Vacancy Announcement No. ST-FSN-70-14

OPEN TO:	All interested candidates *(Ordinarily Resident applicants must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration).*
FULL LEVEL OF PERFORMANCE:	FSN PSC – 12
LOCATION OF POSITION:	Executive Office (EXO), Tegucigalpa, Honduras
POSITION TITLE:	Supervisory Executive Specialist (Deputy EXO)
OPENING DATE:	December 9, 2014
CLOSING DATE:	December 22, 2014
WORK HOURS:	Monday through Friday (40 hours per week)
SALARY:	Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 733,559.00 to L. 1,247,047.00 per year.

BASIC FUNCTION:

This position is located within the Executive Office, USAID/Honduras. The primary purpose of the position is to serve as Deputy to the US Direct Hire (USDH) Supervisory Executive Officer (EXO). The incumbent of this position is expected to advise and assist the Supervisory EXO in planning, directing and administering the management program of USAID/Honduras. Monitors the overall performance of the Executive Office and ensures that Mission procedures comply with USAID regulations and the United States Government (USG) statutory requirements.

The incumbent directly supervises the General Services (Property Management, Safety and Health, and Maintenance), Procurement, Travel and Transportation, and Communications and Records (C&R) sections and functions. The incumbent also assists in evaluating and conducting negotiations of the costs and services provided through the International Cooperative Administrative Support (ICASS) System, assists with the development of the Mission's annual procurement plan, and provides oversight to the physical security program of the USAID mission. The incumbent is also responsible for the management of the Mission's Excess Property Programs (Limited Excess Property Program (LEPP), Department of Defense (DOD) Excess Property Program, and Denton Amendment Program).

In the absence of the Supervisory EXO, the incumbent shall serve as Acting Executive Officer with the full range of responsibilities. The incumbent must be able to exercise good judgment, often under times of stress and limited time frames, in making decisions and providing advice on the USAID management policies, contracting practices, and when providing personal counseling and/or advice to employees. The incumbent shall be expected to use his/her judgment in making Mission management decisions and in the formulation of expert opinions.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed since the incumbent may be required to perform other duties as assigned by the agency.

1. Daily work responsibilities (80%)

a) General Services:

Management responsibilities in the area of General Services include, building maintenance and space allocation functions. Incumbent is responsible for all aspects related to the management and maintenance of the USAID office building with the assistance of the General Services Office (GSO) Coordinator, making sure all systems and equipment are in full operating condition, ensuring adequate and efficient use and allocation of space for proper execution of duties by all staff.

The incumbent shall administer and supervise the Mission's safety and security program. The program includes but is not limited to, maintenance of emergency notification systems covering all US, Third Country National (TCN) and Foreign Service National (FSN) employees. S/he shall also be responsible for maintaining office evacuation equipment and procedures, building floor warden programs, and periodic safety training of employees.

b) Travel and Transportation:
The incumbent is responsible for overseeing and supervising USAID's travel section, including shipping and transportation administration. The incumbent will be expected to be fully conversant in all the regulations and policies related to travel and transportation of effects and shall review and clear all travel authorizations prior to being signed by the Supervisory EXO. The incumbent shall oversee the occasional assistance provided to the institutional contractors and other officials in this capacity when deemed appropriate by the Supervisory EXO. Additionally, the incumbent shall oversee the Travel and Shipment Assistant in arranging for the incoming and outgoing shipment and customs clearance of the household and personal effects, privately owned vehicles (POV), and other property of U.S. citizen personnel, institutional contractors, and others. Shall ensure the Travel and Shipment Assistant properly advises project staff on tax exemptions, reimbursements on sales tax, and dispensas/introduction of imported equipment.

c) Communication and Records:
Incumbent shall ensure the USAID Communications and Records (C&R) functions are carried out in support of the USAID program. Through the C&R Supervisor, the incumbent assures that pouch and Diplomatic Postal Office (DPO) mail is received and sent in a prompt and efficient manner. Assures that all vital records are appropriately identified and protected, and that official files are maintained in accordance with Agency regulations and disposed of, as scheduled. Ensures that action items in incoming correspondence are appropriately assigned and tracked.

d) Physical Security:
The incumbent shall assist the Supervisory EXO in providing oversight to the physical security program of the USAID Mission as well as interfacing with the USAID Office of Security in Washington. The incumbent is also expected to liaise with the contracted local security guard force with direction from the Embassy's Regional Security Office (RSO) as required. The incumbent is expected to ensure that all security equipment is operational and maintained on a regular basis.

e) Procurement:
The incumbent shall ensure that goods and services are acquired to administratively support USAID's OE and Program-funded operations in accordance with all applicable regulations and requirements. The incumbent shall monitor the duties, priorities, and performance of the Procurement Agent. Regularly reviews procedures for source selection, invitations for bids, selection of vendors, and preparation of purchase orders.

