

POSITION: Executive Specialist

BASIC FUNCTION OF POSITION

The Supervisory Executive Specialist position is established to serve as alter-ego/deputy Administrative Management Specialist. Incumbent performs the full extent of Executive Office duties permitted by USG regulations and USAID policies, to include management of Procurement, Human Resources, Communications and Records, Information Technology, and fulfillment of General Services from International Cooperative Administrative Support Services (ICASS) and direct sources. As alter-ego to the supervisor in areas permitted by USG and USAID policies, the incumbent is responsible for planning and executing administrative management functions of the Executive Office, subject to signatory approval of the Executive Officer (EXO) or other US Official.

The Executive Office is responsible for overseeing and managing the provision of logistical and administrative support services for USAID/Burma. The Executive Office is responsible for the development of plans for administrative support functions that must be provided to accommodate program operations.

MAJOR DUTIES AND RESPONSIBILITIES

a. Office Management - 40%

Carries out a variety of administrative functions in support of the Office's role and functions, as follows:

Exercises day-to-day operational supervision over Executive Office Administrative Assistant and Mission Director's Chauffeur

Assists Executive Office employees in resolving problems. Assigns tasks, provides guidance, and monitors performance. Monitors performance of tasks assigned by the Administrative Management Specialist. Approves Time and Attendance, overtime, and annual leave usage. Prepares performance evaluation reports on Office staff, and recommends employees for awards, promotions, or disciplinary action. Provides input on ratings of Office employees evaluated by the Administrative Management Specialist, identifying employee strengths and weaknesses. Schedules Office staff meetings to facilitate communication. Prepares the office's travel, leave, and training plans, and discusses them with the employees and the Administrative Management Specialist.

Attends senior staff meetings in the absence of the Administrative Management Specialist, and ensures that actions assigned during such meetings are carried out in a timely manner. Provides expert advice to Mission Management on the full range of management functions, strategies, and resources. Coordinates the issuance of Mission Orders and Mission Notices on policies and procedures applicable to the entire Mission. Personally drafts, or participates in drafting, those areas related to administrative management, contracting/procurement, and personnel issues. Conducts studies, and advises the Administrative Management Specialist and Mission management on improving the overall performance of the Office, to ensure the most effective utilization of personnel, including reorganization of Office functions, realignment of duties or work schedules.

Serves as a procurement agent, exercising responsibility as a sub-cashier and holder of a United States Government (USG) Purchase Card, carrying out procurements related to program needs not covered by ICASS. This includes acting as a buyer in USAID's Global Acquisition and Assistance System (GLAAS) preparing all documents for the signature of the EXO, and negotiating with local vendors related to local procurements

Serves as the training coordinator for the mission. As chair of the training committee, the incumbent acts as a voting member and coordinates all training committee meetings, ad-hoc training requests. The

incumbent ensures that all offices have an approved training plan, and that all employees are made aware of the trainings available.

b. Supervises all Administrative Services - 40%

Provides first-line and second-line supervision of Administrative Services.

Personnel Management – In the absence of the Administrative Management Specialist, is responsible for USDH, USPSC, and Foreign Service National (FSN) personnel management. Aids in interpretation of complicated contract language and regulations. Liaisons with USAID/Washington Human Capital and Talent Management (HCTM), on a broad range of personnel management matters. Represents the Office in, and occasionally chairs, interview/recruitment panels. Acts as key advisor to the Administrative Management Specialist in all phases of personnel recruitment. Formulates and publishes Personnel-related policy Orders and Notices.

ICASS General Services Office (GSO) Liason – Ensures that maintenance work orders, non-expendable property (NXP) requests, transportation requirements, procurement requests, customs clearances, are properly assigned and acted upon in a timely fashion. With residential maintenance problems, discusses the specific problem or concern, and coordinates with the ICASS GSO or Facilities Management on repair and on preventive maintenance.

Motor Pool – Oversees the Mission Director's driver and ensures that his vehicle is maintained in good working condition, and that preventive maintenance procedures are followed. Monitors the purchase of repair parts, and assures that vehicle downtime is minimized. Prepares the required USAID/Washington reports for the Mission Director's vehicle.

Property Management – Manages USAID Information Technology (IT) and Office Equipment through the entire life cycle, from requirements estimating, to replacement budgeting, procurement, inspection and receipt, and inventory, through disposal. Ensures that annual budget for NXP is used in accordance with established ordering plans, and that goods are procured as budgeted and on schedule; reviews receiving and inspection reports; assures that disposal reports are prepared on time; oversees preparation and submission of inventory reports; and, ensures that official inventory records are kept up-to-date with the latest property transactions. Ensures that Household Effects (HHE), Unaccompanied Baggage (UAB), and consumable shipments for USDH, and all other offshore PSC staff are received, cleared, and delivered through the Embassy Shipping and Customs Office, and/or exported promptly following packing. Serves as a point of contact with employees on their incoming and outgoing shipments.

Procurement – Serves as a Mission Procurement Agent, including selection of vendors, preparation of orders/contracts, and, follows up when goods have been on order and not yet received, and end-use surveys. Ensures that off-the-shelf purchases required for daily work are in accordance with established guidance, that two or more quotes are sought when feasible for small purchases, and that three or more quotes are obtained for large purchases. Monitors the maintenance of lists of vendors and contractors who can provide regularly required goods or services, to minimize searching for items.

Space Management - Responsible for the efficient use of USAID space in the New Embassy Compound (NEC); and, works with Embassy Facilities Maintenance and space planners to coordinate furniture and equipment purchases and schedule installation in order that USAID staff has appropriate work environments.

Communications and Records – Is responsible for records management for the mission, to include the ongoing maintenance safety, and security of all files and the submission of the mission's annual records inventory and vital records plan.

c. Manages OE and Program Administrative Support Budget Preparation and Execution - 20%

Works with the Administrative Management Specialist to prepare the annual Operating Expense (OE) budget submission, to include ICASS workload counts, subscription of services, invoice reviews.

Cooperates with the Controller and Program Officer in preparing the administrative support portion of the Program Budget. Provides detailed planning assistance regarding the Mission's logistical needs and requirements, makes sure that the budget accommodates Mission requirements, and assures that goods/services included in the budget are obtained and provided to the Mission.