



PROJECT ADMINISTRATOR (Temporary)

The U.S. Embassy in Canberra is seeking an individual for the position of Project Administrator in the Overseas Building Operations (OBO) Office. The successful candidate will provide administrative and technical support to the OBO office. This is a temporary position for the duration of a set project, not expected to exceed 18 months from commencement.

Salary: A\$60,779 p.a. + superannuation benefits
Hours: 40hrs/week, Monday to Friday.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Four years of progressively responsible administrative management work with experience in basic accounting and/or bookkeeping principles is required. Two years of this experience must be in the local construction industry.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Must demonstrate good working knowledge of budget reporting procedures, accounting principles, and procurement policies and procedures.
5. Must be able to demonstrate good working knowledge of construction project management, including local construction laws and regulations, building codes, State/Territory service providers and health and safety requirements.
6. A current unrestricted driver's license that enables the individual to legally drive in Australia is required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by C.O.B **DECEMBER 7, 2010**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: PROJECT ADMINISTRATOR

**POSITION GRADE LE- 7
(STARTING SALARY A\$60,779)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The position provides administrative and technical support to the Overseas Building Operations (OBO) office. The position is responsible for all office administrative operating procedures, and assists in the preparation of project financial summaries and reports, funding recommendations for office budgets and purchases. The incumbent will liaise with various Embassy agencies to provide access.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Susan Pietsch at (02) 6214 5709.

Major Duties and Responsibilities

1. Financial and Fiscal:

Compile annual budget submission under direction of the Project Director. Develop monthly and quarterly financial plans with the annual allotment. Prepare and disseminate weekly and monthly project reports showing status of project funds. Compile data for financial plans, management reports and periodic reviews. Recommend priorities of obligation and expenditures against the financial plan. Make summary analyses and recommendations on funding shortfalls and reallocations. Monitor all purchase orders/contracts for consulting firms and local personal services contracts to insure compliance. Prepare purchase order/contract changes as directed by OBO Project Director. Provide payment recommendations to the Project Director for consultant's fees, personnel invoices and contractor monthly payment requests. Receive payment and procurement requests, review for completeness and determine type of action necessary and sources from which the commodity or service is available. Estimate probable cost and identify the fiscal account. Draft purchase orders, obtain necessary signatures and ensure payment is processed. Maintain purchase order status logs and follow-up on pending payments, de-obligate the balance after final payment. Act as liaison between OBO and embassy procurement and financial offices.

2. Administrative:

Make travel arrangements, local reservations and keep abreast of various procedural requirements. Establish and maintain construction files and records for all projects. Responsible for preparation and submission of Time and Attendance records. Act as sub-cashier, responsible for petty cash. Research and complete background

information and compose, proof and edit drafts of letters, cables, and memorandum regarding administrative issues. Requisition office supplies, repair office equipment and printing services. Direct telephone, personal and written inquiries to appropriate office personnel. Maintain calendar of meetings for the Project Director and coordinate preparations for official visits.

3. Technical:

Receive and log appropriate technical submittals and coordinate with technical personnel. Receive Requests for Information and coordinate/identify Contract Drawings/Specifications. Visit construction site as required, notify Project Director of obvious safety violations and hazards. Liaise with local government agencies and service providers. Liaise with Embassy administrative offices on project status and coordination issues. Be Acting Project Director when required, and keep OBO Project Director informed of any crucial occurrence while the Project Director is on TDY. Draft monthly newsletter for CLO office. Prepare draft Power Point and other presentations as directed by the Project Director informing of project scope and status. Liaison with Site Security Coordinator and Regional Security Office for various security issues and arrange for contractor personnel badges/access, etc. Follow-up with shipping department regarding duty exemptions and deliveries. Provide monthly input and prepare draft response on schedules versus contractor progress of work on site. Assist technical staff on a daily basis for various technical matters as directed.

4. Performs other duties as directed by Project Director

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Four years of progressively responsible administrative management work with experience in basic accounting and/or bookkeeping principles is required. Two years of this experience must be in the local construction industry.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Must demonstrate good working knowledge of budget reporting procedures, accounting principles, and procurement policies and procedures.
5. Must be able to demonstrate good working knowledge of construction project management, including local construction laws and regulations, building codes, State/Territory service providers and health and safety requirements.

6. A current unrestricted driver's license that enables the individual to legally drive in Australia is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 US 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 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.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

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

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 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

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS C.O.B DECEMBER 07, 2010

The U.S. Mission in Australia 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.

US Mission Australia maintains a drug free work environment.

APPENDIX

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 (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References