

SOLICITATION NO. SOL-636-14-00002

POSITION TITLE: PROJECT MANAGEMENT ASSISTANT

GRADE: FSN-08 (if successful candidate not fully qualified, position may be filled at a lower grade)

ANNUAL SALARY RANGE: LE22,440,431 – 33,660,653 (Annual basic)

ISSUANCE DATE: OCTOBER 28, 2013

CLOSING DATE: NOVEMBER 15, 2013

AREA OF CONSIDERATION: FOREIGN SERVICE NATIONALS

BASIC FUNCTION OF POSITION:

This position is located in the USAID Sierra Leone Program Office of the U.S. Embassy, Freetown. The purpose of this position is to: assist the Program Manager in planning and executing the administrative management support function; provide Microsoft Office Suite Desk support for users, correct systems errors and any other issues as directed by the Systems Manager. Incumbent is responsible for the day- to-day operational procedures of the office.

MAJOR DUTIES AND RESPONSIBILITIES

1. Administrative Duties: (45 %)

- Sets up meetings at the request of the Country Program Manager or technical staff and others. Schedule appointments based on knowledge of supervisor's commitments and maintains his/her calendar. Maintain central calendar for the office and coordinate activities on the schedule with the Public Affairs Section of the Embassy. Takes messages in supervisor's absence, directs callers to other staff member or answers questions directly. Receives and assists visitors, answering questions about the Sierra Leone Program or directs them to an officer who can assist them. Drafts letters for supervisor's signature or routine cables for his/her approval based on telephone inquiries, or correspondence received.
- Provides logistical assistance to staff members and Tdyers in connection with official travel such as preparing cables with traveler arrival/departure information, making hotel reservations, preparing draft travel vouchers, and coordinating required motor pool services and other logistical arrangements. Maintains and updates filing system for the office consistent with AID procedures and practices.
- Using word processing software, types a variety of correspondence and other documents in draft and final form. Work includes technical documents which often have tabular and statistical formats, specialized program documents (MAARDS, ILSs etc.) as well as memoranda, cables, letters, reports, vouchers, and the like. Locates, obtains, and tracks appropriate clearances and signatures.

2. Program Management: (35%)

- Serves as Program Assistant to support Program Manager and the Assistance Team Leaders in data collection, analysis, and administration of the total country development program. Incumbent will assist the Program Officer in compiling, updating, and producing other necessary budget information needed for transmittal to USAID/Washington. May participate in field trips, and meetings within or without various governmental and non-governmental organizations and will be responsible for obtaining information and documenting that information. As required, collects, analyzes, and interprets data, reports, charts, tables, graphs, and similar materials used to support USAID programs and projects in Sierra Leone and disseminates information in a variety of formats including electronic dissemination.
- Prepares financial documents (MAARDS, purchase requests, travel requests), and payment documents (standard vouchers-SF 1034s, travel reimbursement vouchers), submits them to the Office of Financial Management (OFM) in Conakry, and consults with OFM staff regarding formats required, number of days of lead-time needed, etc. Liaises with OFM Conakry in preparing quarterly accruals and the 1311 review (certification of valid obligations) review, and performs other financial/administrative duties as assigned.

2. Other: (20%)

- Manages office procurement process through the e-service system. Maintains current inventory of expendable and non-expendable supplies and materials.
- Arranges local and international travel for the officers and official visitors as required, including typing of the travel requests, hotel reservations, application for visa and permits. Prepares travel vouchers, danger pay claims, make itineraries and arranges for regular servicing of the office machines. Serves as the time-keeper, and fire warden for the office.
- Requests vehicles from the Embassy motor pool for USAID staff in accordance with the e-service request systems. Coordinates all aspects of daily vehicle support needed for efficient functioning of program. Maintains daily, monthly, and quarterly scheduling calendar to assure equitable assignments of TDY trip support among drivers. Coordinates all aspects of motor pool management with the U.S. Embassy Motor Pool Dispatcher.
- Serves as first line user support for the Local Area Network.
- Serves as a GLAAS Requestor

REQUIRED QUALIFICATIONS AND SELECTION CRITERIA

1. **Education**: Completion of secondary school is required, in a field of study suitable for the work of a Program or an Administrative Assistant. In lieu of a formal degree, a qualified applicant may have professional work experience of such a nature which substitutes for the formal academic degree. **(20 points)**
2. **Prior Work Experience**: At least five years of experience in progressively responsible positions with at least 3 years as an Administrative Assistant. Work experience with USAID is highly desirable. **(30 points)**
3. **Language Proficiency**: Level IV English ability (fluent) writing and spoken is required. **(20 points)**

- 4. Knowledge skills & Abilities:** Ability to make independent judgments and setting work priorities is required. Ability to use computers proficiently, particularly word processing and spreadsheets is required. The candidate must have strong interpersonal and communications skills and be able to develop and maintain good working relationships with external partners. The incumbent must be able to exercise considerable independent and professional judgment. This will include establishing his or her work program, setting priorities and initiating and completing tasks in a timely manner and with minimal supervision. **(30 points)**

TOTAL: 100

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- 1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html or**
- 2. A current resume or curriculum vitae.**
- 3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.**
- 4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the qualification requirements of the position as listed above.**

SUBMIT APPLICATION TO

**The Human Resources Section
(Application for Project Management Assistant)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075 or
send via e-mail to HRFreetown@State.gov**

NOTE: Only short listed applicants will be contacted.