The incumbent shall ensure compliance with USG procurement statutes and regulations. Ensures that off-the-shelf purchases are made in accordance with established guidance and that simplified acquisition procedures are observed. Reviews and provides clearance for all procurement documents committing funds for the Supervisory EXO's signature, and ensures purchases are within approved budget levels. The incumbent shall assist the Supervisory EXO by monitoring procurement through final disposition and contract actions, including the review and pre-approval of all procurement and contract actions, assignment of priorities and actual receipt of the goods and services procured to final close-out. The incumbent is also responsible for assisting the Supervisory EXO with the development of the Mission's annual procurement plan.

f) Motor Pool Vehicles:
The incumbent is responsible for executing official reporting to Washington on all USAID-managed vehicles (Mission Director's official vehicles) and for ICASS-managed USAID-owned vehicles, keeping all operational data such as maintenance and fuel figures updated in the Vehicle Management Information System (VMIS). Incumbent is also responsible for coordinating with the Mission Director driver that Mission Director vehicles are maintained in good working condition and that preventative maintenance procedures and safety measures are followed. Incumbent manages the self-drive vehicles assigned by ICASS for use by USAID employees and serves as the USAID liaison to the ICASS service provider on all matters related to Motor Pool operations and policies.

g) Excess Property Programs Management:
Under the supervision of the Supervisory EXO, the incumbent is responsible for the management and execution of all excess property programs for the Mission, including the Limited Excess Property Program (LEPP), the DOD Excess Property Program and the Denton Amendment Program. This involves ensuring that all excess property matters are performed in accordance with approved excess property guidelines and procedures as well as coordinating with local and International Non-Governmental Organizations (NGOs), Private Voluntary Organizations (PVOs), and US military Denton Amendment

coordinators. Periodic travel to locations throughout Honduras to review excess property requests and perform end-use checks, plus regular trips to the Soto Cano military base in Comayagua, Honduras is required.

2. Policy Matters (20%)

a) In coordination with the Supervisory EXO and the Office of Financial Management (OFM), develops OE support budgets and monitors obligations of OE funds.

b) Responsible for conducting ICASS negotiations with the Embassy. Maintains communications and establishes a working relationship with the Embassy Management Section, including applicable general services, Budget and Finance (B&F), and Security staff to ensure the receipt of services procured under ICASS and to resolve any outstanding issues. S/he shall be responsible for assisting the Supervisory EXO in evaluating ICASS services.

c) Conducts management analyses and studies as required to effect improvements in management operations. Assists in the planning and direction of a continuing program to evaluate mission organization, staffing, and services to ensure maximum utilization of material and human resources. Analyzes requirements and makes administrative and technical recommendations to Mission management.

d) Provides administrative policy guidance to all categories of employees in the USAID Mission, by assuring that the Mission Orders (MO) are current and coordinates, in accordance with its provisions, the revision and issuance of Mission Orders and Mission Notices in those areas related to Administration, Contracting/Procurement, Personnel, Computer Services, Property Management, Communications & Records, Motor Pool issues, official and unofficial use of USAID/Honduras facilities, security regulations, use of official mobile devices, etc. Proposes revisions or changes to those policies and procedures.

e) The incumbent is expected to keep fully cognizant of all regulations pertaining to procurement, travel and transportation, shipping, official use of government vehicles, communications and records, security, maintenance, and local support services.

f) In the absence of the Supervisory EXO, the incumbent shall ensure the continued effective operation of the Office in all areas, excepting those which require contract warrant authority.

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

Education: University degree in the areas of administration, social sciences, finance, engineering, or other related area is required.

Prior Work Experience: A minimum of five (5) years of experience in the areas of business, finance, and/or management is required, of which three (3) years must be of supervisory experience.

Language Proficiency ***(List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)*****:**
Level IV (fluency) in English and Spanish is required. This will be tested. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas and concepts accurately both verbally and in writing.

Job Knowledge: The job holder must have sound knowledge of management principles, concepts, methods, practices and techniques, especially as they relate to the fields of business management and/or administration. Must have the potential to quickly acquire a thorough knowledge of USAID's policies, regulations, and procedures relating to the areas of general services, procurement, travel, and other areas under his/her supervision within the Executive Office.

Skills and Abilities: Should possess the ability to analyze, conceptualize, negotiate, exercise sound judgment, originate ideas, proven ability to identify problems and develop creative solutions. Should also have the interpersonal skills to handle requests and complaints with patience, tact and diplomacy, and the ability to interact with persons at various levels inside and outside the Mission. Must be able to work under pressure while navigating a myriad of managerial, administrative, and sensitive issues, and should possess the requisite skill-sets to deal with sensitive issues and emergency situations. Must possess the ability to use computer-based applications, technology, and softwares.

ADDITIONAL SELECTION CRITERIA:

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.

3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.

4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.

5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration

TO APPLY:
Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:
By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.
In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.
Via Email: TGGUSAID@state.gov

POINT OF CONTACT:
Human Resources Office
Attention: Claudia Tovar
Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

CLOSING DATE FOR THIS POSITION: DECEMBER 22, 2014.

The US Mission in Tegucigalpa, Honduras 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.

See http://honduras.usembassy.gov or http://www.usaid.gov/where-we-work/latin-american-and-caribbean/honduras for additional information and employment opportunities

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Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
   - Is not a citizen of the host country; and,
   - Does not ordinarily reside (*OR*, see below) in the host country; and,
   - Is not subject to host country employment and tax laws; and,
   - Has a US Social Security Number (SSN).
   - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

2. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:
   - Is a local resident; and,
   - Has legal, permanent resident status within the host country; and,
   - Is subject to host country employment and tax laws.
   - EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).