

ADMINISTRATIVE NOTICE

U.S. MISSION TO SRI LANKA

EMPLOYMENT VACANCY

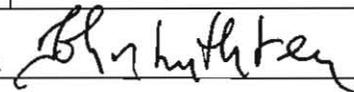
POSITION TITLE:
Project Management Assistant (OTI)

DATE: OCTOBER 24, 2011

NO: AID/11/03

TO: Interested Candidates

FROM: John Smith-Sreen, Executive Officer, USAID/Sri Lanka



TITLE OF POSITION: Project Management Assistant (OTI)

OPENING DATE: October 25, 2011

CLOSING DATE: November 10, 2011

WORK HOURS: Full-time; 40 hours/week

CONTRACT DURATION: It is anticipated that this position will be required for two years

SALARY: * Starting Salary Rs. 780,264/- p.a. (Position Grade FSN-8)

The United States Agency for International Development (USAID) Mission to Sri Lanka is seeking an individual for the position of a Project Management Assistant for USAID/Sri Lanka's Office of Transition Initiatives (OTI) Program.

This is a local hire contract.

BASIC FUNCTION OF THE POSITION

USAID's Office of Transition Initiatives (OTI) program in Sri Lanka is part of an integrated strategy to stabilize, transform, and develop the Eastern and Northern provinces and assist communities by providing support for socioeconomic reintegration activities. RISEN's objectives are (1) to assist community reintegration for increased participation, social cohesion, and economic viability and (2) to increase civic engagement of conflict-affected communities with the rest of Sri Lankan society, including government institutions.

The Project Management Assistant will have a comprehensive knowledge of OTI and its program work in Sri Lanka, and provide OTI program staff with administrative, financial, reporting, and database

assistance. As the key administrative member of the OTI team, the incumbent actively participates in meetings on matters of substance and administration. The OTI Project Management Assistant serves as the principal assistant to the USPSC OTI Country Representative, and the USPSC OTI Deputy Country Representative. In addition to providing project management support, the incumbent is the administrative focal point for the Office of Transition Initiatives Sri Lanka program and assists program staff in a variety of ways such as finance and administrative leadership, liaising with counterpart staff at the OTI contractor DAI, processing and tracking environmental clearance of all activities, providing logistics for travel and meetings, monitoring grant/database information, arranging technical services and consultations, facilitating and monitoring reporting requirements, and overseeing record keeping and files.

MAJOR DUTIES AND RESPONSIBILITIES

The Project Management Assistant is responsible for the following in support of OTI staff:

- **Project Management**

The Project Management Assistant will work under the direct supervision of the Office Director/OTI Country Representative and will be responsible for providing assistance for daily management functions of the office of Transition Initiatives in Sri Lanka. Duties include, but are not limited to:

- 1) Assist with the development and management of the OTI programs, which includes technical and results reporting with baseline and periodic performance targets.
- 2) Preparing necessary Program Implementation documents, and assisting the technical staff of contractors, grantees and the mission in planning and implementation functions. Assist with the development and management of all OTI programs, which includes technical and results reporting.
- 3) Provide expertise to resolve complex questions stemming from procedures and regulations and negotiate the clearance of such documents through host government ministries and implementing agencies as well as through appropriate channels, often in the absence of precise instructions or precedents.
- 4) Draft, prepare, and process program and project documentation.
- 5) Prepare standard briefing packages which will be used to brief officials, using information included in the e-files.
- 6) Assist program field personnel as needed in the preparation of the collection of data.
- 7) Prepare standard program management, correspondence, and procurement documents, and help maintain program files.
- 8) Act as interpreter for high level visitors to project sites and other duties as assigned by the management of (OTI).
- 9) The incumbent performs a variety of reporting, contact, monitoring, and analytical duties in support of senior development assistance personnel responsible for the full range of professional development assistance functions.

- **Performance Monitoring and Documentation:**

The incumbent actively monitors OTI program performance and tracks the performance in collaboration with all OTI staff (including contractor staff and the OTI Country Representative). Additionally, the incumbent identifies existing and potential problem areas and suggests solutions to the supervisor; on own initiative, conducts inquiries into effectiveness of project operations such as availability of materials, transportation, and payment of project work force; makes unofficial reports to supervisor and keeps him informed of day-to-day project status; and, drafts or supervises the drafting and preparation of project documentation and periodic status reports. Assist OTI staff

members in the planning, design, development and other activities such as seminars, workshops, etc. Prepares events calendars for OTI activities and works with other OTI members to coordinate event schedules and resource requirements, etc. The incumbent will ensure that trip reports are submitted within the stipulated time as per the Organization. In addition, the incumbent performs the following tasks related to Database Management:

- 1) Receives database files from OTI contractors and updates OTI database on a weekly basis
- 2) Assists in maintaining grant files as required;
- 3) Leads the processing, documenting, and tracking of environmental clearance requirements for each activity
- 4) Provides database reports as requested;
- 5) Prepares proposal receivable and rejection letters for OTI signature, makes copies of signed letters, and files them in the appropriate grant files; and,
- 6) Provides assistance and introduction to potential grantees or visitors regarding OTI's mandate, and schedule follow-on meetings as appropriate.

