

U.S. Peace Corps/Burkina Faso
Deputy Director of Management and Operations
Statement of Work



Position: Deputy Director of Management and Operations

Department: Administrative Unit

Supervisor: Director of Management and Operations

Type of position: Personal Service Contractor, Full Time

Summary

The Deputy Director of Management and Operations (DDMO) provides management support for the Administrative unit within Peace Corps Burkina Faso. Working under the supervision of the Director of Management and Operations (DMO), the incumbent is responsible for administrative and financial support to both Peace Corps Volunteers and staff members. This includes operational and management functions related to budget formulation and execution of various budget appropriations and sponsor codes, including appropriated funds, medical funds, Peace Corps Response, and PEPFAR funds. Additional oversight duties include general services, and procurement/contracting responsibilities. The DDMO maintains and develops responsive and effective administrative procedures and ensures there is ongoing evaluation of their effectiveness. The incumbent also provides technical advice and guidance to staff and Volunteers on a variety of policy and post management issues. The DDMO is an extended member of Senior Staff and provides back-up to the DMO for Senior Staff meetings/discussions and is involved in all aspects of Peace Corps Burkina Faso operations, including programming, training, and volunteer support.

This is a supervisory position involving oversight and direction of a variety of business management and operations functions, such as procurement of services (contracts) and supplies, fiscal controls and accountability, management of office staff (including the General Services unit), and other operational components essential to the overall operations of Peace Corps Burkina Faso. This is a multi-functional position requiring a high level of planning, flexibility, creativity, organization, and ethics. Due to the myriad of duties required, the DDMO will need an inborn sense of prioritization, customer service orientation, attention to detail, and the ability to efficiently delegate and follow-up on assigned tasks. It can be reasonably assumed some evening, and weekend hours may be required.

Description

Budgetary and Financial Management (40%)

The DDMO serves as the technical lead on budgeting and financial management issues and activities, including budget preparation and analysis. In collaboration with the DMO, determines the fiscal budget and human resources requirements and controls expenditures. Determines resource requirements and recommends resource allocations based on priorities and needs; and allocates funds across multiple programs for multiple fiscal years.

Assists the DMO with yearly operating plan formulations through analysis of prior year costs factors and anticipated changes in program operations and market conditions.

Adheres to and interprets rules of financial management. Provides financial advice and guidance on reprogramming of funds and unfunded requests. Ensures that an adequate system of internal controls is in place for post's fiscal management operations. Meets budgetary and financial reporting deadlines and assists with periodic budget review exercises.

Performs all daily financial transactions using Agency-standard computer software (FOR Post); prepares cashier disbursements, collections and Travel Advances. Ensures all transactions are charged to the appropriate Fiscal Year and that all support document/obligation documentation is on file. Informs the DMO of any discrepancies in accounting data.

Serves as another point of contact with PC/Washington on any financial matters and on any trouble shooting of issues with the Financial Management System, FOR Post.

Interacts with the U.S. Embassy, USAID and other USG Agencies on financial matters and may serve as the back-up Peace Corps Representative on the ICASS Budget Committee.

Develops and maintains good working relationships with local vendors. Directs the preparation and timely receipt of vendor payments ensuring that all financial matters are handled in accordance with established regulations and policies.

Adheres to a strict schedule of weekly preparation and filing of non-cashier vouchers. Ensure that payments are made to volunteers, trainees, staff and external vendors in a timely manner and are compliant with agency policy, including proper documentation of, but not limited to fiscal coding, bona fide need and competition. Maintain complete financial files and historical payments records in a manner that is compliant with agency regulation and USG regulations on record retention and destruction.

In the absence of the DMO, provides guidance for finance staff - including cashier operations ensuring that they are provided in a consistent, secure, and accurate manner; determines if cashier accountability is adequate to meet post needs especially during high peak training period; approves imprest fund transactions including payments, collections, interim advances and replenishments.

Assists with financial reviews and analyses conducted by the Administrative staff—providing guidance on the appropriate methodology for such reviews/analyses and reviewing the related review/analytical reports. Participates in the Post Integrated Planning and Budget System (IPBS) annual discussions and periodic strategic reviews with post management to provide input on the plans implications on the post's control and funding environment.

Serves as the secondary Centrally-Billed purchase card holder making approved payments with the Citibank credit card in person or on-line. Reconciles the Citibank statement on a monthly basis and maintains updated records and purchase log.

General Services Management & Oversight (40%)

Serves as direct supervisor for eighteen (18) General Service's staff. This will include drivers, general services manager, general services assistants, Groundkeeper/Warehouse and janitors. The position is responsible for day-to-day supervision, reviewing performance, administering disciplinary action when necessary, and providing counseling and training.

Coordinate the work schedules (daily, weekly, and monthly) for those in the General Service unit and holds regular staff meetings.

Manage Peace Corps facilities, including construction, renovation, upgrade and maintenance projects, and supervision of routine and non-routine maintenance tasks for the office and staff residences.

Establish procedures and systems for efficient and cost effective operations.

Track the timely and satisfactory completion of work orders and requests for services.

Provide analysis of relevant data (e.g. gas, utilities, supplies) for management and budgetary decisions.

Understand Peace Corps Manual Sections 522 -527 in performance of assigned duties.

Oversee and assure efficient management of Post fleet and drivers e.g. via regular established schedule and communication; vehicle request management, and vacation requests.

Assure vehicle maintenance, gas and mileage logs are correct and collected on timely basis; provide analysis to DMO on usage patterns and advise on measures for improved usage and cost containment using the Vehicle Management Information System (VMIS).

