

POSITION: ADMINISTRATIVE ASSISTANT – PROGRAM MANAGEMENT ASSISTANT

BASIC FUNCTION OF POSITION

The incumbent serves as an expert advisor and assistant to the Public Affairs (PAS) Officer on program management and budget issues, responsible for program and management support of all Public Affairs programs. Coordinates with a variety of sections at the Embassy to provide financial, logistical, maintenance, and personnel operations support for the Public Affairs Section, the American Center, and the Jefferson Center Reading Room in Mandalay. Provides guidance in preparation of the Public Diplomacy budgets, grants and contracts for all Public Affairs programs. Works with PAS's civil society groups and educational organizations in strengthening program activities in Burma. Supervises three LE Staff.

MAJOR DUTIES AND RESPONSIBILITIES

- Provides analysis and expert advice Public Affairs Officer on budgetary, logistical, and scheduling of all Public Affairs section (PAS) programs. Maintains a close working relationship with Mission elements necessary for the logistical and financial support of PAS program and operation. Manages and directs the arrangement for program implementation, coordinating and scheduling logistical support, grant preparation, equipment availability, and maintenance and refurbishing work. Manages and directs Public Diplomacy resources in accordance with Department of States regulations and policy guidelines. (35%)
- Assists the PAO in developing the annual Public Diplomacy operation budget for the submission to EAP. Coordinates with FMO and submits the annual budget via WebRABIT. Assist in the preparation of the Mission Resource Request (MRR) for Public Diplomacy. Overseas the Public Diplomacy allotment based budget of (\$878,250) and planning on the expanded PD allotment of \$1,605,500, including American Spaces funding and other one-time budget increases, , four different recycling accounts (\$ \$352,200), Representation funds (7,650), and Economic Support Funds - ESF (\$550,000). Serves as primary contact with the FMO on obligations and liquidation for all PD funds. Coordinates with EAP/EX office on Posts' budget requests and allotments. Overseas the expenditure of recycling funds and provides financial analysis ensuring that the there are

sufficient funds to cover all expenditures related to the English Teaching program, Information Resource Center (IRC), and Educational Advising at the American Center. Manages the PAS petty cash funds. (30%)

- Provides guidance to the PAO and PAS staff on proposed grants in support of PD programs (U.S. Speakers and Specialist, English Language Fellows/Teachers, Fulbright and Humphrey grantees, EAP/PD Small grants, English Access Programs, ESF Grants, and other grants funded by ECA and IIP). Responsibilities include work on all stages of grants administration, such as evaluation of proposal and budgets when the Public Affairs section first receives them, working with potential grantees to revise proposals, monitoring and tracking grants and budgets, reviewing progress and final reports, and closing out grants when they are completed. Follow grant policy directives and regulations issued by A/OPE/FA. Enters all Grants and Cooperative Agreements on the Grant Database Management System (GDMS). (25 %)
- Place all procurement and contractual service needed to GSO through ILMS (ARIBA). Procure books, supplies, and equipment required with government purchase card for the American Center and Jefferson Center. Coordinates with RPSO on the labor services contract for the Jefferson Center Reading Room, Mandalay. Overseas the labor contractor. Request language translation rights to IIP for the Posts Book Translation program. (10%)