

## **Program Specialist (Director of Management and Operations (DMO))**

### **BASIC FUNCTION OF POSITION**

As a highly qualified professional in administration and finance and functioning under general supervision, the **Director of Management and Operations (DMO)** has responsibility for planning, developing, negotiating, implementing, managing and evaluating the total range of administrative services. Because Peace Corps has limited staff to carry out a wide range of activities, the duties of the DMO are also very diverse.

These duties are performed in a Peace Corps post of 230-250 Volunteers and Trainees, 3 US Direct Hire Employees (USDH), 1 US Personal Services Contract (USPSC), 5 Locally Engaged Staff/Direct Hire Employees (LES DH), and 51 Host Country National Long Term Personal Service Contractors (HCN-PSC).

The DMO serves as the principal advisor to the Country Director (CD) in the area of administrative/financial management with numerous project activities which pose complex, difficult, and sensitive resource management problems.. S/he provides, coordinates, and supervises the full range of resource management activities and administrative support functions, and reports directly to the Country Director. This Senior employee has delegated authority to act for the Director to commit Peace Corps/Paraguay financial resources and is the highest ranking member of the Locally Engaged Staff, and the number four person in management authority after the CD, the Director of Programming and Training (DPT), and the Training Director. S/he Acts as advisor to the Project Managers, Program Specialists, and other Staff regarding their day-to-day resource management issues. Ensures that their problems are resolved, referring to the Country Director level those that have strong policy implications.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **A. RESOURCES MANAGEMENT**

Analyzes and determines the broad fiscal, human and physical resource requirements for a program involving an average of 230 Volunteers, 115 Trainees per year, 3 US Direct Hires, 1 Senior Program Manager, 1 other FN DH staff, 7 FN PSCs and 2 service NPSCs. Advises the CD regarding all aspects of activities to assess and satisfy these various needs.

#### **I. Financial Resources.**

Responsible for all financial analysis, planning, implementation, administration, supervision and evaluation of all budget and fiscal operations for the overall Peace Corps program in Paraguay.

#### **A. Budget.**

1. Participates in the preparation of the Annual Integrated Planning and Budget System (IPBS) with responsibility for designing a balanced approach to the needs of each sector and devising mechanisms to answer these needs. Demonstrates comprehensive in depth knowledge of the 5 project plans presented by the program sector to the overall Country Strategy, in order to allocate specific resources for these programs. Estimates PC/PY Operating Plan and budgets from historical and economic forecasts researched by the incumbent.

2. Administers the management of an annual PC/Paraguay budget of USD 3.8M, preparing Periodic Budget Reviews (PBRs), Mid-Year and Close-Out Reviews to ensure adequacy of funds and adherence to funding limitations. Executes delegated authority to realign resources in order to ensure that program strategies are met within the framework of the Country Plan. Ensures accuracy and timely preparation of budget documents and reports.

3. Responsible for the preparation and monitoring of PC/Paraguay Volunteer Year Charts and estimates Volunteer/Year Charts as a device to monitor and control program size and timely arrival of Volunteers to perform their duties, maintaining a balanced approach to program resource allocation.

## **B. Fiscal/Accounting**

1. Implements and carries out approved resource plans which are essential to the successful execution of the projects in PC/PY program sector. Has delegation of authority to commit PC/PY financial resources and determines budget execution by choosing where to make Commitments and Obligations for the best use of PC/PY budget authority, based on accounting records, the IPBS and Operating Plan documents on current program needs and from guidelines received from the CD.

2. On a daily basis, exercises delegated authority, on behalf of the CD to sign approval of financial documents committing and paying PC/PY resources. Implements and carries out approved plans in order to provide continuing resources for fiscal, material, physical & personnel support which are essential to the successful execution of the projects in the program sector and medical and training needs of the Volunteers.

3. Is the local administrator of the Peace Corps' FOR Post fiscal management system, closely adhering to all technical and management rules and regulations, in order to maintain integrity of all PC/PY funds. Incumbent is responsible for the timely and correct payment to all vendors. Also maintains fund fully synchronized with PC/Washington.

4. Is the supervisor and negotiating officer of all procurement actions for the final approval and signature of the Country Director, who exercises delegated authority. Also obtains additional delegation of authority for the CD in cases that require it.

5. Is the Cashier supervisor, with approval authority on line and on documents, prior to CD authorizing signature. Is also responsible for ensuring that Cashier premises conform to Treasury requirements and that fund integrity is maintained according to all Cashier regulations. Performs Imprest Fund audits, cash counts, and oversees that all fund analyses and reports are submitted opportunely and accurately. Incumbent also coordinates with PC/W that Imprest Fund size is adequate to satisfy post requirements including reconciliation of International Financial Operations (IFO) and Charleston Financial Service Center reports.

## **II. Human Resources.**

Advises the CD on all aspects of post staffing requirements & personnel administration & report.

### **A. FSN Staff**

1. Coordinates & monitors that position description updates conform with PC/PY's organization and design and respond to program needs.

2. Coordinates with appropriate US Embassy staff to ensure supervisor action is timely and adequate to ensure that evaluations are performed and deserving award nominations and/or disciplinary actions are initiated.

