

U.S. MISSION CONAKRY - GUINEA

ANNOUNCEMENT NUMBER: 2016-004

Irvin Hicks/ Management Counselor

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

POSITION: CDC PUBLIC HEALTH (Cooperative Agreement Assistant)
FSN-8*

TYPE OF HIRE: TEMPORARY

OPENING DATE: January 12, 2016

CLOSING DATE: January 26, 2016

WORK HOURS: FULL-TIME; 40 HOURS/WEEK

SALARY: * LCP: 80,950,515 * GNF P.A.
(POSITION GRADE: FSN-8)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Conakry, Guinea is seeking an individual for the position of CDC Public Health (Cooperative Agreement Assistant)

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT 4458/4458 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS; ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

A. BASIC FUNCTION OF POSITION

The Cooperative Agreement Assistant serves under the supervision of the Cooperative Agreements Manager and provides support and assistance to the management of Cooperative Agreements and maintenance of the Cooperative Agreement (COAG) database. Job holder is responsible for managing COAG database, tracking and updating CDC grantees financial information, managing general COAG information in the office to CDC Procurement and Grants HHS standards, and tracking and recording numerous COAG communications. Job holder provides support and coordination with appropriate program and external grantee staff for all cooperative agreement actions, including operational and fiscal management assistance, planning and scheduling meetings and conferences, typing and distributing minutes of meetings, and facilitating COAG logistics for grantee trainings and meetings. The incumbent independently draft

correspondence and routine documents with minimal input from supervisor. Uses established software programs to enter data to the Cooperative Agreement Database. Keeps supervisors apprised of approaching deadlines for all cooperative agreement activities of the procurement and Grants Office (PGO) in Atlanta. Job holder assists in grants management portfolio of 4 - 10 grantees and value of USD \$16 million.

MAJOR DUTIES AND RESPONSIBILITIES:

Cooperative Agreement and Logistical Support

65% of time

Job holder is custodian of the Cooperative Agreement Management Database. Maintains the day to day management of the database including data entry, updating, analyzing and reporting financial data of grantees to the CoAg Manager and relevant team members.

Performs routine tracking and review of quarterly, semiannual, and annual reports including progress reports, audit reports, financial reports (FFR), foreign tax, and FFATA and updates grantees data into database and provides status reports and feedback to supervisor and Deputy Director.

Communicates with Grantee's grants personnel to request, furnish, and query on financial information required under PGO terms and conditions. Job holder assists CoAg Manager with tracking pending and suspense issues related to grantees awards such as funding restrictions, pending Human Subject and Protocol submissions, quarterly reports, financial status reports, audits, continuation applications, and updates the database, briefing supervisor accordingly on progress achieved or missed deadlines.

Maintains Cooperative Agreement files (electronic and hard copy). Files documents, updates files as necessary, ensures file retention upkeep as per CDC timelines and procedures, and informs supervisor and Deputy Director of any issues or problems related to management of files. Follows up to ensure that routine information and communication from collaborating partners is up to date. Maintains a spreadsheet or other data files for monitoring and documenting the status of grantees financial reporting.

Coordinates with CDC financial staff and CoAg Manager to maintain up-to-date budget status reports for Cooperative Agreements. Provides operational and fiscal management assistance. Ensures that applications adhere to all established requirements and content of FOAs to enable fair and equitable application processes.

In conjunction with Administrative Assistant (Logistics), coordinates logistical support for meetings, conferences, trainings and events around Cooperative Agreements activities (grants and Project Officer trainings, CoAg meetings, site visits, etc.) including identifying and visiting potential venues, developing statements of work for event planning and logistical support for conferences and large meetings, reviewing submissions from vendors and drafting justifications for selection based on selection criteria and cost of the proposal.

Job holder assists in compiling data and background information for routine and special reports. Maintains spreadsheets or other data files for monitoring and documenting the status of programmatic progress of all Cooperative Agreement Management activities.

Enters data collected from collaborating partners for reprogramming and for semi-annual and annual reports.

Administrative Support

20%

Provides assistance to the cooperative agreements team. Independently drafts routine correspondence, reports, and documents for CDC staff on behalf of supervisor. Drafts and prepares CDC correspondence, memos, and letters for program staff. Assists with photocopying, collating, scanning needs for trainings, conferences and meetings.

Assists the Cooperative Agreement Manager with filing of applicable administrative requests and reports, (travel reimbursements, procurement requests and personnel actions). Assists in reviewing applications for completeness, accuracy, and allow ability. Assists in reviewing grantee procurement requests.

Schedules meetings and appointments for CoAg staff. Coordinates external telephone and conference call requests with PGO and others as requested.

Serves as back up to process Foreign Tax/Value Added Tax (VAT) forms and processing claims.

Ensures grantees submit audit, FFR, FFATA reports on time per required PGO procedures.

Performs other duties as assigned by supervisor.

5%

Other duties as assigned by the Cooperative Agreement Manager or Deputy Director.

B. QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

a. Education:

Bachelor's degree or Guinea equivalent degree in Public Administration, public health, International development, business administration, economics, sociology, management or finance is required.

b. Prior Work Experience:

Three years of progressively responsible administrative management experience in a public health or international development program that includes administrative management of acquisitions, grants, contracts or cooperative agreement documentation and reporting, files management and exposure to external clients is required.

c. Language Proficiency:

Level III (good working knowledge) in English and French is required. Language will be tested

d. Knowledge, Skills and Abilities:

A detailed knowledge of overall management principles, guidelines and procedures related to the administration of cooperative agreements, as well as related audit and accounting requirements, is required. An in depth understanding of the structure and functions of the CDC's role and functions in supporting of Ebola and other public health efforts response is required. The job holder must also have a detailed knowledge of the host country operational environment, including a good understanding of host government laws and regulations regarding public health-related implementing agreements. A general knowledge of routine health information systems in developing countries, including knowledge of public health administrative systems is required. A general knowledge of routine health information systems in developing countries, including knowledge of administrative systems is required.

e. Skills and Abilities: Keyboarding skills that include both speed and accuracy are required.

As standard user of word processing, higher mathematical calculations, spreadsheets and databases are required. The ability to assess budget and grants management issues and develop realistic solutions is required. Must be proficient in Microsoft suite and also CDC specific software and programs.

ADDITIONAL SELECTION CRITERIA

1. CDC will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a valid security clearance and medical clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff Family Member (DS-174), which is available at http://conakry.usembassy.gov/job_opportunities.html or at the U.S Embassy's main entrance; **plus**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **plus**
3. Any other documentation (e.g essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO

Physically at :CDC OFFICE

CDC-GUINEA
Immeuble IFES (Ancien USAID)
Juste à coté de la Clinique Ambroise Pare
Porte Verte, 2eme Etage Porte a Gauche
Conakry, Guinea Republic

Electronically at : ConakryHR-CDC@state.gov

POINT OF CONTACT

Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

CLOSING DATE FOR THIS POSITION: January 25, 2016

The U.S. Mission in Conakry provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.