

14. Major Duties and Responsibilities

Program Management: - 40%

The incumbent is responsible for monitoring budgetary matters, including providing the Program Officer with monthly and on-going budget reports. The incumbent tracks expenditures; compiling, adjudicating and sending budget tracking documents to the INL accounting section.

Additionally the incumbent:

- Works with the program coordinators to ensure approved budget expenditures meet INL requirements and correct codes are used;
- Advises INL ROL program coordinators as to status of funds allotments and suggests solutions to reprogramming problems as they arise;
- Reviews ILMS reports monthly to assure accuracy and reconciles cuff records with actual expenditures;
- Provides program and operational budget analysis and tracking with necessary justification of annual expenses;
- Assures that invoices received for payment are correct and complete with contract references;
- Assembles the payment package for program coordinator verification as to work performed consistent with the contractual terms for the INL Contracting Officer Representative as well as the INL Contracting Officer Representation certifications and INL Accounting office processing for payment consistent with the Department's guidelines for prompt payment within 30 days of invoice issuance.

Procurement: 30 %

The incumbent ensures that all documentation used to formulate procurement requests meet USG rules and regulations and that each action is entered in a timely and correct manner into the USG DOS ARIBA electronic procurement system. Once entered the incumbent is responsible for tracking procurements and programming expenditures, and preparation of elements of requisite Statement of Work (SOW) or Performance Work Statements (PWS), Independent Government Cost Estimates (IGCE), and technical specifications for required services and equipment.

The incumbent inputs data into the INL SamePage software and maintains entries in the data base and reports. The incumbent assumes and discharges Government Technical Monitor (GTM) duties and responsibilities as assigned. The incumbent works closely with State/A/LM/AQM, RPSO, and INL Procurement section on tracking solicitations and contract and grant awards.

Liaison Duties: 15%

In the conduct of the INL ROL team liaison duties, the incumbent provides USG officials and host country officials with official and unofficial oral interpretation and written translations on diverse subject matters that may include specialized vocabulary, including technical terms, from English to Spanish and Spanish to English.

The incumbent also provides direct support to visiting US personnel and contract providers for scheduling of appointments with senior GOM officials, maintains INL ROL visitor contact data and training and equipment databases and ongoing support to visiting U.S. officials in support of INL ROL programs.

General Administrative Support: 15%

The incumbent develops and maintains relevant databases, files, notes, and point of contact lists to facilitate INL ROL Office contact and coordination with host government officials and others. These activities include evaluation of intermittent and/or contract employees and supervision of translators hired to support INL ROL funded events and programs; preparation and manipulation of MS Word documents, Excel spreadsheets, Access databases, and PowerPoint presentations, SharePoint data handling for the INL internal data system.

The general administrative support includes monitoring project reporting to senior management in INL and in INL based on expected project deliveries and the monetary value of the delivery; maintenance of project related files on some 20 different IT projects in twelve programs underway and planned with a value of over US\$80 million for services and equipment which are purchased and donated to the GOM under the Merida Initiative Agreements; and project control documentation to provide oversight of the contract quality assurance and surveillance plans for end use monitoring and tracking the status of deliverables work with the providers, the Government of Mexico clients, INL logistics, and the INL ROL program coordinators. Continued and frequent travel arrangements for ROL personnel and coordinating travel with Government of Mexico participants.

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15. Qualifications Required For Effective Performance

a. Education:

Bachelor's degree in business administration, social studies or liberal arts.

b. Prior Work Experience:

Three (3) years of progressively more responsible experience in administration, business management, finance, and/or procurement, including one year experience in government procurement or contracting environment.

c. Post Entry Training:

Post will provide in-house training on accounting systems, related cuff records, and SameP@ge systems. The incumbent will be required to complete professional training for contract administration and project management. Completion of the FSI Contracting Officer's Representative course and certification.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

English: 4/4 required, Spanish: 4/4 required.

e. Job Knowledge:

Must possess sophisticated knowledge of Microsoft suite of software, including MSWord, Excel, PowerPoint, Access, etc. the incumbent will be required to use more specialized software such as MS Project Managements in order maintain control of the myriad of IT products which will be procured under the terms of the Merida Initiative for the GOM. Must have knowledge of administrative procedures, including filing, maintaining records, and establishing filing systems. Must have working knowledge of basic accounting functions, including budget development and recordkeeping functions.

f. Skills and Abilities:

Ability to effectively communicate and build rapport with colleagues and grantees, maintain files, and ensure compliance with assistance mechanisms' terms and conditions. Have a broad technical knowledge of current IT systems. .Strong organizational skills required. Must be able to deal effectively with senior USG officials. Must be able to effectively communicate orally and in writing in both English and Spanish. Must be able to work under pressure, manage overlapping tasks, and work independently. Must possess excellent customer service and interpersonal skills and the capability to work independently when the INL Program Coordinator is away from Post.

16. Position Elements

a. Supervision Received:

The employee works under the general supervision of the INL ROL Program Coordinator and US PSC, who are the rating officers. The INL Justice Sector Program Officer is the Reviewing Officer.

b. Supervision Exercised:

N/A

c. Available Guidelines:

Federal Acquisition Guidelines & Regulations; COR Nomination & Delegation of Authority Designation; DOS Acquisition Regulations; FAR; INL Program and Policy Guide; INL Procurement Policies & Procedures; INL Acquisitions & Assistance Polices & Procedures; Foreign Affairs- Handbook & Manual; the Overseas Contracting and Simplified Acquisition Guidebook (the "Cookbook"); other INL policies & procedures; Regional Procurement Support Office Client Assistance Guide.

d. Exercise of Judgment:

The incumbent has authority to exercise independent judgment with initiative, competency to monitor and evaluate contractor performance, measure results, detect deviations from contract terms, recommend needed changes, and verify the information and performance and for acceptance of invoices and delivery reports.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

The incumbent liaises directly with mid-level federal and state authorities and is responsible for building durable relationships with key decision-makers. Within the US Mission, the incumbent will develop mid-level contacts of American and Mexican officials, contractor representatives, INL, RPSO, and INL Mexico contracting officers to support contract management and execution for compliance with contract terms and conditions.

g. Time Expected to Reach Full Performance Level:

180 days, depending on availability and completion of required formal USG training and certification.