

Job holder serves as Government Technical Monitor for the INL Mobile Communication services contract monitoring appropriate use and charges of 176 telephone lines. Incumbent serves as a liaison between Mobile Communication Provider and INL Programs to ensure INL's needs are covered. Responsible for the inventory of mobile devices

14. Major Duties And Responsibilities

% OF TIME

Travel Arrangement and Admin Assistance

40%

- Incumbent assists in arranging travel for all INL trips, including Invitational Travel as deemed necessary by INL Program Managers and INL Management Office.
- Ensures that travel is arranged in accordance with policies established by the DOS, INL, and other USG agencies by checking all E2 trips prior they reach the financial department.
- Responsible for the maintenance and control of the travel voucher daily log of approximate 1000 Travel Orders that are processed by INL including DEA, ILEA, and other INL funded trips.
- Defines disbursement, per diem rates and conditions of travel for different categories of travelers.
- Prepares and coordinates disbursements of advances using the appropriate mechanism (cash or EFT)
- Performs travel voucher examiner duties as required
- Upon completion of travel, incumbent processes travel reimbursements vouchers, computes authorized expenses, liquidates outstanding advances, and ensures that accounting for all official travel is done in accordance with appropriate regulations, including the collection from travelers of any outstanding travel advances.
- Responsible for the appropriate functioning of E2 travel system by ensuring all authorization approval flows are accurate.
- Serve as a back-up GOR for the 9-Million INL Travel Cooperative Agreement.

INL Accounting and Financial Assistance

30%

- Using the INL Local Computerized Accounting System (LFMS) and the DOS (RFMS) system, incumbent is responsible for maintaining all INL projects and administrative travel accounts, including posting of travel costs, advances, liquidations and reconciliation of INL accounting records.
- Close obligations in conjunction with INL Accountants for liquidated and un-liquidated balances.
- Reviews the accuracy of the all supporting documentation for the Citibank Credit Card Voucher by checking on a weekly basis the airline ticket documentation provided by travel agency Carlson Wagonlit. The monthly value of this credit card voucher varies from \$50,000 to \$250,000.
- Works together with the accounting team to verify that all fiscal data is accurate and adjustments are applied prior to the submission of the credit card voucher to INL Financial Management Specialist and INL Management Officer.

Government Technical Monitor (GTM) of Mobile Communications Services Contract of \$191,000 and Mobile Communications Assistant

30%

- Job holder is the primary point of contact with the INL Mobile Communication vendor for all service related issues associated to the service of approximate 180 cellular phone and modem lines. Serves as a liaison between Program Coordinators and Mobile Communication provider.
- Establishes effective procedures with Mobile Communication provider to ensure all needs and requests of INL are fulfilled in an efficient and timely manner.
- Provides financial, usage and DOS policy information related to Mobile Communications to INL Management section to keep updated internal INL mobile communication policies and processes.
- Responsible for creating and updating Mobile Communications SOP.
- Provides training and guidelines to all Program Mobile Communication Coordinators about inventory, policies, invoice and usage.
- Responsible for the elaboration of control forms to be distributed to all program coordinators. Incumbent collects, aggregates and analyse all forms from program coordinators and provides a report to INL Financial Management Specialist on a monthly basis.
- Elaborates and updates a mobile communication database on a monthly basis which includes, phone numbers, user names, and monthly plans. Creates an excel sheet that will detail all invoices and payment of all mobile communication charges. Updates this data bases on a monthly basis.
- Responsible for property inventory and accountability of INL mobile devices including: iPhones, blackberries, cell phones, modems and accessories.

- Ensures sufficient equipment exists for new employees or visitors.
- Manages all day-to-day mobile services requests: opens and closes accounts, requests and monitors the replacement of equipment, keeps track all INL users and mobile numbers, organizes, controls, and distributes all bills related to cellular phones, monitors the proper usage of services, ensures service is not interrupted, resolves service issues and complaints on a timely and efficient manner.
- Serve as a Mobile Communication coordinator for PD&S program. Total value of mobile services and equipment for this program is \$28,000 per year.
- Prepares procurement requests in Ariba to acquire mobile communication equipment, internet modems etc. Incumbent will ensure all fund-cites are accurate.
- Ensures users are aware of their responsibilities and accountability as INL mobile phone holders by signing all appropriate forms. Forms will be created and updated by job holder and cleared by INL Management section.

