

15. Qualifications Required For Effective Performance

a. Education

Associates Degree in Business Administration, Accounting, or a related degree.

b. Prior Work Experience

Three years of progressive, professional experience in an administrative, financial or project management field, or closely related experience is required.

c. Post Entry Training

On-the-job training. PP420 - INL Program and Project Management I, PP218 - INL Orientation, PY220 Introduction to Grants and Cooperative Agreements, PY222 - Monitoring Grants and Cooperative Agreements, PA178 Contracting Officer's Representative (COR), PT208 - Managing State Projects, PP223 - Managing Foreign Assistance Awards Overseas, FasTrac Courses - Planning Project Procurement and Project Management Simulation, PP410 - INVEST: Leahy Vetting at Post.

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

Level IV (Fluent Working Knowledge) Speaking/Reading/Writing English is required.

e. Job Knowledge

Must have knowledge of Microsoft suite of software, to include: Word, Excel, Access, and PowerPoint. Must have knowledge of administrative procedures, such as, filing, maintaining records, and establishing filing systems.

f. Skills and Abilities

Strong organizational skills are required. Must be able to deal effectively with senior USG officials within and outside the US Embassy, as well as senior GOB officials. Must have a demonstrated ability to plan, organize and manage a project with limited guidance and supervision and be able to effectively prioritize assignments. Must be able to effectively communicate orally and in writing, both in English. Must be able to work under pressure, to deal with overlapping tasks, and to work independently when the INL Program Specialist is away from Post. A valid Belize driver's license is required. Must be able to pass a physical examination as an incidental driver and must be able to maintain the medical certification for official vehicle driving privileges. Individuals not meeting Federal Motor Carrier Safety Regulations medical requirement will not be authorized to operate U.S. Government vehicles.

16. Position Element

a. Supervision Received

The position is directly supervised by the Program Specialist.

b. Supervision Exercised

Incumbent will supervise contract personnel in support of project objectives.

c. Available Guidelines

Written and oral instructions and guidelines will be received from the INL Project Coordinator. Policy and procedural guidance is provided in the FAMs, FAHs, DSSR, INL Policies and Procedures Handbook, INL Financial Management Handbook, INL Procurement Policies and Procedures Handbook and Embassy Belize Financial Management Center policies.

d. Exercise of Judgment

Incumbent must exercise exceptionally good judgment in the conduct of his/her duties, due to routine interaction with senior Embassy personnel, visiting delegations and GOB officials. Must have ability to make appropriate analysis of discussions with host country government and suggest solutions to the Program Specialist to address issues and areas of concern, and make studied recommendations to improve operations of the INL office and Project implementation.

e. Authority To Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Incumbent will maintain contact with GOB officials and senior U.S. Embassy personnel. Contacts with INL Bureau. Contacts within the Embassy will facilitate administrative, logistic and programmatic actions relating to the INL Project. Contacts with host government officials will assist communicating information and instructions, assessing needs and requirements, end-use monitoring, and fostering increased cooperation from GOB officials.

g. Time Expected to Reach Full Performance Level One year

14. Major Duties and Responsibilities (Continue)

A. Project Management:

40% of Time

The project assistant acts as the program specialist's alter ego and serves as the Program Specialist in their absence. The incumbent works with the Government of Belize (GOB) agencies to define performance measures and monitors project performance. The incumbent creates various reports based on project execution, progress in reaching project goal, project deliveries and the monetary value of the delivery. Incumbent maintains project related files on CARSI projects to provide oversight of the contract quality assurance and surveillance plans for end use monitoring and acts as the COTR for specific contracts under the project, coordinating through liaising with the contractor, the GOB, INL, and GSO. Incumbent tracks deliveries with the shipping and customs office and monitors all the delivery logistics of hardware and software purchases for the GOB under auspices of the CARSI Agreements. Works with GOB entities to identify appropriate participants for training, obtains list of candidates and ensures proper vetting of candidates.

B. Project Procurement Related Activities:

45% of Time

The project assistant works with the Program Specialist to develop a strategic acquisition plan for goods and services to support the over \$5 Million in CARSI projects. The incumbent works with the GOB to define acquisition requirements, prepares the requisite Statement of Work (SOW), Performance Work Statement (PWS), Independent Government Cost Estimate (IGCE), and technical specifications for required services and equipment and initiates procurement actions in ARIBA. The project assistant inputs procurement data in the INL tracking software and maintains entries in the database and reports. Assists in the coordination of delivery and logistic related activity for CARSI projects in various locations throughout Belize. Schedules, designs and coordinates logistical support for training events and conferences locally with GOB officials. Meets regularly with host country mid-high and executive officials of relevant ministries to include, but not limited to: The Ministries of National Security, Finance, Labour, Local Government, Rural Development, NEMO and Immigration and Nationality to identify deficiencies, avoid duplications, discuss ongoing projects and plan for new initiatives. Participates in the development and administration of the Integrated Country Strategy and supports development of the Mission Resource Request (MRR) by providing operational data or information regarding changes to existing program operations, projections of new program activities, and identifying funding and resource requirements.

C: Financial Management and Voucher Preparation Activities:

10% of Time

The project assistant works with the INL Budget Analyst to track program budget expenditures using the INL financial system and ensures that the data matches project expenditures for a multi-million dollar, multi-year budget; provides administrative, financial and technical oversight of project awards to ensure that proper budget and accounting codes are used. The incumbent monitors the budget, and works closely with INL Budget Analyst to ensure the proper obligation of project monies. He/she tracks the approved budget in accordance with INL financial system, as well as DOS standards, and regulations, with responsibility for the preparation and submission to the INL Budget Analyst all prescribed financial and other reports. The incumbent ensures that invoices received for payment are correct and complete with contract references and receiving reports; assembles the payment package for Program Specialist verification consistent with the contractual terms to include; INL Contracting Officer Representative certification; receiving report; INL Accounting office processing for payment

consistent with the Department's guidelines for prompt payment within 30 days of invoice issuance.

D. General Administrative Support:

5% of Time

The incumbent prepares a variety of correspondence and reports from drafts into proper format with responsibility for correct spelling, grammar, capitalization and punctuation. Maintains the project files ensuring all documentation is attached. Drafts finished formal correspondence relating to our project and project agreements to assure complete understanding of the terms and conditions of the donation with the Government of Belize clients. Develop and assist in preparation of presentations and briefings. Prepare and manipulate Word documents, Excel spreadsheets, Access databases, and PowerPoint presentations.

Travel requires self-driving of a U.S. Government-owned vehicle to in-country destinations. Incumbent is responsible for ensuring the proper servicing and maintenance of an INL Project vehicle. This includes completion of daily vehicle usage reports, coordinating the required licensing and insurance of the vehicle and accounting for gas coupon usage.

**Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.