

## POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NO:** 33-2015  
**OPENING DATE:** 12/08/2015  
**CLOSING DATE:** 01/06/2016  
**POSITION TITLE:** Deputy Executive Officer  
**MARKET VALUE:** starting \$51,298 (GS-11 equivalent)  
**PERIOD OF SERVICE:** One Year (extension possible)  
**WHO MAY APPLY:** Eligible Family Members\* Resident in Almaty (All Agencies)  
**OFFICE:** USAID/Central Asia (CA) in Almaty, Kazakhstan

### MAJOR DUTIES:

Deputy EXO (D/EXO) is responsible for ensuring the timely provision and high quality administrative and logistical support services to USAID/CA and USAID/KR. D/EXO is responsible for liaison with ICASS Service Providers in all five countries to ensure timely and quality services received and accounted for as well as directly supervises three organizational units in EXO – IT/IMS, Travel and Administrative & ICASS Liaison. In absence of the Executive Officer, the D/EXO, as alter ego oversees the entire Executive Office operations and serves as an advisor to the Mission Director and Deputy Mission Director on administrative matters. The D/EXO reviews and analyzes feedback from customers of all EXO divisions ranging from top mission management to support staff and external contacts.

Specific duties and responsibilities will include but are not limited to the following:

#### **1) Advisor to Supervisory EXO:**

- Serves as the alter ego to the Supervisory Executive Officer;
- Oversees entire Executive office and provides guidance and advice to all EXO sections when Supervisory EXO is absent from Post;
- Serves as Business Advisor to the Mission Director and Deputy Mission Director on administrative matters;
- Participates in decision-making in virtually all EXO and management issues;
- Provides policy advice to all categories of employees, USDHs, USPSCs; FSNPSCs;
- Identifies administrative and logistical support services and requirements to achieve new and on-going programmatic goals and objectives for each of four USAID/CA Regional Country Offices.

#### **2) Information Technology Management**

- Provides guidance and management support on development USAID/CA response and implementation of Agency initiatives such as knowledge management, new software applications and devices used across the Mission;
- Works closely with the Regional Executive Officer, the Information Management Officer (IMO) of the USCG Almaty, and AID/W CIO staff to ensure USAID/Central Asia's information systems requirements and issues are addressed quickly;
- Monitors Mission IT operations and assures use of IT devices are in compliance with AID/CIO IT and other operational and security policies.

#### **3) ICASS Liaison**

- Provides liaison for the Mission with ICASS Service Providers to ensure that all general services are received timely and at quality level;
- Requests audits by the Mission Controller of the general services support services and charges by ICASS;
- Assures that the services are adequate and that proper charges are made by the State/ICASS Service Provider for the services rendered;

### 3) **Budget and Procurement**

- Takes primary responsibility for the development and implementation of USAID/CA OE budget and procurement plan in close association with the Financial Management (Controller's) Office;
- Provides internal mission administrative approval for purchase requests under \$2,500 and those above \$2,500 if specifically identified in the approved procurement plan;
- Provides internal mission administrative approval of payment for all OE-funded commodities and services acquired under simplified acquisition processes;
- Ensures adhering to USG (FAR, AIDAR, ADS) procurement regulations and procedures.

### 4) **Policy Implementation**

- Reviews and develops appropriate internal management procedures and systems;
- Directs application and implementation of the new Agency and Mission policies in order to assure they are consistent with the provisions of the governing regulations of the Agency and applicable laws;
- Addresses Mission support requirements, as appropriate, for all personnel including U.S. direct-hire and U.S. and Foreign Service National (FSN) Personal Services Contract employees.

### 5) **Communications & Records Management and Reporting**

- Oversees preparation and timely submission of a wide variety of USAID/W fiscal year reports to ensure conformance with current USAID regulations and directives.

### 6) **Safety and Security**

- Administers the Mission's security and safety program under the guidance of the U.S. Embassy Security Officer and EXO and serves as unit security officer for the Mission.

### 7) **Other EXO Activities**

- Administrative Review and Approval;
- Plans and oversees logistic and administrative support for high-level visits;
- Leads special projects at the direction of the Regional Executive Officer and/or Mission Management;
- Prepares of a variety of reports as required by AID/Washington;
- Serves as Acting Executive Officer;
- Performs other duties as required.

## **MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

**Education, skills and experience (60%):** Minimum bachelor's degree in business/public administration or related field. Minimum five years of progressively responsible professional-level relevant experience in performing and supervising a variety of management support service operations in business, office or project management, preferably with USG agencies in areas closely related to position duties and responsibilities, including information management systems/information technologies, travel, procurement planning and execution, property management, and/or like management operations. At least two years of successful supervisory experience. Minimum two years should be with USAID and/or other USG Diplomatic entity in similar capacity.

Knowledge (or strong ability to obtain quickly) of USAID administrative regulations and procedures pertaining to EXO operations (including but not limited to General Services, ICASS, FAR ADS, etc). Specialized experience that equipped the applicant with the particular knowledge of the methods and procedures for providing or performing a variety of functions and services applicable to the position to be filled. Computer proficiency both as a user (MS Office and applications) and manager. Strong operational, analytical and management skills; ability to manage multiple priorities with minimal supervision.

**Teamwork/Interpersonal Skills (20%):** Exceptional interpersonal, teamwork and leadership skills; ability to work well both as team leader and team member; ability to gain cooperation and coordinate the work of others; excellent oral and written communication skills. Ability to plan, organize, and control work involving diverse activities and to work well under pressure. Ability to analyze organizational and operational problems and develop solutions. Ability to manage conflict and deal with difficult situations in order to maintain a good working environment within the Mission. Ability to motivate staff and maintain positive Mission morale.

**Language and Communication skills (20%):** Fluent (level IV or V) knowledge of English with proven ability to communicate quickly, clearly, and concisely, both orally and in writing. Demonstrated ability to produce high-quality analytical pieces and make persuasive, logical oral presentations to high-level audiences. Knowledge of Russian desirable.

- **Security Clearance:** Ability to obtain USAID secret security clearance (and therefore must be U.S. citizens) and medical clearance.

**TO APPLY:** The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter, curriculum vitae including salary history, and contact information for three professional references. Packages should be received at the Executive Office (EXO) USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634/35/36; E-mail: [almaexo\\_hr@usaid.gov](mailto:almaexo_hr@usaid.gov) no later than COB (6 p.m. Almaty time), Monday, January 06, 2016. A copy of the full Position Description is available in EXO/Personnel (ext. x6353).

USAID/CA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

**Definitions:**

- \* 1. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
- 2. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
- 3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
- 4. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.