

U.S. MISSION CONAKRY GUINEA

VACANCY ANNOUNCEMENT NUMBER: 2016-001

Irvin Hicks/ Management Counselor

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

POSITION: CDC PUBLIC HEALTH (Cooperative Agreement Specialist)
FSN-10*

TYPE OF HIRE: TEMPORARY

OPENING DATE: January 12, 2016

CLOSING DATE: January 28, 2016

WORK HOURS: FULL-TIME; 40 HOURS/WEEK

SALARY: * LCP: 129 363 472 * GNF P.A.
(POSITION GRADE: FSN-10)

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 Specialist)

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT 4298/4458 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.

BASIC FUNCTION OF POSITION

Job holder is a senior specialist responsible for oversight at the post level of the administrative aspects of the agency's cooperative agreements portfolio. Job holder's administrative role extends throughout the life cycle of the implementing instrument, beginning with funding proposal preparation, initial award and carrying through to close out. These administrative functions provide the infrastructure for effective and coordinated implementation, monitoring and overall administrative management of the Centers for Disease Control and Prevention (CDC) public health programmatic activities carried out by implementing partners in country. Job holder serves as a key advisor to the CDC Country Director, Deputy Director and program staff on cooperative agreement

issues such as reporting compliance and funding accountability. Job holder supervises one Cooperative Agreement Assistant. Job holder serves as the liaison between agency headquarters procurement officials and program managers and works closely with agency technical staff, senior staff of other agencies as well as senior managers of collaborating partners on cooperative agreement execution issues.

MAJOR DUTIES AND RESPONSIBILITIES:

100%

**Management of Administrative Activities for Cooperative Agreements and Contracts
50%**

Job holder is the agency administrative specialist for cooperative agreements and the liaison with the agency headquarters grants and acquisition office on technical reviews and funding awards. This role requires that the job holder be thoroughly acquainted with the purpose, terms, conditions and the respective roles and responsibilities of the recipient, the program manager and the project officer, Grants Management Specialist, Grants Management Officer, and Contracting Officer's Technical Representative (COTR) or Agreements Officer's Technical Representative (AOTR). Job holder's portfolio includes approximately \$16 million in grants, contracts and cooperative agreements with an annual portfolio value of approximately \$50 million.

In this capacity:

- a) As the knowledgeable source of both the administrative aspects of cooperative agreements and contracts management at post and host country and USG policies and procedures, job holder coordinates within a team of agency deputies, team leads, public health specialists and implementing/cooperating partners to make sure that programs are conducted according to the terms and conditions in the notice of award and that USG funds are appropriately utilized.
- b) Job holder works closely with project officers, program managers and program activity liaisons on quarterly monitoring activities, supplemental awards reviews, and requests for extensions. Job holder provides advice as needed to the agency director, team leads, section heads, program managers and implementing partners on all aspects of cooperative agreement management and reporting. For senior agency officials, job holder provides advice on the soundness of administrative controls contained in a proposal, procedural correctness of any modifications to the implementing agreement, the provision or withholding of funds, and whether to discontinue an activity to contractors/ grantees that fail to meet program requirements. Job holder provides detailed procedural advice and guidance to other members of the administrative management team on how to coordinate the review of all applications, supplemental awards, requests for extensions and funding for technical and budget soundness. Job holder provides suggestions to implementing partners on how to develop financial controls, quarterly and annual budget plans for the project and how to adhere to reporting requirements. Job holder develops solutions with implementing partners and program managers for resolution of recordkeeping discrepancies.
- c) Job holder serves as the principal administrative liaison with the agency headquarters grants and acquisitions office to ensure all necessary documents are complete and submitted in a timely manner. Job holder closely tracks reports on supported cooperative agreement activities (quarterly reports, continuation applications, supplemental applications, and financial status reports).

d) Job holder provides written recommendations to the agency headquarters grants office, the project officer, program manager and the GMO/GMS or COTR/AOTR when any changes to the program description, technical provisions and/or any other term or condition of the award are necessary, along with a justification for the proposed action.

Records Management of Implementing Agreements

30%

Serves as the central source responsible for the management of an electronic or paper records system that accounts for the at-post receipt and location of all grants, contracts and cooperative agreement files. The records system criteria is to store retrievable reporting/audit quality cooperative agreement files, including funding opportunity announcements (FOA's), applications, technical and budget reviews of the applications, awards, financial and programmatic reports, reprogramming requests and other supplemental documentation associated with contracts and cooperative agreement processes from initial award to close out of each agreement.

Ensures that systems are in place and maintained that provide timely notification of appropriate agency and partner staff of deadlines for funding opportunity announcements (FOA), deadlines for interested parties to file applications in response to the FOA, partner continuation requests and required partner financial reports and funding mechanisms. Together with agency headquarters and other program staff, prepares monthly and annual calendars of actions related to the administrative management of the implementing instruments including providing site visit schedules, routine trainings for staff and grantees, setting deadlines for important actions necessary for grants management (continuing applications, FOAs, supplements) and other date sensitive elements.

Verifies that all documents related to assigned cooperative agreements and contracts are complete and submitted to the requiring offices in appropriate and auditable records management format. Job Holder develops guidelines and recommendations for cooperative agreement recipients regarding administrative aspects of implementation, reporting and administration of the various cooperative agreements.

Interagency Coordination

20%

Incumbent serves on selected inter-agency technical working groups to be carried out through cooperative agreements, contracts or partnership frameworks. Recommendations from the technical working groups play a key role in the development of the overall public health protection and disease response programs in country. The working groups include interested parties from among USG implementing agencies (Departments of State, Defense, Labor, Commerce, and Health and Human Services (including Centers for Disease Control and Prevention, National Institutes of Health, Substance Abuse and Mental Health Services Administration, Food and Drug Administration), and Peace Corps), host country government officials, and collaborating agencies and organizations.

Directly provides input into the interagency partner portfolio reviews by maintaining program management tools to allocate and track resources provided to in-country partners. Provides input to USG staff during initial discussions regarding potential

administrative initiatives and guidance that will increase reporting accuracy and timeliness.

B QUALIFICATIONS REQUIRED

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

a. Education:

Bachelor degree or Guinea equivalent degree in Public Administration, Business Administration, Management, Accounting, Finance, Public Health or International development is required.

b. Prior Work Experience:

Five 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. 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. is required. A general knowledge of routine health information systems in developing Good communication skills, both oral and written, are required, to include ability to write clear and concise documents, reports, program and policy guidelines and ability to deliver oral presentations on programmatic matters. Excellent inter-personal skills are required in order to coordinate with USG colleagues and implementing/cooperating partners to ensure mutual cooperation. Demonstrated ability to multi-task in a highly-detailed work environment is required. The ability to assess problems and develop realistic solutions is required. Ability to plan and monitor budget expenditures to meet program needs is required. Intermediate user level of word processing, spreadsheets and databases is required. Keyboarding skills that include both speed and accuracy are required. A facility to work with higher mathematical calculations for purposes of reporting is required

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 28, 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.