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Management of Administrative Functions – (70%)

Develops administrative policies & guidelines, interprets USG administrative policies & procedures. Supervision of tasks in terms of progress chasing, providing support and direction to staff within the nominated team and quality control in order to maintain the delivery of output within parameters of time and quality specified by the requesting office as appropriate. Advise on resource requirements and assist in the monitoring and control of resource expenditure to meet objectives in accordance with USG policies and procedures. Reporting to senior staff on actions and events, identifying progress difficulties and solutions, achievements and variations from administrative requests together with action taken to retrieve, secure or maintain progress. Personally carry out or guide others to carry out all required functions during periods of staff absence. Contribute to the development of the administrative systems of the management & operations section and encourage involvement of team members in proactively seeking enhanced performance. Provides input to Operations Manager in formulation of office administrative operating expense budget. Coordinates and manage all CDC BOTUSA transportation services for all incoming CDC, invitational travel and Country cleared staff. Coordinate and manage the analysis, planning, controlling, & monitoring of administrative personnel, supplies, properties, facilities and systems. Identifies & recommends ways of improving effectiveness & efficiency of CDC BOTUSA management & operations services, actively assist in the promotion of improved service delivery and positively address issues which impede performance. Provides administrative support management to the CDC BOTUSA Francistown office.

Serves as the agency subject matter on travel and human resource matters. Is the primary contact between CDC Botswana and the Embassy HR and Travel Office.

Works with Embassy staff to arrange continuous training and updates as needed related to human resource and travel related issues such as the classification process and E2 solutions system.

Provides guidance to CDC managers in preparing position descriptions, completing job discussion help sheets and understanding HR requirements for the recruitment and selection process.

Provides high level support to travel preparers for a range of technical questions regarding E2 solutions, preparation and approval of travel authorizations/vouchers and to general questions related to travel policy.

Work with each of the division/units within the agency to develop annual procurement plans and oversees the implementation of these plans.

Oversees the development of plans for the purchase, maintenance, and security of equipment and property as well as the appropriate stocking of expendable supplies with a combined value of approximately three million USD.

Supervision (20%)

Incumbent is responsible for the professional development of administrative staff; set persona targets, undertake appraisals including those undertaken in accordance with performance evaluation. Ensures adequate training of staff within the administrative team to achieve the required standards of performance. Incumbent monitors, reviews, and appraise the performance of the team; identify at an early stage the need for remedial action to address under achievement; recommends and implements the chosen course of action, in consultation with the Operations Manager. Assist the Operations Manager in disciplinary matters involving members of the administrative team.

Other Duties - Incumbent executes miscellaneous administrative duties as may be assigned by the Deputy Director or other senior level designee. Incumbent will provide backup support to the Human Resource Chief with regards to Time and Attendance and any other duties assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of secondary school plus a diploma or higher degree in business, management, administration, accounting or related field is required

b. Prior Work Experience:

This position requires a total of five years of experience. Specifically: a) two years of progressively responsible administrative experience and three years supervisory experience.

c. Post Entry Training:

Post ICASS training, E2 Travel Solutions. Post entry training will be focused primarily on PEPFAR and HHS/CDC established policies, procedures and regulations that govern specific activity management, including administrative procedures.

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

Level IV English and Level III Setswana (speaking/writing/reading) are required

e. Job Knowledge:

Incumbent should have knowledge of general office management policies and procedures including human resource management practices, procurement regulations and processes, Accounting practices.

f. Skills and Abilities:

In performing managerial tasks, incumbent must have the ability to effectively communicate both orally and in writing. Incumbent must be able to work independently to assess problems and issues, and develop realistic solutions related to routine office administration issues. Must be able to supervise and work well with others; must be able to negotiate effectively in the best interest of the CDC with U.S. Embassy staff, administrators, and other support service contractors. Must be proficient in Microsoft Office applications.

16. POSITION ELEMENTS:

a. Supervision Received:

Supervision by the Operations Manager of CDC. Often will be required to perform duties independently, with minimal daily supervision. Occasional specific guidance and written instructions provided by supervisor.

b. Supervision Exercised:

Provides direction supervision to receptionists (2), HR/Travel Clerk, Motorpool Supervisor, Property Assistant, Procurement Agent, Administrative Assistant in Francistown and other staff that may be assigned to the administrative team

c. Available Guidelines:

Guidelines are available for many of the duties required, and consist of mission statements, reports; CDC acquisition procedures manuals, General Services Office procurement and property management regulations, Embassy and CDC personnel guidelines, FSN Employee Manual, Embassy FAM and FAR guidance, and standard operating procedures from ICASS services.

d. Exercise of Judgment:

The position requires the incumbent to use sound judgment in carrying out the full range of responsibilities with a minimum of oversight, and he/she will of routine problems encountered. Sound judgment is also required in planning resource allocation and staff work allocation

e. Authority to Make Commitments:

The employee will have no independent authority to make resource commitments on behalf of the US Government.

f. Nature, Level, and Purpose of Contacts:

The incumbent will have regular contact with all levels of CDC Botswana staff to carry out general support services. Incumbent will have daily contact with subordinate staff for assigning work and providing oversight and instruction. Contacts are made to exchange ideas and information for planning and to develop cooperative efforts and projects related to assuring effective administrative and operations processes in BOTUSA. The purpose of contacts is to obtain, clarify or give factual information and to plan and coordinate work efforts or resolve problems associated with collaborative projects

g. Time Expected to Reach Full Performance Level:

One year

