

POSITION DESCRIPTION FOR: Supervisory Executive Specialist, FSN-0105

13. BASIC FUNCTION:

The Supervisory Executive Specialist position is established to perform the full extent of EXO duties permitted by USG regulations and USAID policies, to include management of Human Resources, Communications and Records, Information Technology, and fulfillment of General Services from ICASS and direct sources. The Specialist is responsible for planning and executing administrative management functions of the Executive Office, subject to signatory approval of the Development Counselor.

The Executive Specialist will ensure effective management of OE, ESF, and PEPFAR-funded Management and Staffing resources in Cote d'Ivoire. The primary responsibility is to supervise the Executive Office (EXO) and all EXO staff, advise Office of Development Counselor (ODC) and senior management on all administrative management policies and procedures, represent USAID on interagency committees and administrative/management groups, serve as a technical mentor to the EXO staff, and assist and support the USAID/West Africa Regional Mission (USAID/WA) financial management office as needed.

The Executive Specialist is directly responsible to oversee all EXO functions and support received from ICASS and USAID/WA, these include but are not limited to: USDH, FSN, and USPSC personnel management; property management (personal and real property); the International Cooperative Administrative Service System (ICASS); Communications (non-classified); records management; procurement; travel management; office systems and procedures; computer systems; financial management; USAID Implementing Partner (IP or Institutional Contractor) support; and, staff training. The Executive Specialist is an important member of the Mission management team. The Executive Specialist's work, management skills, and inter-personal relationships will greatly affect EXO performance, and its support to USAID/Cote d'Ivoire. In addition, the Executive Specialist is expected to initiate projects affecting EXO performance, relationships with USAID/Cote d'Ivoire programs and other customers, the US Embassy, USAID/WA, and IPs. With supervision by the Development Counselor, the Executive Specialist is expected to initiate, plan, manage, and complete a full array of assignments and reports.

The Specialist ensures that the EXO operates to its maximum ability to meet the needs of the USAID/Cote d'Ivoire. The EXO is staffed by four employees including the Executive Specialist, an HR specialist, IT Systems Manager, and a Chauffeur.

14. DUTIES AND RESPONSIBILITIES:

a. Office Management - 40%

Exercises day-to-day operational supervision over all employees of the EXO, carrying out a variety of administrative functions in support of the Office's role and functions, as follows:

Assists EXO employees in resolving problems. Assigns tasks, provides guidance, and monitors performance. Monitors performance of tasks assigned by the EXO. 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 Executive 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.

Attends senior staff meetings and ensures that actions assigned during such meetings are carried out in a timely manner. Provides expert advice to USAID/Cote d'Ivoire 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 USAID/Cote d'Ivoire 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, etc.

The Specialist serves as the primary point of contact and works closely with the Management Counselor, Financial Management, Human Resources, and GSO; facilitates the NSDD-38 process and budgeting, funding, and arrival coordination for off-shore staff; and, ensures that arrival notifications include accurate information on Diplomatic Titles, medical clearances, and security clearances.

The Specialist provides liaison with USAID West Africa Regional Mission Administrative Liaison, serving as the primary point of contact for all administrative matters with USAID/WA; and, follows-up on pending actions and insures accuracy of the flow of information to and from USAID/WA.

The Specialist may serve as a procurement agent, exercising responsibility as a sub-cashier and holder of a USG Purchase Card, carrying out procurements related to program needs not covered by ICASS.

b. Supervises all Administrative Services - 40%

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

Personnel Management – Supervises the Personnel Assistant with responsibility for USDH, USPSC, and FSN personnel management. Aids in interpretation of complicated contract language and regulations. Liaisons with USAID/Washington OHR, on a broad range of personnel management matters. Represents the Office in, and occasionally chairs, interview/recruitment panels, the Mission's Training Committee, and the Mission's Awards Committee. Acts as key advisor to the Executive Officer in all phases of personnel recruitment. Formulates and publishes Personnel-related policy Orders and Notices.

ICASS GSO Liason – Ensures that maintenance work orders, NXP requests, transportation requirements, procurement requests, customs clearances, etc 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.

Space Management -- Responsible for the efficient use of USAID space in the 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.

Motor Pool – Oversees the 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 on vehicles transferred to ICASS, accounting for fourteen such vehicles until their eventual disposal.

Data Management – manages information technology operations, USAID/Cote d'Ivoire-managed servers, Washington-managed servers, and client stations, providing both internal and remote access to application software and the Internet.

Property Management – Manages USAID 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 HHE, UAB, and consumable shipments for USDH, USPSC, and any TCNPSC 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 – works closely with the USAID/CI A&A Specialist to ensure PSC and FSN/LE Staff contracting actions are processed efficiently; and, coordinates with the A&A Specialist, Embassy/GSO, and the Accra Controller to ensure critical procurements are funded on time.

