to the Office Director, Development Assistance Specialist, and Program Management Specialists in the Office. Depending on the evolving size of the Office portfolio at a given time, the incumbent could also be assigned to provide PMA services to other USAID/India Offices or serve as a lead or alternate Contracting/Agreements Officer's Representative (COR/AOR) for FSO programs. S/he keeps abreast with the current issues and challenges in the agriculture and related sectors where the Office programs are active, and maintains necessary project documentation and periodic status reports. Under the guidance of the Development Assistance Specialist in the Office, the incumbent also tracks office budget, procurement actions, obligations, financial pipeline for individual projects, performance management indicators, annual reporting; partnerships and leveraging; and communication and outreach activities with respect to agriculture, food security and climate adaptation programs.

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

1. Program Management Assistance

The incumbent supports the FSO CORs/AORs by performing or coordinating a variety of technical and program management tasks, including, but not limited to documentation of project procurement documents, the Operational Plans, Congressional Budget Justifications (CBJs), and Project Performance Reports. S/he coordinates and organizes FSO inputs to other support offices in finance, contracting and program actions processing. The PMA works closely with the project managers in processing GLAAS (Global Acquisition and Assistance System) actions and serves as the Office Point of Contract (POC) to ensure all the GLAAS actions for all Office programs/projects are completed in a timely manner. S/he serves as a primary contact within the Office for coordination of progress and financial reporting by the Office programs' Implementing Partners (IPs), communication of financial review or audit findings and recommendations and liaising with the Regional Financial Management Office to coordinate financial review/ audit closeout meetings.

S/he serves as a backstop support to the Development Assistance Specialist and Project Management Specialists team as and when required and keeps track of all necessary approvals/waivers related to the agriculture, food security and climate adaptation programs and initiate necessary action.

S/he develops and maintains information databases, including but not limited to key POCs among various stakeholders in the Government of India; IPs, governments, embassies, academic and research institutions in target partner countries' that work on related policy/program issues in the agriculture and food and nutrition security sectors; and assures that the information is shared within and outside of USAID as appropriate.

S/he may accompany project officers on site visits and financial reviews. S/he attends program reviews, management team meetings for agriculture and climate adaptation programs, prepares notes/reports, and shares those as appropriate.

2. Financial Management Assistance

The incumbent is responsible for providing support to the FSO CORs/AORs in a wide range of financial management assistance functions, including, but not limited to, budget tracking, procurement plans, commitment and obligation reports, expenditure plans, accruals and pipeline analysis. This includes coordinating with partners for obtaining timely financial information, computing and analyzing the information for accrual submission and assessing the funding needs of projects. S/he serves as the primary FSO liaison with the Program Support and Regional Financial Management Officer on financial matters, organizing and preparation of appropriate reports to track the office financial progress. The incumbent keeps track of individual project requisition for advance/reimbursement claims, maintains proper control of supporting documentation for funding, approvals and information for audits, and internal expenditure controls. S/he drafts planned expenditure and commitment data sheets which is used for allocation of Operating Year Budget, annual report preparation, pipeline analysis, various budget exercises and for the CBJ.

3. Communications and Outreach

The incumbent is responsible for the documentation and filing of all FSO projects related documents including progress reports, accruals, approvals, and communication materials. S/he will assist the FSO Specialists and the Office Director in drafting action memos, weekly and monthly newsletters, briefing memos, talking points, letters, financial tables and statements. S/he will work closely with the Mission's Communication Specialists and FSO Program Managers to ensure project results, impact/success stories are produced and disseminated in a timely manner for advocacy purposes in line with USAID's communication strategy. S/he will work closely with the national and international implementing partners to gather content and developing communication materials for dissemination through social and traditional channels. The incumbent provides support to the Office and assists in organizing partner meetings, trainings, events and field/site visits for high level visitors. S/he is responsible for maintaining factsheets, bulletins; news articles on FSO financed activities and assist the Specialists with drafting of speeches/ comments by the Senior Management at project events.

AREA OF CONSIDERATION:

The position is open to Foreign Service Nationals (also called Cooperating Country Nationals), which means an individual who is a cooperating country (India) citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

POINT OF CONTACT:

Ms. Vandana Sharma, Human Resources Specialist.

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

a. Education: Bachelor's degree in Life Sciences, Finance, Management, Arts or any other related field is required.

b. Experience: Minimum three years of progressively responsible experience in providing project management support, technical assistance or related work with an international or donor organization, or equivalent with a private or host-government entity is required.

c. Language Proficiency: Level IV (Fluency) in English and Hindi, speaking, reading and writing, is required.

d. Knowledge: A sound understanding of project management concepts, principles, and practices, with a good knowledge of host-country economic, social, cultural, and political characteristics is required.

e. Skills and Abilities: The incumbent must have: ability to establish and maintain contacts with counterparts in relevant host-government and partner organizations; ability to communicate effectively, both orally and in writing; ability to obtain, evaluate, and analyze

and interpret data and to prepare precise, accurate, and complete information for required reporting; ability to recognize significant developments and trends gleaned from the collected data and bring it to the attention of supervisors; ability to work and coordinate activities with a variety of international and national stakeholders and several staff members within the agency; computer literacy (e.g. application of Microsoft Office -Word, Excel, PowerPoint-other spreadsheet applications, application of statistical packages).

EVALUATION AND SELECTION FACTORS:

Candidates will be evaluated and ranked on the following criteria to a maximum score of 100 points:

- Job knowledge and skills (20 points)
- Ability to work as a part of team (20 points)
- Work Experience (20 points)
- Communication (20 points)
- Writing Skills (20 points)

HOW 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 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 by the closing date 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 position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form. Applications without reference to a specific advertisement number will not be accepted.

4. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:

- USAID/India website
- Internal Circulation
- Other (Please specify)

LIST OF REQUIRED FORMS FOR PSC HIRES:

Once the Contracting Officer (CO) informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the required forms related to mandatory medical and security clearances.

BENEFITS AND ALLOWANCES:

The successful candidate will be explained in detail about the benefits and allowances for FSN/CCN employees as per the Mission Policy.

TAXES:

All Locally Employed Staff (including FSN/CCN) are required to pay income tax to the Government of India.

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts with a Cooperating Country National for Personal Services Abroad,” including contract clause “General Provisions,” available at

https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms> .

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at

<http://www.usaid.gov/work-usaid/aapds-cibs> .

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See

<https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

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 who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than 120 days before applying for another USG position.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National 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 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.