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Two years of post-secondary study in Business Administration, Management, Finance, Economics or Accounting are required.

b. Prior Work Experience

Two years of experience in business administration, including experience in vouchering, management of financial files, handling inventory and creation and maintenance of data information in excel is required.

c. Post Entry Training:

GFS61 Travel Policy – 5 days

PA244 – Travel Policy and Procedures at Post - 8 hours

GFS21 – Basic Voucher Examination - 5 days

Department of State accounting, as well as both Local Accounting System (LFMS) and official Regional Financial Management System (RFMS). (4 hours)

Voucher Examiner (PA480) online course. (40 hours)

Reading and Understanding Fiscal Data (GFS10) online course (4 hours)

PY220 Introduction to Grants and Cooperative Agreements (20 hours)

PY222 Monitoring Grants and Cooperative Agreements (20 hours)

PA178 Contracting Officer's Representative. (40 hours).

d. Language Proficiency:

English language level 3 (Good working knowledge) is required. Spanish language Level 4 (fluent) is required.

e. Knowledge:

- Working familiarity with standard accounting practices.
- Order to understand where to go for assistance.
- Good knowledge of general office procedures is required.
- MS Office knowledge.

f. Skills and Abilities

- Excellent customer service and inter-personal skills.
- Effective oral and writing communication skills.
- Good ability to use office equipment: copiers, scanners, computer.
- Must have high degree of attention to detail and accuracy.
- Good time management and prioritization skills.
- Must have an analytical bent of mind and excellent problem solving skills.
- Must have very good organizational and administration skills.
- Must have working knowledge of standard computer applications such as Microsoft Word, Excel, PowerPoint and Outlook.

- Must be able to work under pressure.
- Must have initiative, and resourcefulness skills.
- Ability to perform basic research online using internet and intranet sites in order to locate guidance and regulations on administrative, communications and financial topics is required

16. Position Elements

a. Supervision Received

Under the supervision of the INL Financial and Human Resources Management Specialist.

b. Available Guidelines

Department of State Foreign Affairs Manuals (FAM) and handbooks, Embassy policies and procedures, INL standard procedures and INL program and policy guides.

Foreign Affairs Manual (3FAM & 6FAM), E2 Solutions for overseas posts and Civilian and Federal Travel regulations for PSC (Personal Service Contract)/TDY (Temporary Duty).

4 FAM 300 Cash Management and Accounting, 4 FAM 400 Vouchers And Claims, 4 FAH-3 Financial Management Procedures, INL Financial Management Handbook, NAS Cell Phone And Blackberry Policy, Some Aspects of Property Management, 5 FAM 526 Cellular Telephones, 5 FAH-3 H-600 Manual Files Systems.

c. Exercise of Judgment

Must exercise good judgment to resolve last minute travel changes involving urgent cash advances process, and working with hotels and airlines on last minute changes.

Requires good judgment defining terms of authorized travel, itineraries and reimbursement rates for different categories of travelers, within general policies defined by INL Administrative Officer and Official Travel regulations. Analytical capability to determine good usage of all mobile communication service and equipment.

d. Authority to Make Commitments:

None.

e. Nature, Level and Purpose of Contacts:

USG Officers and Embassy's personnel (all levels), Colombian Government counterparts (i.e. Colombian National Police). Requires extensive contacts with hotels and the American Embassy Travel Agency.

Requires good working relationship with INL personnel, different USG Agencies INL contractor personnel and Mobile Communication Companies. The incumbent is the primary POC between the INL programs and service provider regarding the technical issues and the replacement of the equipment.

f. Supervision Exercise:

None at internal level.

g. Time Required to Perform Full Range of Duties after Entry into the Position:

Six (6) Months.