



**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 16-011**

**OPEN TO:** All Interested Candidates

**POSITION:** Public Health Administration Management Assistant,  
FSN-0540-08, CDC/DLA-041 (Personal Services Agreement)

**OPENING DATE:** January 25, 2016

**CLOSING DATE:** February 08, 2016

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

**SALARY:** Not Ordinarily Resident (NOR) - Grade: FP-06  
Ordinarily Resident (OR) - Grade: FSN-08\*  
\*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) 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 Public Health Administration Management Assistant in the Global Disease Detection Regional Center which is a sub section of Centers for Disease Control and Prevention (CDC) Office.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

**BASIC FUNCTION OF POSITION**

The incumbent will provide program management support to effectively manage and coordinate the Centers for Disease Control and Prevention/Global Disease Detection (CDC/GDD) India portfolio of cooperative agreements (grants) and donor reports. The incumbent will also provide programmatic and administrative management support by tracking and monitoring required reports and budget implementation and supporting overall administration of CDC's cooperative agreements in coordination with CDC technical staff.

Performs the following duties, though not limited to:

### **Management support to GDD India other CDC funded grantees**

- Serves as a liaison between CDC funded partners (including governmental, local and international, Non Profit Government Organization (NGOs) and GDD India to maximize effective working relationships.
- Coordinate within CDC India as well as between CDD India and various department and agencies within Ministries of the Government of India, including Ministry of Health and Family Welfare (MOHFW) and Ministry of Agriculture (MOA).
- Works closely with other members of CDC India and CDC Atlanta to facilitate and ensure accountability of activities funded by the U.S. Government.
- Monitors overall progress of DCD funded partners, as well as partner financial information (budgets, reported obligations and expenditures) for compliance with the approved application and US Government financial and reporting requirements.
- Prepares/Assist in the development of cooperative agreement funding opportunity announcements (FOA) and where appropriate. Assist the Government of India in the interpretation of the FOA and the development of a funding application and in developing continuation applications.
- Monitors cooperative agreements funding mechanism cycles and coordinate timely action and response.
- Assist in setting up and maintaining files and systems to ensure timely notification of appropriate CDC and partner staff of deadlines for FOAs, filling applications in response to the FOA, submission of continuation applications and required programmatic and financial reports.
- Receive routine and ad-hoc inquiries on cooperative agreement issues from partners, responding either directly (based upon knowledge and previously issued guidance) or triaging inquiries for appropriate response and action to the relevant CDC technical or management staff member.
- Assists in setting up and maintaining tracking systems for required programmatic, financial and other important administrative deadlines for funding for funded partners by maintaining and updating cooperative agreement files for FDC India (electronic and hard copy) consistent with CDC headquarter' s policies.

### **Managing Cooperative Agreements**

- Assist in monitoring CDC cooperative agreements with the Government of India. This includes routinely tracking and monitoring cooperative agreement partner performance and implementation progress utilizing programmatic objectives and performance measures.
- Communicate with CDC India staff on a full range of management, financial and administrative issues to ensure cooperative agreement files are up-to-date and complete.
- Work closely with partners to ensure appropriate sub-partner and sub-contracting monitoring. Provide recommendations to overcome sub-partner implementation challenges or other project modifications to assist partner to achieve their project goals.
- Follow up with partners to insure submission of required programmatic and financial reports and documents. Review and asses partner's proposals, work plans, interim and annual narrative progress and financial reports.

- Liaison with CDC India technical staff to understand activities supported through the cooperative agreement(s) as well as overarching programmatic priorities.
- Collaborate with technical staff to identify strategies for supporting priority activities through appropriate budgeting, funds redirection or other means.
- Identify cooperative agreement project issues, problems, conflicts and inconsistencies and coordinate with Program management branch chief, Project officer and CDC India staff responsible for technical oversight to promptly resolve the issues.

### **Administrative support**

- Maintain filing systems and program/activity files for assigned cooperative agreements, in accordance with CDC guidelines, policies and procedures.
- Prepare moderately complex, routine and non-routine correspondence.
- Note and disseminate minutes from the meetings with cooperative agreement partners or ensure that the grantee staff performs this task.
- Provide translation or interpretation services when necessary.
- Perform other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov).

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(Applications that do not provide clear evidence that all qualifications are met will not be considered)**

1. Completion of Bachelor's degree in either of these disciplines is required: Public administration, economics, finance, business administration, humanities or public health field.
2. Five years of program management experience in administration or project management handling development and review of grant applications, budget monitoring and financial aspects.
3. Level IV (Fluency) in English and Hindi is required (Speaking/Reading/Writing). **(When applying for the position, please indicate your level of proficiency for these languages)**
4. Demonstrated experience in MS Office applications such as Outlook, Word, Excel, and the Internet.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs and hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website. Please note: Must answer all the questions in DS-174 application form

[http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html) **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; **plus**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

U. S. Embassy  
Human Resources Office (Recruitment Team)  
Shantipath, Chanakyapuri  
New Delhi 110 021  
**Or**  
FAX: 2419-8056  
**Or**  
E-mail: [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov)

## POINT OF CONTACT

Telephone: 24198227/8369/8908

Please insert **16-011** (Vacancy Announcement Number) in the Subject of the E-mail [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov). Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

## DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire

Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth

- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (Yes or No)
- L. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

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.