



# USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

## ANNOUNCEMENT NO: VA-12-003(Juba)

**OPEN:** TO All South Sudanese Nationals.  
Current Mission employees serving a probationary period are not eligible to apply.

**POSITION:** Program Management Assistant

**POSITION GRADE:** FSN 9

**OPENING DATE:** Wednesday: December 15, 2011

**CLOSING DATE:** Friday: December 30, 2011 - max. 4:30 p.m.(South Sudan time)

**WORK HOURS:** Full time 40 hour per Week.

The United States Agency for International Development (USAID) Juba, South Sudan is seeking applications for the position of Program Management Assistant in the Office of Democracy and Governance (DG).

### JOB SUMMARY:

This position is located in the Democracy and Governance Office (DG), which is responsible for the design, implementation, and attainment of results of USAID's Democracy and Governance activities. As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's four core values in all aspects of his/her work. These core values are: 1.Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability; and 4. Teamwork and Participation.

The primary purpose of this position is to assist the Office Director and other staff members in the DG office in program management, budget and project implementation activities. The incumbent will also have administrative management functions to assist the Office Director, Senior Advisors and Program Management Specialists in the areas of administrative functions such as setting up files, processing travel requests, etc.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Program Management Support

Serves as the Program Management Assistant and assists the Office Director in managing all aspects of programming budget. Works closely with the Program Office to develop and maintain budget spreadsheets and databases for annual reporting and requests, pipeline management, attribution of ear-marked funds, and contract sub-obligations. This includes recommending budget allocations between activities, reviewing budget and financial issues related to program planning and activity design, managing financial and expenditure reviews, and providing budget and financial reports for DG program areas. Takes actions to ensure timely allocation and obligation of FY program funds. This requires comprehensive review of portfolio expenditures, pipeline, and mortgage; recommendations for funding allocations; and the development and review of financial information in obligation documents. Ensures that sub-obligation documents are prepared following appropriate Mission guidance and regulations. This includes review of Global Acquisition and Assistance System (GLAAS) actions and follow-up on the budget and financial aspects of acquisition and assistance actions. Advises and supports Activity Managers, Contracting Officer's Technical Representative/Agreement Officer's Technical Representative(COTR/AOTR) and implementing partners with regard to financial management and expenditure reporting under grants and contracts; reviews program financial reports provided by Controller's office; responds to requests for program and activity financial information regarding DG/EG portfolios; and coordinates with relevant Mission offices on the preparation of the financial and procurement

components of the annual portfolio review. Ensures that all DG funding actions complies with the Agency's forward funding guidelines. Serves as chief liaison with Program Office and Controller staff on DG obligations and de-obligations.

Manages small contracts, grants, interagency agreements, and consultancies awarded to non-governmental organizations (NGOs), business, professional associations, and other interest groups, designed for the achievement of results of the DO team.

Serves as the office coordinator of the Strategic Objective performance monitoring and evaluation plans (PMP). Drafts PMP amendments as needed, and is responsible for participating actively in the drafting and development of indicators, survey instruments, and monitoring and evaluation plans for activities and procurement designs. Makes site visits to partner offices as necessary to verify compliance with and accuracy of partner reporting and to conduct year-end property inventories in compliance with the U.S. Government regulations. Identifies and gathers necessary information to update fiscal year records, and comply with Operational Plan and Mission Strategic Plan reporting, from various sources including international survey indices and reports, contractors' and grantees' performance reports and documentation records. Works closely with COTR/AOTRs to monitor activity progress and pipelines. Assists in other analytical tasks as needed related to project design, including institutional analyses, recurrent cost analyses, etc.

Drafts, prepares, and processes project documentation related to activity/action plan approvals, procurement requests (GLAAS), waivers, changes in project scope or implementation arrangements for projects/activities developed by the technical office. Responsible for ensuring timely close-out of grants and contracts managed by the office. Conducts analysis and prepares documentation to resolve audit findings and recommendations, contractor/grantee performance evaluation, final project status report, disposition of all non-expendable property, RSS counterpart contribution, and memoranda recommending final close-out of grant/contract, audit or project. Maintains official files and records in audit-ready status pursuant to U.S. Government regulations.

#### **Administrative Management Support**

Establishes and maintains official office files and records in accordance with appropriate USAID rules and regulations. Maintains administrative control of all incoming and outgoing correspondence in the office. Maintains an orderly and complete filing system, retiring all files as appropriate to the EXO warehouse. Assists the staff members of DG with the processing of their travel request forms.

**EDUCATION (20):** University Degree in field(s) related to business management administration, accounting, economics, public or social administration, or similar discipline is required.

**EXPERIENCE (20):** Three to five years of progressively responsible work experience in development assistance work, program preparation and planning, analysis and presentation of data in both written and oral form especially in the areas of finance and budgeting, program administration, monitoring and evaluation, preparation of project documentation for USAID or similar development agency.

**LANGUAGE (20):** Level IV in English and local language (written and oral) are required.

**KNOWLEGDE AND SKILLS (40)** Broad understanding of the nature and goals of U.S. Government and its programs in South Sudan and the region; comprehensive understanding of U.S. Government and host country legislation, policies, and regulations pertaining to USG assistance; and knowledge of financial analysis and statistical methods of analysis. Also, sound knowledge of host-country economic, social, cultural, and political characteristics is necessary.

## HOW TO APPLY

Applicants are required to submit a cover letter of interest, which clearly describes individual's qualifications for this position, and their CV to USAID by email to: [jubahr@usaid.gov](mailto:jubahr@usaid.gov). Or Deliver one copy to: USAID/South Sudan, Juba. Applications Box is outside Consular Entrance.

Interested individuals for this position should submit **ONLY** Form DS-174. This form is available on US Embassy web site:

[http://southsudan.usembassy.gov/job\\_vacancies.html](http://southsudan.usembassy.gov/job_vacancies.html) or Deliver one copy to: USAID/Juba applications Box is outside Consular Entrance.

The successful applicant must be able to obtain and retain the required USAID medical and security clearances. Applicants who do not provide the required documents stated above and below shall not be considered. Closing date for submission of applications is December 23, 2011, (16:30 hrs. Juba, South Sudan time). Please note that only short listed candidates will be contacted for an interview.

### **Required Documents:**

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. USAID Application Form (to be filled out completely)

### **Note:**

1. Only short-listed candidates will be notified.
2. Applications submission without the required USAID Employment Forms and supporting documents will not be considered.
3. No in-person appointments or telephone calls will be entertained.
4. In-house candidates must apply through their supervisors.

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ALL ETHNIC GROUPS AND BOTH  
GENDERS ARE URGED TO APPLY