

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-11-006

**OPEN TO:** All interested Current Employees of the Mission

**POSITION:** Supervisory Executive Specialist  
Executive Office

**OPENING DATE:** October 6, 2011

**CLOSING DATE:** October 19, 2011

**WORK HOURS:** 40 hours/week

**SALARY:** JD17,542 – JD28,943  
Position Grade Level 11

**PLACE OF PERFORMANCE:** Amman, Jordan

USAID/Jordan has an immediate vacancy for a Supervisory Executive Specialist in the Executive Office (EXO). This is a Personal Services Contract (PSC) position, grade FSN-11. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. Applicants who do not meet the minimum number of years of experience may be considered only after it is determined that there are no qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-11 level.

## **Basic Function:**

The Supervisory Executive Specialist serves as an advisor on all administration work of the USAID/Jordan Mission. The incumbent shall directly supervise and manage the Human Resources Section, Travel, Property Management, and Procurement. In addition to supervision of the various sections in the Executive Office, the incumbent will perform the administrative functions of the Mission personnel program for American and Local Employed Staff (LES) staff; including directing and implementing all functions of the Mission Personnel program. The USAID/Jordan staff serviced consists of approximately 90 employees, including U.S. Direct Hire (USDH), U.S. Personal

Services Contract (USPSC), and LES Personal Services Contract (PSC) employees. The incumbent serves as the senior FSN expert on administrative and management matters. In the absence of the American EXOs, the incumbent shall perform all duties of that position except those which require a direct hire signature.

### **Major Responsibilities:**

#### Executive Office Administration and Support:

1. Maintains cognizance and awareness over all programs and functions of the Executive Office (Information Systems, Travel, Property Management, Human Resources, and Procurement). In areas other than those directly supervised, monitors work assigned and advises the American EXOs on any anomalies or problems observed, after discussion with the responsible supervisor. Attends Senior Staff Meetings and other meetings, when appropriate, in the absence of the American EXOs, and ensures that actions assigned during these meetings are carried out in a timely manner. Assists employees in resolving problems. Also monitors performance of tasks assigned by the American EXOs. Recommends employees for awards, promotions or disciplinary action. Writes performance evaluation reports for all staff under his/her direct supervision.
2. Reviews all documentation for the signatures of the American EXOs; ensures documents are properly completed and all supporting documentation necessary to make a decision is included. Rejects or corrects documentation prior to passing to the American EXOs.
3. Conducts studies and advises the American EXOs on ways to improve the overall performance of the Office to ensure the most effective utilization of personnel; e.g., reorganization of Divisions, realignment of duties or work schedules, scheduling of staff meetings to facilitate communications, or realignment of personnel.
4. Coordinates the drafting and issuance of all Mission Orders and Mission Notices on policies and procedures in all areas, and drafts them in those areas related to the Executive Office. Proposes to the American EXOs revisions or changes to Mission policies and procedures concerning those matters.
5. Informs/advises employees on Mission administrative policy. In the absence of the American EXOs, approves the routine operational requirements of the USAID office; approves vouchers for payments of previously obligated operating funds for supplies or services; and approves travel compensatory time and compensatory time in accordance to policy.
6. Assists Mission Management in the preparation of current year and two-year workforce projections for USAID/Jordan's annual resource request to USAID/Washington. Plays a major role in (a) the development of the OE budget

in collaboration with the American EXOs and the Controller, (b) subsequent monitoring of expenditures and continuous evaluation of mission activities to ensure efficient and effective utilization of USG resources.

7. Keeps fully cognizant of all regulations pertaining to travel, shipment, housing, leasing, maintenance and local support services. In the absence of the American EXOs, ensures the continued effective operation of the Office in virtually all areas excepting signatory authority involving commitment of U.S. Government funds, or Mission policy issues.
8. Conducts on-the-job training and cross-training for EXO staff as needed to enable staff to perform the necessary on-going tasks of the position. Assesses training needs of all EXO staff.

#### Personnel Management Responsibilities:

1. Plans, directs and manages the work of the HR Section: implements regulations, policies and other directives to ensure effectiveness of personnel operations and achievement of the Mission personnel operations and achievement of the Mission personnel program objectives.
2. Manages the USPSC and FSNPSC Position Classification process: guides supervisory staff in the development (or revision) of position descriptions; conducts interviews and desk, paper, employee and/or supervisory audits; evaluates position descriptions to ensure compliance with Agency policies and standards, clarity, uniformity, and completeness; provides direction, assistance, and documentation to the supervisor to complete the Job Discussion Help Sheets (JDHS); determines appropriate series, title and grade using Agency systems and guidelines (CAJE, AIDAR and GS guidance) for classification action; and discusses classification decisions with supervisors.
3. Monitors and Administers the USPSC and FSNPSC Recruitment process: oversees the preparation of job vacancy announcements for advertisement ensuring technical information and evaluation criteria in the solicitation is clear and transparent; oversees the processing of applications through full recruitment cycle to assess submissions against qualification criteria; oversees the organization of technical evaluation panels and the interview and selection process; oversees the verification of information provided by the candidate and performs reference checks; leads negotiations in accordance with the selection memorandum provided by the technical evaluation panel, procurement regulations and local compensation plan; ensures all required pre-employment/employment documents, forms, and supporting paperwork are completed appropriately; and ensures that USAID/Jordan's personnel recruitment policies and practices are consistent with Agency's Equal Opportunity Policy and Programs.

