

required at the (3/3) level. The incumbent is also required to independently learn, apply, and stay current on USAID/US Embassy/ICASS requirements and procedures for providing clerical and logistical support using the appropriate forms and formats. The incumbent must liaise with the West Africa Regional Mission, the Côte d'Ivoire Office of Development Coordinator, and the U.S. Embassy Abidjan administrative support offices. The incumbent must develop and ensure the use of administrative procedures that support USAID requirements. He/she will assist with program monitoring, budgeting, tracking budgets and program data. He/she will be the main liaison with the financial management, contract, and program offices. Current administrative functions provided within the technical teams will remain, but the incumbent will provide support to the Director and Deputy of the Health Office and cross-office functional support (i.e. travel, timesheets, ICASS, GLAAS, etc).

14. MAJOR DUTIES AND RESPONSIBILITIES Administrative Support

60 % OF TIME

Responsible for travel and logistics arrangements for Health Office staff, including appropriate liaison with supporting offices in the West Africa Regional Mission and US Embassy Cote d'Ivoire. Includes responsibility for health office visitors' travel logistics and ECC management.

Prepares (with limited input) letters; memos; vouchers; procurement requests (GLAAS Actions); faxes; and other documents

Puts together and tracks actions such as GLAAS Actions, action memos, and travel vouchers;

Manages deadlines assigned to the health team.

Responsible for office supply procurement, work orders, vehicle requests, organization of meetings, and logistics requirements for staff as well as visiting officials and contractors.

After reviewing USAID's Automated Directive Systems guidance, the incumbent shall maintain (by filing in a timely manner) a logical non-duplicative working and official hard copy, electronic, and to a limited degree technical document (library) filing system.

Monitor equipment available to the Health Office, including phones, lap top computers, and blackberries. This position would also be responsible for liaising with the CDC, the Department of State and ODC to ensure appropriate ordering and management of equipment.

Performs certain regular and miscellaneous administrative tasks, including time sheet management for all USAID staff.

MAJOR DUTIES AND RESPONSIBILITIES Program Management Support

30 % OF TIME

Prepares, finalizes and circulates for approval the full range of project implementation documents, including: action memos, statements of work, Mission Assistance and Acquisition Request Documents (GLAAS Actions), independent government cost estimates and other required documents/reports as directed by the USDH Health Team Leader and/or CORs;

Assists with administration and monitoring of shipments and orders of essential commodities for the PEPFAR program and other health programs as assigned.

Tracks documents from Implementing Partners such as proposals, annual work plans, quarterly and annual reports, as well as USAID internal documents.

Supports the health team and CORs to monitor health activities by collecting relevant data.

In collaboration with the technical teams (as requested), researches regional sources to collect relevant data, studies or reports (regional donor databases and information banks); summarizes findings and drafts relevant documents, which consolidate all the information obtained.

Collects, collates, prepares and presents, in report or memo form with spreadsheets and charts, relevant data, as needed for meetings. Takes minutes at meetings as assigned.

In collaboration with the DOC, maintains programmatic success stories.

Assists with the development of required reports for internal USAID purposes (e.g. operational plan, briefers, taskers, talking points).

