



USAID | INDIA

FROM THE AMERICAN PEOPLE

NO.: 17-068

DATE: March 09, 2017

FROM: Craig Cloud – Minister Counselor for Management Affairs

TO: All New Delhi Americans

SUBJECT: Vacancy Announcement

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

POSITION: Education Team Lead
(Resident-hire U.S. Personal Services Contract), GS-13

OPENING DATE: March 09, 2017

CLOSING DATE: March 30, 2017; New Delhi Time

WORK HOURS: Full-time; 40 hours/week

SALARY: GS-13 equivalent (Market range from \$ 74,584 to \$ 96,958)
Salary to be paid within this grade depending on the experience, qualifications, and salary history.

LENGTH OF HIRE: Two years with the possibility of extensions. Extensions will depend on the need for continuation of such services, availability of funds, and satisfactory performance.

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

[Note: This vacancy notice is in anticipation of the position becoming vacant upon separation of the current incumbent. The position will be filled up only once it actually becomes vacant (anticipated August 2017).]

BASIC FUNCTION OF POSITION

The position is located in USAID/India's Office of Social Sector Initiatives (OSSI), which manages the Mission's water, sanitation and hygiene (WASH); basic education; and disaster management portfolios, along with activities related to women's empowerment, Tibetan

community resilience, and governance. OSSI is comprised of an Office Director, Deputy Office Director, WASH Team Lead, and nine 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 OSSI portfolio is a \$62 million portfolio with both bilateral and unilateral activities in basic education, disaster management, innovation, entrepreneurship, governance, and women's empowerment that engages 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 OSSI 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. S/he will help manage the OSSI portfolio in the Mission, particularly the basic education activities, under the supervision and guidance of the Office Director/Deputy Office Director. S/he reports to the Director of OSSI Office or her/his designee and works independently, on most technical matters. 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 expected development impact and results. 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 OSSI program matters. The position supervises the work of two OSSI Program Specialists, to whom s/he delegates responsibilities and provides assistance in achieving their work objectives.

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

- A. Support the design, procurement, and management of OSSI activities interventions;**
- B. Communications and reporting on OSSI activities; and**
- C. Represent USAID.**

A copy of the detailed position description including list of 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)

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, social sciences, political science, demography, or sociology is required.
2. **Prior Work Experience:** Minimum three years of progressively responsible experience in international development or a related field is required.
3. **Language Proficiency:** Fluency (Level IV) in English is required.
4. **Job Knowledge:** The incumbent should demonstrate knowledge about current trends in the education sector and other OSSI 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 OSSI programs data;
 - Write clearly and effectively so that editing requirements are minimized;
 - Support the implementation of the Mission strategy, USAID global education strategy, USAID/India Basic Education Strategy, and other OSSI 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 public and private sector actors to bring new partners and resources to the table in support of USAID OSSI 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.

SELECTION FACTORS

To be considered for this position, applicants must meet the minimum qualifications noted above. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria listed below.

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

EVALUATION FACTORS

- a) Demonstrated writing and verbal communication skills, as well as computer skills (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)

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 that 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 a reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidate(s) must obtain security and medical clearances within a reasonable period of time. USAID will provide details regarding these clearances to the selected candidate(s). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

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. The first 90 calendar days of the employment will be treated as probationary period. While on probationary period, the employee will not be eligible to apply for another position.

TO APPLY

Interested candidates for this position should click the link below to access the application form: <https://www.usaid.gov/sites/default/files/documents/1861/USPSC%20Application%20Form%20-%20Cover%20Form%20and%20Form%20AID%20302-3.docx>

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

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

POINT OF CONTACT

Mr. Edward Michalski, Executive Officer; Telephone: 91-11-2419-8542

CLOSING DATE FOR THIS POSITION: March 30, 2017 New Delhi Time

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 Social Sector Initiatives (OSSI)

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 identify, test, and scale-up proven approaches to impact people's lives at the base of the pyramid in India. 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 with the GOI through activities implemented by NGOs and public-private partnerships that improve early grade reading. The total annual investment is approximately \$4.5 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. In the context of India's scope and size of challenges, USAID/India has established partnerships, with CARE India, STIR Education, Kaivalya Education Foundation, Room to Read, English Helper, and Sir Ratan Tata Trust, to scale up evidence-based approaches and innovations to improve early grade reading outcomes for millions of children across the country. USAID also supports the READ Alliance, a platform implemented by the Centre for Knowledge Societies (CKS) 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. Winners from USAID's global All Children Reading Grand Challenge include two projects in India. Benetech works to deliver accessible, grade-level reading books to children who are blind by developing accessible audio books paired with the most current braille-focused reading methods, and Sesame Workshop India Trust works to strengthen family and community engagement in promoting mother tongue reading skills among early primary grade children. USAID has also funded the Tibet Fund to support education and skills development in the Tibetan communities in India.

