



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 16-021**



OPEN TO: U.S. Citizens Currently Resident in Caribbean Region

POSITION: USPSC Supervisory Executive Specialist

OPENING DATE: June 10, 2016

CLOSING DATE: June 24, 2016 (close of business 5:00 p.m)

WORK HOURS: Full-time, 40 hours/week

SALARY: **GS-12 (US\$62,101.00 –US\$80,731.00)**

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bridgetown, Barbados is seeking eligible and qualified applicants for the position of U.S. Personal Services Contract (USPSC) Supervisory Executive Specialist in the USAID Section. This is a locally hired position, cost associated with relocation to Barbados are not a part of the hiring package.

BASIC FUNCTION OF POSITION:

The USPSC Supervisory Executive Specialist (SES) will report directly to the Mission Director. The primary responsibility of the position is to serve as Administrative and Operational Team Leader and Regional Executive Officer representative for the Eastern and Southern Caribbean Mission with responsibility for the full range of support services and oversight assistance in the complex daily operations of the Mission which is geographically dispersed with staff presence in Barbados, Guyana, Suriname and Trinidad and Tobago. The incumbent will be expected to provide daily leadership, guidance and offer professional expertise and knowledge in close collaboration with Mission management. The SES will receive support and regular guidance from the Regional Executive Office in the Dominican Republic (R/EXO/DR) staff in all administrative, operational and logistical functions traditionally expected of an executive office.

The incumbent is an integral member of the USAID/Eastern and Southern Caribbean Team, and directly supervises four staff and provides daily guidance and direction to the three others.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** A Master's Degree in Public Administration, Administrative Management, Business Administration, Financial Management or related field is required.
2. **EXPERIENCE:** At least eight (8) years of progressively responsible experience in performing and supervising management operations is required. Demonstrated successful experience in the field of management and administration including, personnel administration, management analysis and planning, general services and travel, administrative procurement, budgeting, planning and contract managements aspects of administrative management operations. Work experience must demonstrate proven ability to work independently with minimal supervision or guidance. Proven ability to understand and resolve complex administrative issues. Ability to establish and maintain professional and effective contacts within the Mission and within the interagency community(ies) of Embassy(ies) Bridgetown, Georgetown, Paramaribo and Port of Spain. Demonstrated ability to maintain positive and effective relationship with individuals without formal supervisory relationships.
3. **LANGUAGE:** Fluent written and oral proficiency (Level 4) in English is required.
4. **SKILLS AND ABILITIES:** The incumbent must be able to work under pressure managing a variety of administrative, managerial, supervisory and personnel issues. The incumbent must possess extremely strong interpersonal, team and mentoring skills as well as a sound knowledge and ability to manage and supervise complex operations. Mid-level computer skills. Strong interpersonal and cross-cultural skills enabling him/her to establish and maintain strong contacts with customers both within and outside USAID. Proven interpersonal skills to manage requests with patience, diplomacy, and tact. Proven leadership and management skills particularly with respect to administrative and operational issues. Proven ability to lead, train, and supervise. Proven ability to analyze, conceptualize, negotiate, exercise sound judgment, and originate ideas. Proven ability to identify problems, and develop creative solutions. Demonstrated experience working in a team setting. Must be knowledgeable and capable to deal with sensitive and emergency situations at any time.
5. **JOB KNOWLEDGE:** Must have expert knowledge of the broad range of administrative management issues including, general services, personnel management, administrative procurement, budgeting, records and correspondence, etc. Demonstrated understanding of operational programming and best practices, budgeting and financial management. Expert knowledge of administrative and management operations, including acquisition and assistance, financial, and human resource management.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://barbados.usembassy.gov/vacancies2.html> and/or by contacting the Human Resources Office (246) 227-4342.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Non-Sensitive security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (**Form DS-174**), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Resume.
3. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, language test scores, work and/or residency permits, CSME skills certificate).

