# POSITION DESCRIPTION FOR
# ADMINISTRATIVE MANAGEMENT ASSISTANT

## BASIC FUNCTION OF POSITION

The incumbent serves as the senor LES advisor to the Public Affairs Management Team, consisting of the Public Affairs Officer (PAO), Cultural Affairs Officer (CAO), Information Officer (IO), Regional Information Resource Officer, and Regional Educational Advisor (REAC) on post administrative and financial management. S/he is responsible for coordinating or completing administrative documents to operate one of sub-Saharan Africa's largest cultural, educational and youth exchange programs. S/he collects data and prepares reports in coordination with the Embassy's Financial Management Center (FMC). In addition, the incumbent coordinates all PAS administrative activity, with exception of receiving and the full range of procurement.

## MAJOR DUTIES AND RESPONSIBILITIES

Under the supervision of the PAO, the incumbent provides the operating data on financial and administrative feasibility of Public Diplomacy (PD) activities (including the IIP/IRO, ECA, PEPFAR PD, and ECA/Educational Advising activities), to support PD activities under the Mission Strategic Performance Plan. S/he analyzes business processes to administer grants, process advance and voucher payments to invitational travelers, PAS staff, sub-cashier collections as assigned, to streamline PAS activity and to ensure the timely administration of funds and purchases in support of PD press, exchange, education and program activities. In coordination with PD program assistants, s/he coordinates all logistical support for PD academic exchanges, grantee travel, program travel, U.S. expert travel, program implementation and program monitoring and evaluation.

### A) *BUDGET ANALYSIS AND FINANCIAL MANAGEMENT DUTIES:*

i. *Budget Analysis:*

The incumbent is responsible for the formulation, presentation, and execution of a total PAS budget, with previous fiscal year comparators ranging from $700,000 to $1.2 million. Utilizing continuing analysis of the financial status and knowledge of previous trends, the incumbent forecasts surpluses and deficits within the PAS Salaries and Expenses appropriation, travel, training and other principal accounts. Other analytical duties include: development and preparation of budget estimates; examination of cost estimates for proposed new projects; and review of all major budget exercises concerning PAS operations, including WebRabit, PAS staff time allocation, and Congressional submission estimates with FMC.

*ii. Financial Management*

Along with the quarterly financial plan, submits to the PAO a report outlining a breakdown of recurring operating costs (mandatory items, including HR costs) and discretionary funds available for programming and grants use. Advises the PAO on projected spending of post's operating budgets in support of PAS program plan objectives. Prepares a spending breakdown for special cultural and representational events based on past cultural activities, knowledge of the local market, Front Office preferences, and other price factors.

Maintains travel and representation cuff records and routinely advises the PAO, of the funds balance of these two accounts. Reviews monthly the status of funds and status of obligations reports. Advise the PAO and FMC of any errors or problems concerning the reports.

Reviews the Advice of Allotment (AOA) cables/report monthly and keeps cuff records, which record all operating increases and decreases. As the senior LES advisor to the PAO on post financial management, also advises the PAO on the availability of funds during the development and formulation of the post's annual operational plan.

As sub-cashier (when assigned), prepares purchase orders, vouchers, and petty cash records and obligation patterns, prepares replenishment vouchers and requests replenishment checks. Submits, advises and reconciles the Embassy FMC on the status of obligations. Ensures the "cash on hand" and receipts can be reconciled during spot "cash counts" by the Embassy Financial Management Officer. **55% OF TIME**

**B)** ***ADMINISTRATIVE DUTIES:***

Is the senior LES advisor to the PAO and other USDH staff in PAS on necessary logistics and funding for special events. Directs and coordinates the administrative logistics of PAS cultural events, lectures and conferences. Establishes duty schedules to ensure that events are properly staffed, ensures that payments are made on schedule and that adequate supplies are on hand. Identifies and flags problems to the PAO and makes recommendations for solutions

Acts as a liaison with the Embassy management office and GSO/FMO/Motorpool/HR subsections in the following matters: Financial Management, procurement, and security. Ensures that all requests for GSO services, including motorpool requests, are met in a timely manner.

Coordinates both in-country and international travel arrangements for the PAO and LES staff. Supervises all travel arrangements for other official visitors, including requesting airport expeditor when appropriate to assist incoming and outgoing official PAS visitors. Assists with hotel reservations, airline ticket purchases, transportation, honoraria, per diem, visas and accommodation exchanges for several hundred travelers each fiscal year.

Maintains the post's unclassified administrative subject files. Prepares documentation and monitors all PAS grants for local individuals and institutions ensuring that grant financial and reporting milestones are identified, tracked, and performed in accordance with State Department regulations.

**30% OF TIME**

**C)** ***ICASS AGREEMENT RULES AND REGULATIONS:***

Periodically checks the ICASS report to ensure that PAS is receiving the services outlined in the agreement and not being direct charged for services unless specifically invoiced by FMC . Reviews the workload counts and reports to make sure they are accurate and that the charges truly reflect PAS participation in the agreement. Informs the PAO of any problems concerning provision of services covered under the ICASS agreement.

**5% OF TIME**

**D)** ***PROCUREMENT DUTIES:***

Responsible for initiating all procurement requests for the purchase of office equipment

funded directly out of the PD allotment (including IT equipment for the American Corners, the Educational USA advising center and the Information Resource Center), program supplies, whether from Washington or the local market, and working with Ariba and other computer and tracking systems in tandem with the GSO Procurement section, under the guidance of the PAO.

**Desired Qualifications/Selection Criteria**

a. **Education**: Two years of college in the major of business administration or accounting-related field is required

b. **Prior Work Experience**: Two years work experience in managing resources and programs and some experience with accounting for programs required. Experience in supporting or administering USG-funded programs will be a plus.

c. **Language Proficiency** (List both English and host country language(s) proficiency requirements by level and specialization): Level IV English ability (fluent) is required.

d. **Knowledge**: Knowledge of bookkeeping, travel planning and accounting required. Experience supporting events management or education programs desired. Previous experience working with US Government agencies will be an advantage.

e. **Abilities and Skills**: Proven ability to use financial accounting software to document and support business, program or project activities required. Proven ability to work well as a member of a diverse team in high-pressure environment required. Commitment to USG interagency collaboration and cooperation expected. Strong writing skills and excellent communication and facilitation skills required. Proven ability to manage budgets desired