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.¹ 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. According to UNESCO's 2016 Global Education Monitoring report, without "fundamental changes in the education system" India will be unable to meet the 2030 sustainable development goals, and could be 50 years late in achieving its global education commitments. The GOI is making continued efforts towards quality education through increased financial allocation and policy reforms. In 2009, the GOI enacted Right to Education (RTE),² which is being amended this year, and introduced the Padhe Bharat Badhe Bharat scheme in 2014 under the Education for All Movement, which is designed to improve the quality of early grade reading and mathematics.³ India is expected to release a revised National Education Policy in 2017, with the thrust of the new policy on quality of education

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 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 strategy, USAID/India manages a number of activities, largely implemented by Indian non-governmental entities, aimed at supporting innovative or evidence-based solutions to strengthen early grade reading across the country. Within the context of its Education Strategy, USAID/India aims to shape its current portfolio to include more responsive and effective activities with a clear path towards achieving reading outcomes on a wider scale.

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

The position is located in USAID/India's Office of Social Sector Initiatives (OSSI), which manages the Mission's water, sanitation and hygiene (WASH); basic education; and disaster management portfolios, along with activities related to women's empowerment, Tibetan community resilience, and governance. OSSI is comprised of an Office Director, Deputy Office Director, WASH Team Lead, and nine locally employed staff. The incumbent will help manage the OSSI portfolio in the Mission, particularly the basic education activities, under the supervision and guidance of the Office Director/Deputy Office Director. 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 OSSI portfolio is a \$62 million portfolio with both bilateral and unilateral activities in basic education, disaster management, innovation, entrepreneurship, governance, and women's empowerment that engages 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 OSSI 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 expected development impact and results.

The Education Team Lead reports to the Director of OSSI Office or her/his designee 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 OSSI program matters. The position supervises the work of two OSSI 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 OSSI portfolio including, but not limited to, the following major duties/responsibilities:

A. Support the design, procurement, and management of OSSI activities interventions (50%): Serve as the Education Team Lead for a portfolio of multi-million dollar early grade reading activities which bring public and private sector partners together to strengthen the reading skills of Indian primary schoolchildren. Work closely with the AORs and the implementing 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. Ensure alignment of USAID/India education programming to the Agency strategy, identifying and structuring a clear path towards scale-up of education activities with the most potential to contribute to the strategy’s objectives. Implement an appropriate performance measurement strategy to effectively monitor and evaluate the extent to which the objectives of the USAID/India Education Strategy have been achieved across activities. The incumbent will also provide field support to Washington-funded education activities and liaise with Washington stakeholders as appropriate.

B. Communications and reporting on OSSI 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 OSSI 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 implementation of the USAID/India education strategy, reflective of the broader Mission CDCS, as well as the new global USAID Education Strategy and the New Education

Policy in India..

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/OSSI initiatives. Regularly meet with senior public and private sector officials to explore and forge new partnerships that bring new resources in support of USAID/OSSI projects. Support MHRD partnership and coordinate on the potential Early Grade Reading bilateral agreement. 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, social sciences, 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 may 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 may 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 OSSI 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 OSSI programs data;
- Write clearly and effectively so that editing requirements are minimized;
- Support the implementation of the Mission strategy, USAID global education strategy, USAID/India Basic Education Strategy, and other OSSI 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 public and private sector actors to bring new partners and resources to the table in support of USAID OSSI 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 Social Sector Initiatives. 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 OSSI program.

Available guidelines: The incumbent will utilize guidance found in ADS Series 200 and 300, relevant Mission Orders, and USAID contracting guidance among other 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 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 may be 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 OSSI 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. Government's equities in the sector. In either the role of Education Team Lead 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 OSSI portfolio.

Supervisory responsibilities: Two OSSI 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.
