



## 14. Major Duties and Responsibilities

### **Logistical Execution**

**60%**

Procurement: Procure goods and services in compliance with the Federal Acquisition Regulation and INL procurement policies and procedures. Negotiate rates, obtain quotes and secure lodging and venues with local vendors; procure, store, arrange for distribution, transportation and disposal of training materials; conduct market research to contract professional services. Ensure vendor fulfillment of contractual terms, complete receiving reports, and review invoices for accuracy.

Travel: Arrange travel for USG and host country officials and participants in compliance with Federal Travel Regulations, Department of State and Department of Justice regulations. Coordinate air and land transportation, lodging requirements, process travel vouchers and ensure proper reimbursement. Obtain necessary visas and country clearances.

Vetting and information collection: Interface directly with working and mid-level host country officials to obtain participant information for Leahy and post vetting procedures.

### **Reporting & Accounting**

**20%**

Maintain and organize data for reporting, statistics and fiscal purposes to include after action reports, participant data and evaluation metrics. Provide budget estimates, track and provide ad-hoc reporting on expenditures and available funds.

Report work plan development with project team members and host country point of contact.

### **Program Support**

**20%**

Reproduction, proofreading, and infrequent translation of materials. Assist in the facilitation of training events and conferences requiring interaction with mid-high level host country officials.

15. Qualifications Required For Effective Performance

a. Education:

2 years of university studies in Administration, Business, Communication, Liberal Arts or any other Social Science

b. Prior Work Experience:

Two (2) years of documented experience in administration, event planning or in logistical field required.

c. Post Entry Training:

The job holder will receive on the job training.

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

Level IV English and Spanish are required.

e. Job Knowledge:

Familiarity with Federal Travel Regulation, Federal Acquisition Regulation and/or INL procurement policies and procedures, Leahy and post vetting procedures. Advanced knowledge of Microsoft Office Suite required.

f. Skills and Abilities:

Basic accounting and bookkeeping skills. Ability to execute long-term plans. Ability to anticipate and resolve logistical impediments with limited supervision. Ability to multitask, work under pressure, meet strict deadlines and attention to detail.

16. Position Elements

a. Supervision Received:

Immediate supervisor is Administrative Officer

b. Supervision Exercised:

None

c. Available Guidelines:

Federal Travel Regulation, Federal Acquisition Regulation, INL procurement policies and procedures, applicable internal guidelines

d. Exercise of Judgment:

Must exercise good judgment in working relationships and in the organization of programs, or in referring matters to senior staff. Must show judgment and sensitivity to local society in dealing with contacts to achieve OPDAT objectives.

e. Authority to Make Commitments:

Authorized to make commitments with approval from Administrative Officer or Direct Hire staff. Authorized to make commitment to respond to an emergency in the absence of Direct Hire staff.

f. Nature, Level and Purpose of Contacts:

Working to medium level law enforcement contacts. Purpose – to arrange OPDAT programs and to acquire information needed for program planning.

g. Time Expected to Reach Full Performance Level:

Twelve (12) months