

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Grants Administrator – (65%):

- Serve as CARSI Grants Coordinator for U.S. Embassy Panama
- Ensure proper pre and post award grant administration.
- Maintain accurate grant records by section/agency and varying fund cite and fiscal year of CARSI and other large grants at post to coordinate receipt of required grantee reports and disbursement.
- Assist grant applicants with registering in the DUNS and SAMS systems required for application for federal awards.
- Post grants and award offers from the Mission on Grants.gov and other appropriate sites.
- Review for accuracy and completeness various grant forms in the 424 series.
- Establish and maintain Standard Operating Procedures concerning grants administration, and conduct periodic reviews and audits of grant files and forms across sections and agencies.
- Notify sections/agencies of upcoming disbursement and reporting due dates for major grants.
- Receive SF-270 forms from grantees, process with Grant Officers (GOs) and Grant Officer Representatives (GORs) for disbursement.
- Provide required financial reporting to the State Department or other Agencies on account balances of major grants.
- Establish and lead administrative working group of other professionals at post also managing grants for their own sections (such as INL, PAS, POL, etc.) to facilitate information exchange and keep up-to-date on GPDs, OMB circulars, and other policies and regulations affecting federal awards.
- Ensure all GOs and GORs received proper training in accordance with policy. Maintain training records for all GOs and GORs and ensure all GOs and GORs maintain required certifications.
- Be prepared to provide grants administration training to GOs and GORs when necessary.
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Grants Officer and Grants Officer Representative – (25%)

- Be prepared to act as a GO or GOR when designated by supervisor or a Grants Officer.
- Maintain contact with the award recipient through site visits and other monitoring, evaluation, and liaison/oversight activities.
- Upon completion of site visits, promptly submit trip reports to the GO or supervisor.
- Verify timely and adequate performance of the recipient's program progress and financial status. Promptly notify the GO or supervisor in writing of any noncompliance, deviation in performance, or failure to make progress.
- Ensure recipient compliance with all terms and conditions of the award.
- Prepare internal documents to support any amendments to the award.
- Evaluates the recipient's program effectiveness at the end of the program and submits a final report.
- Perform other duties, as requested or delegated by the GO or supervisor, to assist in the prudent management of recipients of assistance award.

OTHER – (10%):

- Supports the Front Office (Ambassador and DCM) and Political Section during VIP visits.
- Performs other duties, tasks, and projects as assigned by the Deputy Political Counselor.

15. Qualifications Required For Effective Performance

- a. Education: 2 years of university/college studies.

- b. Prior Work Experience: Minimum of two year's work experience in office budget management, accounting, Non-Governmental Organization (NGO) management, public-private sector fundraising, Public Administration, Social Services, Business Management, Project Management, government, or other related.

- c. Post Entry Training: Upon entry, the incumbent must pass PY220 (introduction to Grants and Cooperative Agreements) and PY222 (Monitoring Grants and Cooperative Agreements). The incumbent must apply for and obtain a warrant as a Grants Officer and Grants Officer Representative certification as stipulated by A/OPE/FA.

- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speaking/reading): English Level III and Spanish Level III are required.

- e. Job Knowledge: Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- f. Skills and Abilities: Must be proficient in Microsoft Office suite applications. Should have excellent oral and written communication skills, excellent interpersonal and organizational skills, and a demonstrated ability to work in a deadline-driven high stress environment.

16. Position Elements

- a. Supervision Received: Directly supervised by the Deputy Political Counselor.

- b. Supervision Exercised: No direct supervision exercised. Incumbent may provide work guidance to contractors assisting with specific projects related to grants administration.

- c. Available Guidelines: A/OPE and Post directives/guidance, FAM, FMO regulations, Grants Management directives.

- d. Exercise of Judgment: Must exercise considerable judgment in the proper administration of Post's grants programs.

- e. Authority to Make Commitments: In coordination with the various agencies and program funded Section Chiefs, and FMO, the position will make, and assist GOs and GORs with making, proper monetary commitments on behalf of Post in support of the grants program.

- f. Nature, Level and Purpose of Contacts: NGO mid-level managers, mid-level Panamanian government officials, contractors, agency chiefs, and program managers. The nature of contact will be related to pre/post award grants administration and training.

- g. Time Expected to Reach Full Performance Level: 1 year, due to the complexity of grants work.