WHERE TO APPLY:

Human Resources Office Human Resources Office, Bridgetown, Barbados-
Telephone: (246) 227-4342 or (246) 227-4014.
Mailing Address: U.S. Embassy, Wildey Business Park, Wildey, St. Michael,
Barbados BB,14006
FAX Number: (246) 227-4048
E-mail Address: BridgetownHR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**

- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Drafted: ACarrington - USAID

Cleared: MHunte - HRS

TOwens - RHRO

KSeifert – USAID

Approved:PKalinowski - MO

Supervisory Executive Specialist

Basic Functions of the position

General:

The USPSC Supervisory Executive Specialist (SES) will report directly to the Mission Director. The primary responsibility of the position is to serve as Administrative and Operational Team Leader and Regional Executive Officer representative for the Eastern and Southern Caribbean Mission with responsibility for the full range of support services and oversight assistance in the complex daily operations of the Mission which is geographically dispersed with staff presence in Barbados, Guyana, Suriname and Trinidad and Tobago. The incumbent will be expected to provide daily leadership, guidance and offer professional expertise and knowledge in close collaboration with Mission management. The SES will receive support and regular guidance from the Regional Executive Office in the Dominican Republic (R/EXO/DR) staff in all administrative, operational and logistical functions traditionally expected of an executive office.

The incumbent is an integral member of the USAID/Eastern and Southern Caribbean Team, and directly supervises four staff and provides daily guidance and direction to the three others.

Major Duties and Responsibilities:

Management:

The incumbent supervises four staff members in the Administrative Office; including one Acquisition and Assistance Specialist, one Human Resources (Travel) Assistant, one General Services Technician/Computer Operator, and one Administrative Assistant. The incumbent also provides daily guidance and direction to the Secretary to the Mission Director, one Administrative Assistant based in Georgetown, Guyana, and one PEPFAR Administrative Assistant based in Barbados, including work plan development, work assignment, provision of guidance and performance monitoring. The incumbent and his/her staff are responsible for the routine, high-level, delivery of efficient support services across the Mission.

As the local representative of the Regional Executive Officer, the incumbent performs Executive Office functions ensuring continuity of Mission operations, except those which cannot be delegated or which require commitment of U.S Government funds.

The incumbent keeps fully cognizant of all regulations pertaining to Mission operations, including but not limited to, financial management, personnel management, administrative procurement, travel and transportation, ICASS, provision of services in a consolidated environment and information technology.

The Incumbent is expected to work with little supervision and often provides expert advice to the Mission Director and Regional Executive Officer.

The incumbent is expected to demonstrate a keen ability to obtain results from people over whom he/she does not have direct supervisory authority.

Administrative Responsibilities:

The incumbent is responsible for all Human Resources functions in conjunction with subordinate Mission HR staff, and will liaise with the R/EXO Human Resources Office in the Dominican Republic on any appropriate personnel-related matters in order to ensure the full range of efficient, effective and discreet personnel services to USDH, USPSC, TCNPSC and FSNPSC employees.

The incumbent assures that Mission personnel systems are in compliance with post and USAID Human Resources policies and procedures and also assures that HR issues are promptly addressed to prevent hampering of or interruption to Mission operations.

The incumbent provides advice to Mission management on all facets of personnel administration including prevailing practices and employment policies in numerous jurisdictions and countries. Actively participates with Mission management in long-term human resource planning and reorganization processes, and responsible for preparation of necessary documentation such as functional statements, position descriptions, organizational charts for review and approval by the senior management.

Management and oversight, in conjunction with R/EXO, of Mission recruitments inclusive of actions in Barbados, Guyana, Suriname and Trinidad and Tobago. Management and oversight of Mission personnel contracts including performance monitoring, funding actions, and personnel actions.

The incumbent is responsible for maintaining the Mission's organizational structure and is responsible for staff development as well as leadership, supervision and guidance to all relevant administrative personnel including assigning work, reviewing progress and evaluating work performance.

Operational Financial Management:

The incumbent, in conjunction with the Regional Controller's Office, is responsible for developing, managing and monitoring the OE budget, Program Support budgets, and ICASS budget tables on a continuing basis for the ESC Mission. This includes close collaboration with Regional Controller personnel in the Dominican Republic, including the Controller, if necessary, on such issues as the OE budget and other financial issues that impact Mission operations. In conjunction with Mission Director and all Section Supervisors, develops and manages administrative support budgets.

The incumbent is responsible, in conjunction with the Regional Controllers Office, for management and oversight of all Mission payments including voucher processing, payment disbursement and regular reconciliation.