Serves as a Mission Procurement Agent, works very closely with Embassy GSO Procurement staff on procurement issues, including selection of vendors, preparation of Scopes of Work, , and, follow 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. Monitors the maintenance of lists of vendors and contractors who can provide regularly required goods or services, to minimize searching for items.

Communications and Records – Ensures that USAID Cote d’Ivoire staff have a clear understanding of all mail processing and records management procedures and regulations.

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

Works with the Development Counselor and the USAID/WA Controller to prepare the annual 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.

Performs other duties as assigned or required.

15. DESIRED MINIMUM QUALIFICATIONS:

a. Education: Completion of education resulting in an undergraduate degree, or the local equivalent, in business administration, financial management, or a field related to administrative management is required. Possession of an advanced degree in one of these fields is highly desirable.

b. Experience: From four to six years of progressively responsible experience in two or more phases of administrative management, particularly as related to the supervision and provision of staff in the provision of administrative/logistic support services in a minimum of three of the following fields: Personnel Administration, General Services, Motor Pool Management, Property Management, Procurement. Familiarity with methods and policies of USG Foreign Affairs Agencies would be an advantage.

c. Post Entry Training: Administration Management, various Personnel systems administration courses, Management/Supervisory Skills, General Services courses, and Procurement/ Contracting courses, as offered, and subject to availability of funds.

d. Language: Level IV English and French are required.

e. Knowledge: Incumbent must have an expert knowledge of a highly technical body of USG, USAID, and Ivoirian laws, regulations, instructions, procedures, policies, and practices relevant to administrative management, personnel, budget and fiscal administration, travel, building management, GSO/property management, procurement/contracting, C&R, and other administrative procedures, regulations, and requirements sufficient to provide administrative and technical (when required) supervision of all Executive Office personnel.

f. Skills and Abilities: Excellent supervisory, analytical, and interpersonal skills, tact, and diplomacy are required. The incumbent should also have good leadership/managerial skills, and a personality that inspires confidence in FSN employees and permits the maintenance of effective working relationships with employees and supervisors. The following are required: ability to forecast needs for resources, and to plan and assess problems and develop realistic solutions; ability to train FSN personnel, and to tactfully and efficiently work with American officers and FSN personnel so that the Executive Office provides the best administrative support services to the Mission; ability to create and maintain a good working climate in order to ensure maximum productivity in a service-oriented fashion; ability to negotiate effectively with Embassy and ICAAS administrative personnel, and host-country government and business officials, on USAID operations and resources.

16. POSITION ELEMENTS:

a. **Supervision Received:** The incumbent operates with a high degree of independence. Assignments are made orally and in writing. The Development Counselor, in consultation with the incumbent, sets priorities and deadlines in terms of policy, priorities, results to be achieved, and basic approaches. The supervisor reviews completed written work, and provides clearance on external correspondence. The Development Counselor provides guidance on major decisions regarding activities, taking into account the incumbent's recommendations.

b. **Supervision Exercised:** Provides advice to, supervises, and assesses performance of four Executive Office FSN employees. Supervises contractor teams in the performance of their scopes of work, evaluates quality of the work performed, and recommends approval/disapproval of payment for services.

c. **Available Guidelines:** USAID Handbooks, ADS, Foreign Affairs Manuals, etc. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.

d. **Exercise of Judgment:** Must have the management and supervisory ability to organize, manage, and supervise the assigned functions efficiently. Must be tactful, yet efficient, in dealing with Embassy, ICAAS, and USAID personnel, subordinates, various contractors, vendors, and service providers. Must be able to work independently and make independent decisions. Exercises considerable judgment and provides advice to the Development Counselor and various American officers and FSN personnel on all administrative management matters, which may, on occasion, be extremely sensitive. The incumbent must exercise creative thinking in dealing with problems or matters for which there is little precedent, while considering the impact of the decisions/actions on the Mission's broader Strategic Objectives.

e. **Authority to Make Commitments:** Within the scope of the assignment, and within the parameters agreed to by the Development Counselor and the incumbent, makes a variety of decisions concerning providing services around the clock (as needed). Further, within a delegated range, the incumbent may request and obtain services, and procure goods and services from vendors, after obtaining Development Counselor concurrence and funds availability.

f. **Nature, Level, and Purpose of Contacts:** Establishes contacts with key, senior-level counterparts in the Embassy and with other agency members of the country administrative team, with vendors and Ivoirian officials, and with others as needed to assure the effective operation of the USAID Executive Office.

g. **Time Required to Perform the Full Range of Duties:** One to two years.