

15. Qualifications Required For Effective Performance

a. Education

Bachelor degree or other equivalent advanced degree in business administration, logistics and related field is required

b. Prior Work Experience

The incumbent must possess at least five years of progressively responsible work managing clerical, logistics, administrative or accounting functions with at least two of those years working in an international public health or international development program. The incumbent should be knowledgeable about US Federal Appropriations Law and must be adept at the technical aspects of managing and working with US government (USG) internal control practices.

c. Post Entry Training

USG Procurement regulations, ICASS, Property Management

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Good working knowledge of English and French, both written and spoken at Level III

Incumbent must be able to understand and communicate with senior-level officials in the US government program as well as in the host country government in both English and French to assure mutual understanding of administrative and management procedures and terminology

e. Job Knowledge

The position requires considerable knowledge of the modern principles and practices of organization, administration and management. Incumbent must be familiar with host country local laws and practices related to procurement and contract activities under USG laws. Special knowledge on Taxation and duty free purchases are vital to this position.

f. Skills and Abilities

Must demonstrate interpersonal skills and ability to work in a multi-cultural, multi-ethnic and multi-lingual environment with sensitivity and respect for diversity; must have good computer skills including skills to successfully use Microsoft Office products.

16. Position Element

a. Supervision Received

The incumbent will be directly supervised by the CDC Deputy Country Director. The incumbent will work independently with minimal daily supervision. The incumbent is expected to resolve most problems and execute assignments with supervision limited primarily to review of end product results. Occasional specific guidance and written instructions provided by supervisor

b. Supervision Exercised

Incumbent directly supervises six (6) and indirectly supervises 20 to 21 CDC CI program staff of diverse backgrounds, skill sets, and varied responsibilities throughout the program.

c. Available Guidelines

PEPFAR and CDC specific oral and written procedures and policies. Mission standard operating procedure policies. US Department of State and Department of Health and Human Services guidelines on federal acquisition and logistics regulations must be reviewed and understood by the incumbent.

d. Exercise of Judgment

The incumbent will be expected to display significant initiative and exercise dependable judgment in the performance of regular duties; must be able to resolve problems that may arise by using proven or developing novel approaches. Must decide on priority scheduling of work.

e. Authority to Make Commitments

May recommend source but not make any commitment.

f. Nature, Level, and Purpose of Contacts

Contacts with local and overseas contractors and vendors.
Daily contact with all American and LE staff.

g. Time Expected to Reach Full Performance Level

Three months.

Addendum 1

Supervision 25%

Incumbent directly supervises six (6) and indirectly supervises 21 CDC CI program staff of diverse backgrounds, skill sets, and varied responsibilities. Assists Operations team members in developing weekly, monthly and annual work plans in order to provide forward planning and reduce number of urgencies.

Procurement Support: 15%

The incumbent works in conjunction with the PEPFAR CDC office and Embassy procurement officers to review procurement requests; determine the type of action needed; ensure that procurement documents are prepared in accordance with USG Federal Acquisition Regulations (FAR); review with the Procurement Officer all bid requests and quotes received from vendors for local procurement actions; assist in making purchase decisions and negotiations using factors such as cost, bidders capability and reputation, and other relevant factors.

Shipment Support: 15%

The incumbent directly or through subordinate staff, will liaise with U.S. Embassy Abidjan Shipping Office personnel to facilitate incoming and outgoing shipment and customs clearance for allowable personal property of U.S. direct-hire PEPFAR CDC personnel, PEPFAR CDC and project funded property. The incumbent is also responsible for resolving complex and sensitive shipment and/or customs clearance problems that may arise.

Personnel Management 10%

The incumbent will make recommendations to the DD for LES awards to Operations Branch staff and provide input into the preparation of necessary document submittals to Embassy HR. He/she will make recommendations to the Deputy Director on staffing budget, training and other Human Resource needs that will contribute to smooth running of the CDC CI Operations.

Participate in regular administrative meetings as they pertain to Operational issues.

Other 5%

The incumbent executes miscellaneous administrative duties as may be assigned by the DD or other senior level designee.