Planning and Policy Responsibilities:

Provides administrative policy guidance to all categories of employees, by assuring that administrative Mission Orders are current, and coordinates the revision and issuance of Mission Orders and Mission Notices in those relevant administrative and operational areas. Proposes revisions or changes to those policies and procedures.

General Services:

Procurement

In conjunction with subordinate Mission staff (A&A Specialist; General Services Technician) and the General Services Officers (GSO) in Bridgetown and Georgetown, the incumbent assures that goods and services are acquired to support USAID administrative and program operations. Reviews and provides clearance to all administrative procurement actions ensuring purchases are sound and within approved budget levels.

Travel

Management and oversight of all Mission travel in conjunction with subordinate Mission Travel Arrangers. Responsible for the efficient, effective and smooth travel operations of a regional Mission

serving ten countries. Travel is an extensive component of the Mission's operational portfolio and requires consistent monitoring and management. Incumbent responsible for establishing and monitoring travel budgets with Office Directors and maintaining annual Open Authorizations.

Property Management

In conjunction with the subordinate General Services Technician and the General Services Officers (GSO) in Bridgetown and Georgetown, the incumbent monitors operations of USAID sections of the warehouse to ensure effective tracking of goods from ordering to receipt. Supervises the management of USAID non-expendable (NXP) and expendable property (EXP). The incumbent works with the GSO in preparation of annual end-of-fiscal-year reports to Washington and coordinates requisite authority for disposition of Mission property. Provides budget planning and assures that replacement property is acquired. Ensures that HHE, UAB and POV shipments of American staff are received, cleared and delivered through the Embassy shipping and customs office. Ensures close coordination with Embassy(ies) GSO/Housing Sections on issues and resolutions related to Dedicated USAID Director housing and USDH assigned housing in accordance with Post Housing Handbook(s) and relevant policies and regulations.

Mission Vehicle

In conjunction with the subordinate General Services Technician, the incumbent supervises the operation of the USAID Mission Director vehicle in Bridgetown. The incumbent assures vehicle is maintained in good working condition and that preventative and corrective maintenance procedures and safety measures are following. Incumbent in coordination with the GSO prepares planning budget for vehicle spare parts and supplies. Supervises the preparation of required USAID/W reports.

Communications and Records

Directly supervises USAID file custodian and assures Mission C&R functions are carried-out in support of the USAID program. Assures that all vital records are appropriately identified and protected, official files are maintained in accordance with Agency regulations and disposed of, as scheduled.

ICASS Service Monitor

Maintains and revises ICASS workload counts for services received by USAID and PEPFAR programs in Barbados, Guyana, Suriname and Trinidad & Tobago. Incumbent supports the USAID ICASS representative on the post ICASS Council and directly serves on Post's ICASS Budget Committee. Incumbent is principle lead on ICASS issues, requests revision of invoices when needed and coordinates any actions related to the effectiveness of service provision. This includes employing experience and expertise in responding to ICASS issues, constant quality monitoring and appropriate intervention/correction of ICASS services.

Information Technology

Principle Mission coordinator, in conjunction with the GST/Computer Operator, for Mission IT Systems, including management and oversight of IT issues, solutions and responses in conjunction with Post IRM, R/EXO, and USAID CIO.

Qualifications:

Education

A Master's Degree in Public Administration, Administrative Management, Business Administration, Financial Management or related field is required.

Experience

At least eight years of progressively responsible experience in performing and supervising management operations is required. Demonstrated successful experience in the field of management and administration including, personnel administration, management analysis and planning, general services and travel, administrative procurement, budgeting, planning and contract managements aspects of administrative management operations. Work experience must demonstrate proven ability to work independently with minimal supervision or guidance. Proven ability to understand and resolve complex administrative issues. Ability to establish and maintain professional and effective contacts within the Mission and within the interagency community(ies) of Embassy(ies) Bridgetown, Georgetown, Paramaribo and Port of Spain. Demonstrated ability to maintain positive and effective relationship with individuals without formal supervisory relationships.

Post Entry Training

The incumbent is expected to possess the necessary technical training and administrative skills and abilities required to perform the administrative responsibilities required of the position. Post entry training will, therefore, be focused primarily on Agency-specific policies, procedures and regulations.