- **Administrative Support:**

- 1) Filing, including the proper care, storage, handling and distribution of all files, including extensive program files related to individual small grants;
- 2) Document control and determining points of clearance and coordination;
- 3) Typing support to team members;
- 4) Receiving and forwarding messages and other official and unofficial documentation to appropriate team members;
- 5) Preparation of letters, memos, and reports as required;
- 6) Preparation of time and attendance sheets;
- 7) Assistance in financial tracking, budget planning, and financial reporting as required;
- 8) As required, schedule meetings, assist in translations (written, and verbal), and assist in facilitating communications with government officials, foreign donor representatives, non-government organizations, media groups, community representatives, etc.
- 9) Processes travel requests and travel authorizations;
- 10) Advise travelers about travel and schedule options and make final hotel and travel arrangements;
- 11) Assist travelers with submitting travel vouchers;
- 12) Coordinate local and overseas travel; ,
- 13) Coordinate with appropriate Mission Staff.

- **Reception:**

- 1) Telephone support by answering all incoming general phone calls and takes action as appropriate;
- 2) Greets all visitors in a professional manner and assists visitors in meeting their goals;
- 3) Receives and forwards messages to team members; and,
- 4) Keeps track of team members' and overseas Temporary Duty Staff travel plans and procedures. Including liaising with the U.S. Embassy in Sri Lanka.

- **Material Management:**

Assists in managing and maintaining supplies and equipment for OTI staff, including ensuring equipment is operational, ensuring adequate supplies are available, reporting unserviceable equipment immediately, managing OTI property control and accountability by maintaining a logbook of OTI equipment (laptops, cameras, and others as required).

Requirements:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

a. Education:

Completion of G.C.E. (Advanced Level) Examination or equivalent professional level examination required. A Bachelor's degree in Politics, Economics, Development or related area is highly desirable. Ordinary or Advanced level education together with 2-3 years of relevant experience may be judged equivalent to a Bachelor's degree on a case-by-case basis.

b. Prior Work Experience:

A minimum of 2-3 years of experience working in the development field in program and administrative assistance, or other development area, out of which at least one year experience with a U.S. Government agency would be desirable.

c. Post Entry Training:

Technical workshops to familiarize the incumbent with the issues and approaches reflected in the USAID programs and projects are required as available. Administrative and Secretarial Assistance, Database Entry, or relevant experience.

d. Language:

Fluent in English (Level IV) with a capacity to assist in the preparation of papers, correspondence, and analytical materials. Incumbent is responsible to adopt standard English usage as detailed in the Associated Press Stylebook. Spoken and written proficiency in Sinhala and/or Tamil required, and ability to translate from Sinhala and/or Tamil is also required.

e. Job Knowledge:

Incumbent must be familiar with the donors and development strategies currently working in Sri Lanka. Policies and methodologies particularly in the area of program and project management. Understanding of the political history of Sri Lanka and sound knowledge of Sri Lanka's economic, social, cultural, and political characteristics.

f. Skills and Abilities:

Incumbent must be able to work in a team environment with excellent interpersonal skills. Incumbent must be able to establish and maintain counterpart contacts in host-government implementing agencies and related non-governmental and international organizations. Incumbent must be able to easily interact with grassroots organizations as well. Incumbent must demonstrate the ability to obtain, organize, analyze, evaluate, and present information and to draft clear documents. Must be computer literate and able to use common office software such as MS Office including Outlook, Word, Excel, Access, and PowerPoint. Must be able to prioritize and complete tasks quickly and efficiently, and must be highly motivated, dedicated, a self-starter, and able to work in challenging and stressful environments. Ability to maintain strong interpersonal skills in a dynamic, high pressure environment.

TO APPLY:

Interested applicants should forward their applications on or before November 10, 2011, via e-mail to the Executive Officer, USAID/Sri Lanka via e-mail address, hrcolombo@usaid.gov

Applicants that do not meet the above minimum qualifications will not be considered. Only those applicants considered by USAID/Sri Lanka to be in the most competitive range in terms of experience and qualifications will be notified for further review in the position vacancy selection process.