3. Monitors personnel actions for PC/PY FN staff, for PSIs, Promotions, MSIs, EODs or terminations.

#### **B. Contract Staff.**

1. Serves as Contracting Officers and is responsible for ensuring performance of all necessary actions for effective contracting and safeguarding the interests of the United States in its contractual relationship.
2. Negotiates and reviews Personal Services Contracts as well as LES classification to be used as compensation guidance. Whenever PSC compensation for the agreed upon contractual period would go over Contracting Officer's delegation authority, negotiates with PC/W Contracting Officer, to obtain additional delegation of authority.
3. Negotiates and reviews Non-Personal Services Contracts for adherence to program needs. Whenever Non- PSC cost for the agreed upon auto contractual period would go over Contracting Officer's delegation authority, negotiates with PC/W Contracts Officer, to obtain additional delegation of authority.
4. Monitors the evaluation of PSC performance and when this evaluation proves services to be satisfactory or better, processes sole-source justification and avoids competition. In every case, decides continued need for contract and updates task-analyses and descriptions of work.

#### **III. Physical Resources**

Implements in accordance with PC and all other applicable regulations, including the FAR, actions and procedures needed to provide continuous support and physical resources to PC/PY activities. This includes space needs in premises, the procurement of equipment, vehicles, furniture, furnishings and supplies, and their corresponding property management according to the PC Operations Manual. In other words, follows the process of "from cradle to grave" or from acquisition to disposal of property and the corresponding deposit of proceeds from sale.

#### **IV Program Support**

Participates in strategy discussions, senior staff meetings, retreats and program meetings and acts as the resource management advisor to the CD and other staff on all aspects of program support, & all other aspects of fiscal, personnel and property administration and logistics needed to carry out and implement country strategy, including how Volunteer Year information is derived and maintained. Also serves as advisor on all other aspects where incumbent's professional can further program goals.

#### **V. Volunteer Support**

1. Support Volunteers and Trainees by ensuring that they have met all local requirements, including those of Immigration and taxes. Also ensures that Volunteer Handbooks contain pertinent and updated administrative information on rules and regulations. Informs and orients Volunteers and Trainees on these handbooks and regulations, particularly on travel, allowances and other necessary financial and logistic requirements including support in drafting leases for individual housing.
2. Responsible of monitoring the monthly Living allowance payments made through the Volunteer In-Country Allowance (VICA) payment system, making sure that all appropriate additions/deduction have been applied. The incumbent monitors and supervises determination and yearly update of PCV in-country allowances, devising a market basket analysis and inflation indices to be included in same.
3. Oversees the Volunteer End-of-Service Information (VESI) application to record the termination of a volunteer in Peace Corps's systems. VESI is used by posts to send all required Volunteer termination information, both for Volunteers and Trainees and including the relevant termination type. Crucial to process Volunteer/Trainee final payments.
4. Provides support to the Safety and Security Coordinator and the Country Director to ensure that Safety and Security implications are considered in all decision making including but not limited to resource allocation for security related travel, security enhancements to Peace Corps installations and volunteer housing, emergency consolidation and evacuation planning, medical evacuation planning, and other security implications.

## **VI. General Administration**

1. Advises CD on very important issues, participating in Committees that design and implement them, I.e. ICASS services negotiation with US Embassy, Emergency Action Plan for PC/PY, Host Country Contributions to the program.
2. Represents PC/Paraguay at the U.S. Embassy Working Group of the International Cooperative. Administrative Support Services (ICASS).
  - Represents PC/ Paraguay at the ICASS Working Group.
  - Reviews ICASS Reports and advises the Country Director.
  - Makes recommendations for changes to workload counts and adjustments to ICASS Schedules, as necessary.
3. Directly supervises administrative staff that includes: 1 other FSN, (AA/Cashier) and 3 other PSCs, plus two NPSC contracts. This supervision includes evaluation and disciplinary actions or award nomination, as necessary.
4. Duty Officer. Serve as duty officer in a rotational system with the CD and Program Staff members multiple times throughout the year on a 24-hour call basis, resolving any emergency that might come up.
5. Supervises recording and processing of Collections and monitors Collection Register.
6. Purchase and Travel Card Management. Allocates funds on line and proceeds to pay for general purchases and travel. Processes payments according to rules and regulations and controls statements and accounts, and makes corresponding reports.
7. Other Reports. Oversees timely and accurate submission of all necessary administrative reports.

8. Contacts. Develop contacts with high ranking officials of the Government of Paraguay, State Government of Asuncion, the host country agency, IMSS, US Embassy and private and other institutions to enlist their cooperation and support to the PC/PY Program.
9. Supervises that timely living allowance surveys are conducted. Ensures that Volunteers administrative problems are acted upon. Supervises the maintenance of accurate Volunteers records. Oversees the Volunteer payroll ensuring accurate preparation and timely payment. Develops contact with high ranking bank officials to resolve problems.
10. Negotiates contracts and leases on behalf of the Country Director.

#### **VII. Knowledge and Interpretation of Regulations.**

1. Studies, learns and interprets all regulations pertaining to the administration of financial, human and physical resources including but not limited to the FOR Post Accounting System; local employee classification standards and compensation, all procurement regulations pertinent for Peace Corps, as well as property management rules & regulations, including maintenance and repair, and disposition and replacement, and reporting requirements. Also all travel regulations pertinent to PC. Achievement of this goal is to completed during an organized on the-job training and during Administrative Officer Training.
2. Attends annual Administrative Officer Conferences to keep abreast of all new developments and changes in administrative processes, strategy and developments.
3. Follows US Federal regulations to ensure that the workplace of the Peace Corps is free from all discrimination based on race, color, creed, nationality, religion, sexual preference or any other factor and ensure that federal EEO policies are followed