Language Proficiency

Level IV English

Knowledge

Must have expert knowledge of the broad range of administrative management issues including, general services, personnel management, administrative procurement, budgeting, records and correspondence, etc. Demonstrated understanding of operational programming and best practices, budgeting and financial management. Expert knowledge of administrative and management operations, including acquisition and assistance, financial, and human resource management.

Skills and Abilities

The incumbent must be able to work under pressure managing a variety of administrative, managerial, supervisory and personnel issues. The incumbent must possess extremely strong interpersonal, team and mentoring skills as well as a sound knowledge and ability to manage and supervise complex operations. Mid-level computer skills. Strong interpersonal and cross-cultural skills enabling him/her to establish and maintain strong contacts with customers both within and outside USAID. Proven interpersonal skills to manage requests with patience, diplomacy, and tact. Proven leadership and management skills particularly with respect to administrative and operational issues. Proven ability to lead, train, and supervise. Proven ability to analyze, conceptualize, negotiate, exercise sound judgment, and originate ideas. Proven ability to identify problems, and develop creative solutions. Demonstrated experience working in a team setting. Must be knowledgeable and capable to deal with sensitive and emergency situations at any time.

Position Elements:

Supervision Received

Immediate supervisor is the USDH Mission Director who, in conjunction with Regional Executive Officer, outlines duties and responsibilities in terms of Mission policies and objectives. Work is reviewed primarily in terms of accomplishments and adherence to USAID and Mission policy.

Available Guidelines

Automated Directives Systems (ADS); Federal Acquisition Regulations (FAR); AID Acquisition Regulations (AIDAR); U.S. Department of State Standardized Regulations; Federal Travel Regulations; Foreign Service National Local Compensation Plan, ICASS Handbook; Comptroller General Decisions and Mission Policy. Because of the scope of activities covered by the EXO office, there is a wide variety of regulations that cover

the various elements, including the FAM, ADS, Standardized Regulations and AIDAR. In addition, some aspects of the job are not directly covered or instructed within the formal regulations such as GLAAS and E-2. Policies and procedures are also often implemented on an interim basis through notices and AAPDs. The incumbent must have a very sound understanding of this wide variety of regulations and be able, based on experience, to interpret the intent of what at times can be very confusing and contradictory regulations/guidance.

Exercise of Judgment

As an experienced executive professional, the incumbent will exercise independent judgment and ingenuity to interpret and develop applications and guidelines in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with the USAID/Eastern and Southern Caribbean Mission which is comprised of operating units in Guyana, Suriname and Trinidad & Tobago as well as representatives from other U.S. Government Agencies to resolve problems that arise during the course of work for which there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively and coordinating multi-sector efforts in support of the broader Mission's operational and development objectives. The incumbent will be required to follow and adhere to USAID's Code of Ethics and Conduct. Must exercise a high level of independent judgment based on knowledge and experience within available guidelines in planning and managing, in exercising delegated authority to weigh the needs of the office or requestor and make appropriate decisions. Must be capable of guiding, assisting and advising administrative personnel as well and office Directors and Activity Managers in regards to Agency Policy, regulations and Mission Operations Procedures.

Authority To Make Commitments

Incumbent has full authority within the administrative area with the exception of signatory authority to commit funds or make policy.

Nature and Level of Contacts

Internally, the incumbent will interact in terms of passing on knowledge and advice with the entire mission staff, and will be expected to provide expert level advice to the Mission Director, Office Directors in Barbados and Guyana, relevant PEPFAR Coordinators and support staff in USAID/Santo Domingo. Must establish sound and effective relationships with Embassy counterparts as well as host country officials. Nature of contact will vary from information providing or gathering, to advice, coordination, and insuring services received meet establish standards.

Supervision Exercised

Exercise first and second level supervision over all employees in the administrative office of USAID Eastern and Southern Caribbean staff based in Barbados, Guyana, Suriname and Trinidad & Tobago and PEPFAR administrative staff in Barbados; providing guidance and assisting them in resolving problems and achieving their objectives.

Travel

The incumbent must be able to travel for 1-2 weeks within the ESC area of responsibility and internationally.