

**SUPERVISORY ADMINISTRATIVE MANAGEMENT ASSISTANT FSN-9/FP-5**  
**VACANCY ANNOUNCEMENT 16/09/53**

**MAJOR DUTIES AND RESPONSIBILITIES**

**1. Supervision and Coordination of INL Training Team**

**50%**

The TS oversees all INL funded training and supervises a team of two LE Staff - one Training Coordinator (FSN 8) and one Administrative Program Assistant (TBD).

The incumbent is expected to set clear goals and priorities for the training team in support of overall INL Lima objectives. S/he will issue various assignments and tasks, establishing workflows and ensuring that both routine and ad hoc assignments move through the correct procedures expeditiously with a focus on quality, accuracy, efficiency, and timeliness.

TS will evaluate performance, coach, counsel, and discipline employees when necessary. Prepares annual performance reports for staff; conducts performance evaluations and runs weekly meetings, recommends awards. Prepares work schedules; approves staff leave; reviews and approves time sheets, monitors overtime.

Participates in the hiring process for positions under her/his supervision, overseeing the recruitment of new staff for units under the portfolio, implements and promotes equality and diversity policies. The TS promotes staff professional development and training, including introduction, on-the-job training, and other training opportunities, as needed, on matters related to training procedures, procurements, Leahy Vetting and training evaluation. S/he maintains professional and technical knowledge by attending educational workshops, seminars, technical conferences and contracting/procurement trainings, reviewing professional publications, and establishing personal networks.

**2. Strategic Planning, Admin and Logistical Support**

**30%**

Strategic Planning: Assists INL Program Advisors (PA) in the development of appropriate training plans for the host government by soliciting information and recommendations from regional law enforcement attaches and law enforcement personnel regarding various levels of trainings (ex. Train the trainer, Leadership training). The expertise provided will ensure that the INL mission's strategic goals on Counter-narcotics are met.

Advisory: Serves as the training advisor to the INL Director, Management Officer, and INL Program Advisors providing guidance on procedures and application of policy regarding complex requests (e.g. Management Memos, Letters, SMART cable information and deadlines etc.).

Coordinates all aspects of training activities with the Government of Peru, INL/Lima Officers and Programs Advisors, ILEA Regional Managers from El Salvador and New Mexico, course instructors from a wide-range of U.S. Government agencies, and course participants of diverse cultural background with differing perspectives on law enforcement, counterterrorism, money laundering, judicial and customs issues.

**2A. Training Evaluation:**

As the training supervisor the incumbent will develop and choose from a wide range of training evaluation methods and evaluate the efficiency of the training provided by implementing the Kilpatrick model with emphasis on Level 3 Evaluation. The Level 3 Evaluation determines how much transfer of knowledge, skills and attitude has occurred following a training program. These evaluations surveys will be send out 6 month after completion of training. The TS will performed data collection and analysis to identify any gaps in the training where skills or knowledge need to be incorporated in order to achieve INL/Lima's and the Government of Peru goals.

**2B. Supervision and Other responsibilities:**

Sets goals and priorities for training team in support of overall INL Lima objectives. Coordinates on the front end by issuing various assignments & tasks. Sets workflows and ensures that both routine and ad hoc assignments, move through the training team expeditiously with focus on quality & accuracy.

Leads and manages the team to perform their duties and responsibilities with decisiveness and integrity. Delegates work to staff, managing their work and output.

Establishes and implements policies, standards and procedures (SOP & Process Maps) for INL training team and office policies.

## **2C. Leahy Vetting:**

Vetting of all security force individuals and units which receive official assistance (training or material) is required by U.S. law known as the "Leahy Amendment" and must be completed prior to the initiation of training or transfer of the material assistance. For the purposes of INL/Lima, this includes police and military individuals or units but may also include certain other agents of the host government who are authorized to use force, e.g. customs officers, members of security details, etc.

The TS ensures that Leahy Vetting is properly conducted in advance of each class for all Peruvian participants who require Leahy vetting. Working in conjunction with the Political Section, which spearheads vetting for the U.S. Embassy Lima, the TS provides supervision to the TC who is the INL/Lima vetting expert providing guidance in this regard, as well as entering data into the Invest system of DOS/DRL and maintaining a master record of the results.

## **2D. Administrative:**

Participates in the development of INL Program training budgets by providing estimates of overall training course market research and proposals to include student fees, per diem, travel, training materials, venue, equipment cost, interpretation, translation, and other miscellaneous expenses.

Prepares budget requirements for each course and if training is not funded by INL ensures fund cite is received via SMART cable to the INL Section, reviewing for accuracy.

Drafts correspondence for the signature of the INL Director inviting counterparts to select Peruvian candidates for INL-funded or other agency-funded training courses. Directly liaises with contacts at the Peruvian National Police, the Judiciary, and the Attorney General's Office to ensure a proper and timely selection of Peruvian candidates.

Tracks the maintenance of office records: Designs filing systems and ensures they are maintained and up to date; defines procedures for record and file retention, ensuring their protection and security; ensures effective transfer of files and records; transfers and dispose records according to retention schedules and policies; ensures personnel files are up to date and secure.

## **3. Invitational Travel**

**10 %**

The TS oversees all INL Training Unit Invitational Travel and Transportation processing for the nominated participants. Supervises and gives appropriate guidance to the training unit Administrative/ Program Assistant to process Invitational Travel Orders, Travel Advances, Travel Vouchers and Claims in the E2Solutions Travel System, individual travel grants, and oversees schedules for transportation assignments for all training (TDY) personnel and participants (National and International).

## **4. Procurement Support**

**5%**

The Incumbent manages all procurement and contracting requests in support of training courses, such as venues, simultaneous interpretation, photography services, contracted transportation etc.

Initiates Ariba purchase requests to acquire goods and services as required by the Training Unit. Ensures that requests progress through the procurement process in a timely fashion, and makes adjustments as required by GSO/ INL procurement staff. Serves as Contracting Officer Representative (COR) to ensure that the work contracted for each training project complies with DOS policies and that unauthorized commitments are not incurred.

Ensures training materials are cleared through customs or are produced (e.g. reproduction, binding, etc.) in advance of the course start date.

**5. Other duties as assigned**

**5%**