

## **POSITION: Administrative Management Assistant**

### **BASIC FUNCTION OF POSITION**

The Administrative Management Assistant serves as an advisor and reports to the Executive Specialist in the Executive Office on all administrative work of the United States Agency for International Development (USAID)/Burma Mission, and serves as an expert on administrative and management matters. The incumbent is directly responsible for a wide range of administrative tasks, provides oversight of tasks performed by others, serves as the Subject Matter Expert (SME) on a range of systems and processes, and liaises with the Regional Development Mission for Asia (RDMA) Mission to coordinate actions for remote support and Interagency Cooperative Administrative Support Service (ICASS) providers for local support.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **Executive Office Administration**

**75%**

##### **1. Communications and Records**

The incumbent contributes to the development and maintenance of a Correspondence and Records (C&R) program for USAID/Burma. S/he provides guidance, coordinates remote support, maintains official files and vital records, and assists in the submission of annual reports to Washington, all in accordance with the Automated Directives System (ADS) regulations. The incumbent is the C&R SME and will audit Mission files to ensure adherence to correct filing practices. The incumbent will coordinate external commercial mail and messenger services.

##### **2. Procurement**

In this role, the incumbent will assist in the development of the Mission Procurement Plan. S/he remains abreast of procurement rules, availability of products through ICASS or local vendors, and market prices of products, especially expendable supplies. Based on her/his analysis, s/he submits the appropriate paperwork, for example, submits a request through the Embassy Integrated Logistics Management System (ILMS), prepares procurement documentation and submits requests in USAID's procurement for action by the USAID/RDMA procurement team, or processes approvals for purchase on the local market using petty cash. In this capacity, the incumbent must remain current on Federal Acquisition Regulations (FAR), especially micro-purchase procedures, to ensure completion of necessary documenting, to properly account for U.S. Government funds, to serve as the SME on procurement of goods and services, and to serve as the Global Acquisition and Assistance System (GLAAS) SME. The incumbent has a significant role post-award to follow-up on receipt of goods/services and verify fulfillment of award.

##### **3. Property and Inventory**

The incumbent ensures adequate inventory of expendable and non-expendable materials and supplies (i.e., office furniture, machines, office supplies, paper, pencils, pens notepads, photocopy paper, and markers) are available to Mission staff. In monitoring all office supplies and equipment, the incumbent will proactively initiate purchase requests to replace/replenish low inventory for all expendable property and equipment in support of smooth office operations. S/he assists the Executive Office Manager with space planning and work station configurations. The incumbent inspects work areas and submits work orders for cabinetry/desk repair or replacement. S/he is responsible for ensuring all new equipment and property is bar-coded and placed in the USAID property inventory system. S/he serves as a receiving clerk for the Burma Mission and liaises with the Property and Inventory Assistant in USAID/RDMA.

##### **4. Financial Management Liaison**

USAID/Burma does not have an Office of Financial Management (OFM) on site and receives all financial support from the USAID/RDMA/OFM team. The incumbent serves as the primary liaison to the USAID/RDMA OFM payment team. In this role the incumbent responds to all requests for additional information on inaccurate or insufficient vouchers. S/he coordinates payment for the administrative goods and services received, preparing and routing vouchers appropriately, either to the USAID Payment team

or ICASS finance team. As back up liaison to the RDMA/OFM accounting team, during absences of the Executive Specialist the incumbent will liaise closely with the OFM accounting team to ensure all commitments, obligations and required reporting are undertaken both accurately and on time.

The incumbent manages USAID/Burma Declining Balance Cards (DBC) that are used by FSNs on travel and petty cash procurements. S/he is responsible for the full life cycle of a transaction from uploading of funds to voucher reconciliation and maintains a log to track such lifecycle.

#### **5. Petty Cash**

The incumbent serves as a sub-cashier responsible for an imprest fund. As a sub-cashier, s/he is accountable for all funds received and disbursed, and is accountable to the U.S. State Department Financial Management Officer. The amount of the imprest fund shall be determined as sufficient to cover normal monthly operating expenses. As a sub-cashier, s/he purchases goods and services locally using petty cash in accordance with procurement rules. She maintains meticulous records to account for all funds received.

#### **6. Contract Management**

As the Contracting Officer's Representative in managing USAID/Burma's service contracts, the incumbent will be expected to manage the full life cycle of the mission's service contracts, including a transportation contract and a gardening service contract for the Mission Director's residence. In performing these duties, the incumbent will ensure procedures for solicitation occur accurately, communicate all pertinent information among related parties, review and monitor the quality of work and services of the contractors, and ensure accurate submission of vouchers and timely reimbursement of claims.

#### **7. Other Duties/Alternate to the Executive Specialist:**

The incumbent is responsible for preparing reports and drafting letters, internal staff notices, cables and memoranda to support administrative management of USAID/Burma's operation. S/he arranges and coordinates logistics for Mission-wide special events, provides venue suggestions, and ensures program information sheets are completed.

As a key member of the management team, often the incumbent will receive complaints that require unilateral decision making and immediate action, while others will require excellent listening skills and the ability to counsel staff.

The incumbent is an arranger of travel, serves as a SME to the Mission travel arrangers. The incumbent provides support for travels, approves electronic Country Clearances (eCC), arranges airport transportation and makes hotel reservations. S/he incumbent enters time and attendance, provides back up to all administrative assistants on time and attendance and is the SME on time and attendance.

### **Personnel Management**

**25%**

Personnel Management is provided by the Human Resources (HR) staff in USAID/RDMA. The incumbent collaborates with USAID/RDMA HR and U.S. State Department/HR Rangoon on all aspects of the recruitment and employment of FSN Personal Services Contractor (PSC) staff including vacancy announcements, Technical Evaluation Panels, tracking panel progress, the selection memo, routing recruitment packets, coordinating/proctoring a recruitment written test, coordinating medical and security clearances, providing an orientation briefing and scheduling appropriate check-in meetings.

S/he liaises with USAID/RDMA and US Embassy Rangoon in coordination of personnel management issues of all personnel categories which may include, but not limited to performance evaluation, training, award, personnel paperwork, in-out processing for expatriate staffs (USDH and US/TCNPSC), and filing. S/he maintains and updates unofficial staffing charts and personnel data records for USAID/Burma.

The incumbent coordinates the health insurance issues for local employees and in general, will provide support for local compensation plan issues, liaising with USAID/RDMA/HR and U.S. Embassy/Rangoon HR.