



VACANCY ANNOUNCEMENT

No. 2013-008	Date: July 25, 2013	Ref:
Subject:	PROGRAM ASSISTANT (2 POSITIONS)	
Location:	ABUJA – HEALTH, POPULATION AND NUTRITION OFFICE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Program Assistant, FSN-8 (2 positions)

OPENING DATE: July 25, 2013

CLOSING DATE: August 08, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN: N3,810,106 p.a (Starting basic salary on FSN-8 Position Grade)
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

USAID/Nigeria in Abuja is seeking to employ a suitable and qualified candidate for the position of Program Assistant in the Health, Population and Nutrition Office.

BASIC DUTIES OF THE POSITION:

The Program Assistant supports the professional staff of the HPN Office of USAID/Nigeria in handling a variety of administrative and process-oriented tasks involved in the management of the HPN program and activities. This includes, but is not limited to, managing data gathering processes, managing the quarterly accrual process, assuring key project records are maintained, and assisting in monitoring activity budgets. The Assistant will not directly manage USAID-funded activities or projects; however, the Assistant may provide temporary administrative/process-only backstopping in the absence of an Agreement Officer's Representative (AOR) or Contracting Officer's Representative (COR), Activity Manager or alternate. The work will include a variety of research, reporting, monitoring and analytical duties and coordinating the work with the project AOR or COR, the HPN Office Director and Deputy, sub-Team Leaders, senior Mission management, Government of Nigeria (GoN) officials and Implementing Partner (IP) counterparts.

MAJOR DUTIES OF THE POSITION:

1. Program and Project Administrative Support - 60%

The Program Assistant is responsible for providing support to HPN AOR/CORs and Activity Managers in the administration and oversight of projects and activities. This is to identify problems that may be encountered in program/project implementation by monitoring the financial status and correspondence of the assigned Implementing Partners (IPs), to provide written activity status reports to HPN staff and to recommend corrective actions.

The Program Assistant drafts documents related to program planning, implementation and management, manages electronic and hard copy filing systems for the HPN program, including confidentiality and security of data, and provides input when coordinating the administrative aspects of the HPN strategy development, specifically support related to program monitoring and tracking.

The Program Assistant assists the HPN staff to prepare routine and extraordinary reports, including the Operational Plan, the Malaria Operational Plan, the PMI Annual Report, budgets and program analyses, quarterly accruals reports, briefings, presentations and other reporting requirements, in addition to responding to queries regarding the program. In addition, the Program Assistant supports planning, budgeting, correspondence and scheduling tasks related to temporary duty assignees, events, meeting and conferences related to the HPN program. He/she may take minutes at meetings and conferences.

The Program assistant drafts documents related to program planning, implementation and management, including memoranda, letters, GLAAS Actions, performance reports, trip reports, and analyses.

The Program Assistant provides support to the HPN Team in maintaining project records and status reports, including quarterly technical and financial reports, accruals and budget tracking tables; preparing and updating project documentation; and, tracking contactor expenditure and budgets. In addition, the Program Assistant collects, analyzes and interprets information from other sources (IPs, donors, GoN, etc.) as needed to identify opportunities to strengthen HPN programs and projects.

2. Data Collection and Analysis - 15%

The Program Assistant plays a substantive support role in monitoring and reporting on developments in the health sector. Monitors, reports and prepares written summaries, evaluates pertinent non-technical issues, and provide information to the HPN Office, as requested; written summaries for use by superiors as appropriate. The Program Assistant organizes field trips, conferences, and seminars, and ensures maximum participation by target audiences; and, prepares written and oral briefings for HPN staff and others, on request.

3. Performance Monitoring – 15%

The Program Assistant supports the HPN staff in ensuring that performance-monitoring systems are in place, and that measures and indicators of portfolio impact are established. The Program Assistant contacts IPs to collect and monitor performance data, and prepares status reports and program/project

reports for use within the HPN program and the HPN team and provides information on Implementing Partner progress in achieving outputs and results for selected activities as needed.

The Program Assistant will perform other duties as assigned or required.

MINIMUM REQUIRMENTS:

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. **Education:** At least two years of College or University studies in public administration, organizational or office management, finance, business or the social sciences is required.
2. **Experience:** Three years of substantive and progressively responsible experience in office management, program assistance or related work with an international or donor organization, or equivalent work with a private or host-government entity is required. Experience must include a variety of data collection and analysis in an office environment.
3. **Language:** Level IV (fluent) English oral and writing ability is required.
4. **Knowledge:** A proven knowledge of office coordination, scheduling, logistic support, documentation drafting, editing and data analysis. Further, an advanced knowledge of Microsoft Word, Excel and PowerPoint must be demonstrated.
5. **Skills and Abilities:** Must be tactful, possess good judgment, be able to work independently, and be able to maintain positive working relationships with superiors and other office staff, Government of Nigeria personnel, Implementing Partners and others.

SELECTION PROCESS:

It is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees who are qualified will be given preference.
4. Only successful applicants who meet the minimum requirements will be notified.
5. The Human Resources Office will **NOT** accept applications or resume **submitted in U.S. Government official envelopes.**
6. **The minimum requirements must be adequately addressed in the cover letter of**

your application package. Failure to do so will disqualify your application.

HOW TO APPLY:

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. A **type-written application** specifically applying for this position, and addressing the minimum requirements as advertised. **Please reference the job title and announcement number on the application letter.**
2. A current resume or curriculum vitae, listing all job responsibilities; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter**

SUBMIT APPLICATION TO:

USAID Nigeria
ATTN: Human Resource Office
c/o U.S. Embassy
1075 Diplomatic Drive
Abuja, FCT,
Nigeria

POINT OF CONTACT:

Tel: 09-461-9300 ext. 9319

CLOSING DATE FOR THIS POSITION IS: August 08, 2013

An Equal Opportunity Employer

Approved:EXO: BPalmer
Drafted:HR: JUdomi
Cleared:HPN: CCarr