4. Administers Personnel Contracts: in compliance with Agency contracting regulations and procedures, manages the preparation of FSN- and US- PSC contracts for American EXOs signatory approval, related action(s), modifications, memoranda of negotiation, and supporting budget information. Responsible for contract administration of all FSN PSCs from issuance to close-out including contract modifications and incremental funding; oversees the preparation of procurement documentation, such as Justification for Other Than Full and Open Competition.
5. Provides the full range of personnel support functions for all mission staff: provides guidance, advice and assistance to FSN employees on personnel matters, local social security benefits, retirement, recruitment, separation, leave, benefits, provident fund, terms and conditions of employment, procedures and requirements for awards, evaluations, disciplinary actions, allowances, training, promotions and career development; advises the American EXOs on local labor practices, laws and regulations; provides advice and assistance to USDH employees on issues affecting benefits and entitlements at post. Manages Performance Evaluation Report (PER) process to include review of marginal evaluations to identify appropriate follow-on action(s) with technical guidance to supervisors, as appropriate; ensures timely compliance and appropriate content; and oversees the processing of any resulting personal actions. Supervises the preparation of HR reports, such as Web PASS.
6. Coordinates the completion and approval of the Mission-wide annual training plan with Mission Management, ensuring that all employees have equitable access to and consideration for training opportunities in accordance with the Mission Order. Analyzes the training plan and makes recommendations for courses that are in high demand to be brought to Jordan; manages regional training program participation, including the initiation of procurement requests in support for courses hosted by USAID/Jordan.
7. As the Awards Program Coordinator, works closely with the American EXOs to administer and monitor USAID/Jordan's Awards Program including cash awards, on-the-spot awards, meritorious step increases, safe driving awards and length of service certificates.
8. Keeps current with prevailing wage practices in Jordan and notifies the American EXOs of any changes; advises American EXOs on local labor practices and social security laws, practices and procedures; liaises with Embassy HR Office on personnel matters; oversees the completion of requested reports to allow Embassy HR Office to provide a One Mission picture, such as staffing and dependent information; directs the preparation of personnel documentation as needed to reflect employee personal changes, such as a change in salary or family size, and submits to the appropriate offices for processing.
9. Prepares periodic and nonrecurring personnel statistics and reports; and

coordinates with the Financial Management Office and Program Management Office in the preparation of personnel budgets and workforce tables for the annual report.

10. Manages all personnel administrative activities for USDH and USPSC employees. These duties include the processing of allowance documentation, managing the Annual Evaluation Program, preparing staffing patterns, arrival and departure documentation, correspondence to USAID/W and documentation regarding assignments, transfers, and entitlement travel.
11. Coordinates the process for the USDH assignment cycle, and provides guidance on position validations. In consultation with the American EXOs or the Mission Deputy Director, coordinates updates of USDH position descriptions and completes necessary documentation for submission to Washington. Processes NSDD-38 documentation and forwards to USAID/W for action.

#### Supervision – EXO/Team Leaders and Human Resources Section:

Supervises and manages the Team Leaders of the Executive Office – Property Management, Procurement and Travel – and directs the staff of the Human Resources Section of the Executive Office.

1. Human Resources – covered in B above.
2. Property Management – Supervises the Property Management Team Leader, provides guidance on major projects, such as renovation of office space and remodeling in residences, and resolves escalated problems, such as continuous residential maintenance concerns. Directs the analysis of bills (cellular, office phones, utilities, and facsimile) and makes recommendations for mission policies based on best practices, administrative oversight, and fiscal responsibility. Ensures reports are completed in a timely manner (e.g., vehicle inventory/usage and MD residence inventory); conducts periodic checks to ensure property is properly managed (e.g., bar coded, stored, inventoried, disposed of).
3. Procurement – Supervises the Procurement Agent, ensures annual procurement plan is developed, approved, and executed in a timely manner.
4. Correspondence and Records – ensures reports are submitted in a timely manner and continually assess the training requirements of Mission administrative professional staff to complete records management tasks accurately.

## Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

### Qualification Criteria:

1. Bachelor's degree in Personnel Administration, Human Resources, or Business Administration is required.  
**Supporting documentation (i.e., bachelor degree certificate) must be included in the application for eligibility purposes.**
2. Five years of progressively responsible experience in the areas of personnel, management/leadership, or business administration is required. Must have demonstrated direct experience related to the functions outlined in the scope of work, most notably in personnel management and travel. Three of the five years must be with supervisory experience.
3. The incumbent must have the ability to guide and work with a multidisciplinary team in the administration of a full-service, customer focused management office for a complex economic assistance program. The ability to work effectively as a team member in a culturally diverse team environment and communicate with, and understand the needs of, a wide range of internal clients and external suppliers is required. The incumbent must be a dynamic self-starter – able to work calmly, tactfully and effectively under pressure. Extreme flexibility to manage more than one activity at a time in the performance of daily administrative management related actions while maintaining a high energy level is absolutely essential and required. The ability to maintain strict confidentiality relating to sensitive management areas is required. Must be proficient in the Microsoft suite of applications and navigation of the Internet. Must have the ability to solve problems and make sound decisions effectively, especially absence of regulations. Must have excellent negotiation skills and ability to defend a position.
4. Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate Arabic (modern standard) into precise and correct English, and English into precise and correct Arabic. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance is attached to proper word meaning.

5. Demonstrated computer skills in specialized software including Windows and Microsoft Office Suite are required. Demonstrated ability to navigate the Internet with ease is required.

**Selection Process:**

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interview will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees must have completed 52 weeks of employment in their current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to: Email: [usaidemployment@state.gov](mailto:usaidemployment@state.gov)

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:  
[http://jordan.usembassy.gov/job\\_opportunities.html](http://jordan.usembassy.gov/job_opportunities.html)

**Point of Contact:**

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6673.