ADMINISTRATIVE ASSISTANT

13. Basic Function of Position

Provides various administrative and clerical duties in support of OBO.

14. Major Duties and Responsibilities

1. PREPARES AND DISSEMINATES WEEKLY REPORTS SHOWING STATUS OF OFFICE IN OBO, HIGHLIGHTING THE PROJECT FUNDS, AS WELL AS THE REPORTS REQUIRED FOR THE PROJECT DIRECTOR AND OBO WASHINGTON MANAGEMENT OFFICIALS. COMPILES DATA FOR FINANCIAL PLANS, MANAGEMENT REPORT AND PERIODIC REVIEW. CHECKS PRIORITIES OF OBLIGATIONS AND EXPENDITURES AGAINST FINANCIAL PLAN. MAKES SUMMARY ANALYSES AND RECOMMENDATIONS ON FUNDING SHORTFALLS AND REALLOCATIONS. ALSO COMPLIES THE ANNUAL BUDGET SUBMISSION UNDER THE DIRECTION OF THE SUPERVISOR, DEVELOPS A MONTHLY FINANCIAL PLAN WITH THE POST'S ANNUAL ALLOTMENT. DRAFTS AND COMPILES THE WORKSHEETS FOR ALLOTMENTS AND SUB-ALLOTMENTS OF THE FUNDS FOR DISTRIBUTION. REVIEWS AND ADMINISTERS THE APPROVED BUDGET IN ACCORDANCE WITH THE AGENCY PROCEDURES AND STANDARDS, WITH THE RESPONSIBILITY FOR THE PREPARATION AND SUBMISSION TO THE AGENCY OF ALL PRESCRIBED FINANCIAL REPORTS. 20%

2. MONITORS CONSULTING FIRMS PURCHASE ORDERS/CONTRACTS AND PERSONAL SERVICE CONTRACTS TO INSURE COMPLIANCE WITH THE TERMS OF THE CONTRACTS. PROVIDES PAYMENT RECOMMENDATIONS TO THE OBO PROJECT DIRECTOR FOR TECHNICAL AND LEGAL CONSULTANTS' FEES AND PROJECT PERSONNEL INVOICES, CONTRACT INVOICES AND MONTHLY PAYMENT REQUESTS.

RECEIVES PROCUREMENT REQUESTS FROM THE SUPERVISOR. REVIEWS PROCUREMENT REQUESTS FOR COMPLETENESS AND PRESENCE OF NECESSARY TECHNICAL INFORMATION. DETERMINES TYPE OF ACTION NECESSARY AND IDENTIFIES THE FISCAL ACCOUNT TO BE CHARGED. ACTS AS LIAISON BETWEEN OBO AND EMBASSY PROCUREMENT SECTION. ASSISTS IN PROVIDING NECESSARY INFORMATION. DEVELOPS AND MAINTAINS STATUS LOG FOR ALL PURCHASES FOR THE OBO OFFICES IN ASUNCION. PREPARES ANY INFORMATION/REPORTS ON PROCUREMENT AS DIRECTED BY SUPERVISOR. 20%

3. ADMINISTRATIVE DUTIES:

- MAKES TRAVEL ARRANGEMENTS AND HOTEL RESERVATIONS AND KEEPS ABREAST OF VARIOUS PROCEDURAL REQUIREMENTS, FOR EXAMPLE, PROCEDURES REQUIRED TO PROCESS TRAVEL VOUCHERS AND TRAVEL ADVANCES.

- ESTABLISHES AND MAINTAINS OFFICE ADMINISTRATIVE OPERATION AND REPORTING PROCEDURES:

- ESTABLISHES AND MANAGES CONSTRUCTION FILES AND RECORDS FOR MULTIPLE PROJECTS;

- RESPONSIBLE FOR PREPARATION AND SUBMISSION OF TIME & ATTENDANCE RECORDS;

- IS THE SUB-CASHIER FOR PETTY CASH PURCHASES FOR OBO;

- PROVIDES COORDINATION LIAISON BETWEEN THE OBO AND OTHER EMBASSY ADMINISTRATIVE OFFICES;

- ACTS AS TRANSLATOR / INTERPRETER ON OBO MEETINGS WITH REPRESENTATIVES OF THE LOCAL AUTHORITIES AND OTHER VISITORS AS REQUIRED.

- RESEARCHES AND COMPILES BACKGROUND INFORMATION AND COMPOSES, PROOFS AND EDITS DRAFTS OF LETTERS, REPORTS, CABLES AND MEMORANDA REGARDING ADMINISTRATIVE ISSUES;

- RESPONSIBLE FOR OFFICE SUPPLIES, REPAIR OF OFFICE EQUIPMENT AND PRINTING SERVICES;

- MAINTAINS CALENDAR OF MEETINGS FOR THE PROJECT DIRECTOR AND COORDINATES PREPARATIONS FOR OFFICIAL VISITS;

- DIRECTS TELEPHONE, PERSONAL AND WRITTEN INQUIRIES TO APPROPRIATE OFFICE PERSONNEL;

- PERFORMS OTHER OFFICE DUTIES AS DIRECTED BY THE PROJECT DIRECTOR. 60%