Understand and apply rules and regulations concerning inventory management according to relevant Peace Corps Manual Sections including 511 and 711 and assure constant audit-readiness.

Manage the Peace Corps inventory system for Peace Corps property (Bar Tracks and supplies/material tracking).

Actively participate in the recruitment and training of new and/or temporary GS staff.

Provide first-line draft of performance evaluations for staff under supervision.

Write reports as needed.

Performs any other tasks as assigned by the DMO or his/her designee.

Contracting Officer (20%)

Serves as one of the Contracting Officer's at Post, and ensures that proper procurement policies are followed for the acquisition of goods and services and the execution of contracts and leases, and that the integrity of the procurement process is upheld at post.

Understand and respect rules and regulations concerning procurement according to Peace Corps Manual Sections 730 – 739 in performance of assigned duties.

Perform Contracting Officer duties as outlined below:

- i. Authority to approve, authorize, execute, amend, terminate, administer, and make decisions, determinations, and findings relating to the renewal of existing leases and existing personal service contracts entered into outside the United States within the framework of the Peace Corps Manual.

- ii. Authority to approve, authorize, execute, amend, terminate, administer, and make decisions, determinations, and findings relating to new leases and new personal service contracts entered into outside of the United States up to \$50,000 within the framework of the Peace Corps Manual.
- iii. Authority to approve, authorize, execute, amend, terminate, administer, and make decisions, determinations, and findings relating to procurements, both supplies and services, entered into outside of the United States up to \$25,000 within the framework of the Peace Corps Manual.
- iv. Authority to approve, authorize, execute, amend, terminate, administer, and make decisions, determinations, and findings relating to all procurements entered into in the United States up to \$3,000 within the framework of the Peace Corps Manual.

Prepares service contracts for vendors, leases, and purchase orders ensuring that these contracts are properly documented and compliant with USG government, and agency policy.

Ensure that all capital asset/non-expendable goods purchased follow proper Peace Corps regulations re: cost and competitive bidding and maintains corresponding documentation and clear audit trail on all competitive bids.

Validate all invoices and receipts in accordance with USG regulations.

Provide valuable input to the DMO on large and complex purchases such as furnishings, telephone systems, and major renovation contracts.

Assure that current vendors meet all USG standards and/or determine availability of new vendors via bi-annual vendor evaluations.

Remain abreast of local market conditions including price and availability of items/services procured on a regular basis for business decisions.

Assure smooth functioning of post operations by coordinating casual labor as needed in timely manner.

Safety and Security Support

Every individual with any involvement in the operations of Peace Corps Burkina Faso, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:

- Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
- Awareness and understanding of emergency procedures at both home and office.
- Awareness and understanding of duties associated with the Peace Corps Burkina Faso Emergency Action Plan.
- Availability, at both home and office, of staff and Volunteer contact phone numbers and / or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.

STANDARD WORLDWIDE LANGUAGE TO ADD TO PSC SOWS:

a-The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer

b - Coordinates the assessment of Peace Corps offices and Peace Corps USDH staff residences periodically for potential safety and security vulnerabilities, in collaboration with the Peace Corps Safety and Security Officer (PCSSO) and U.S. embassy Regional Security Officer (RSO). Works with the PCSSO and RSO to identify necessary security measures/upgrades. Works with Country Director to solicit additional funds, as needed, to meet safety and security requirements. Manages completion of necessary safety and security upgrades to office, USDH staff residences, and other Peace Corps facilities. Works with RSO and PCSSO to ensure office guards are trained annually in Peace Corps and U.S. embassy safety and security measures. Ensures staff background checks/employment suitability verifications are completed prior to employment, and that they are updated as needed. Acts as duty officer, as needed. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles. Works with the Office of General Counsel to identify local law firms with experience managing criminal cases. Conducts local market research on law firms on yearly basis. Coordinates fire drills and duck and cover drills with Embassy RSO

Level and Effort

Incumbent performs duties during a 40 hour work week at a set work schedule as indicated in the contract. Events sometimes require work in the evenings and on weekends and holidays.

Supervision Received: This position is directly supervised by the DMO. The DDMO works together with the DMO to ensure smooth operations of a fast paced office environment. Work Plans and recommendations may be reviewed for compliance with policies and overall objectives.

- Available Guidelines: 1) Peace Corps Manual, 2) Overseas Financial Management Handbook (OFMH), 3) Overseas Contracting Officers Handbook, 4) Instructions by the Director of Management and Operations.
- Exercise of Judgment: Broad exercise of judgment within the confines of job responsibilities.
- Limits of Authority: Contracting warrant - Within the confines of the job responsibilities.
- Nature, Level and Purpose of Contacts: Works closely with All staff, PCVs, PCTs, Stakeholders and Communicates at all levels as required by the job responsibilities.

Available Resources: Guidance for work being performed can be found in the Peace Corps Manual, OFMH, FOR Post help, IPBS submissions, Peace Corps University, and program documentation.

Time Expected to Reach Full Performance Level: One year

Qualifications

Education: must hold a bachelor degree or greater in Finance, Accounting, Procurement or General Business Administration or equivalent.

Work Experience: must demonstrate at least 6 years of professional growth in related positions. Some supervisory experience is preferred.

Post Entry Training: must demonstrate an ability to complete rigorous and continuous learning provided in seminars, training events, self-directed activities or online trainings. Successful completion of contract management training will be required.

Language Proficiency: must demonstrate professional use of English for oral presentations, written reports, routine communication, etc.

Travel: must be prepared to travel domestically on occasion. Also, there may be international travel required to complete certain trainings.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.