ANNOUNCEMENT NO: VA-11-13(Juba)

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Program Assistant
OPENING DATE: Tuesday, July 28, 2011.
CLOSING DATE: Friday, August 13, 2011 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-8

In-house candidates must apply through their supervisors.
NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

USAID/South Sudan is seeking a qualified individual for the position of Program Assistant to be based in Juba.

BASIC FUNCTION:
Under the direct supervision of the Education Team Leader or his/her designee, the incumbent will have responsibility to support the Development Objective (DO) 3: Education and Health Offices, of the USAID South Sudan Mission in the administration and management of the program activities of the two teams. The incumbent DO3 Program Assistant (DOTPA) will spend sixty percent (60%) of his/her time attending to related activities of the Health Team while forty percent (40%) of his/her time will be spent on Education Team-related activities.

The DOTPA will provide a broad range of services to staff of the Education and Health teams, temporary duty visitors and other experts engaged on activities of the DO. S/he will ensure the smooth running of administrative and managerial operations and other related activities of the Education and Health programs through effective coordination and provision of logistical support. S/he is responsible for day to day coordination of all DO3 project activities and for providing support to staff to enhance progress and performance of tasks related to the DO3 portfolio.

Administrative work will include orderly maintenance of files (hard and soft), assurance that procedures of the DO3 Teams fully comply with USAID rules and regulations, monitoring the status of and expediting inter-office requests (e.g., flight reservations, travel requests and liquidations/reimbursements…), arranging access for and escorting visitors, organizing communications and logistics for workshops and conferences, etc. Travel support tasks will include arranging logistics and assuring that staff of the DO3 Teams and visitors complies with residency and other travel requirements of the South Sudan government (e.g., visas or any other related travel documents).

- Prepares administrative actions related to program management, preparation of action memoranda, budgets, and Implementation Letters, ensuring that the necessary clearances, approvals and pre-obligation requirements for procurement actions are fulfilled and well managed;
- Schedules and coordinates regular partner's meetings;
- Receives and transmits messages to/from education and health office team members;
- Makes appointments and updates calendars of education and health team members;
- Maintain time and attendance records; prepare and update leave schedules; prepare travel vouchers, travel requests, work orders, purchase orders, and other documentation as needed;
- Arranges conference calls;
- Liaises with the Program Office to ensure the timely submission of all reporting requirements including inputting Operational Plan and Performance Plan Reports into FACTS;
- Requests and distributes office supplies for education and health team members.
- Serves as custodian of education and health –funded equipment such as Thuraya, radio, cell phones, and other equipment;
- Meets, greets and escorts visitors of the education and health teams;
- Perform other duties as needed or requested;
- In coordination with the respective AOTR/COTRs, takes charge of the consolidation, documentation, and tracking of activity financial information including budgets, pipelines and accruals.
- Responsible for the allocation of fund-cites for procurement actions working with Financial Management Office and checking that resources are available;
- Establishes a system for reviewing and tracking vouchers prior to submission;
- Oversees the preparation of all program obligations, de-obligations and reporting documents;
- Prepares, track, and update on regular basis the Procurement Plans for education and health teams;
- Coordinates timely implementation of all pending actions as well as ensuring all completed activities are closed out in compliance with established regulations;
- Manages all local procurement for goods and services, and also ensure that audit trails for procurement actions including activity description, scope of work, competition and award are maintained.
- Arranges local, regional and international travel for the education and health team members in Juba and any other TDY visitors (travel requests, other travel related documents, visa applications, country clearance, expeditor requests, flight bookings, lodging reservations, vehicle bookings, RSO approvals etc.);
- The incumbent prepares Invitational Travel requests, attends conferences, workshops, and events on behalf of USAID/South Sudan education and health offices;

- Monitors status of expatriate's travel related documents and initiates timely applications for renewal;
- Monitors status and follow-up of travel-related requests, including travel advance liquidations and/or reimbursements;
- Provides backstopping and trouble-shooting support to staff and visitors in the field.

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

--**Education**: The incumbent should possess at least a university degree in development studies business administration, financial management or related field.

--**Prior Work Experience:**
At least three years of progressively responsible experience in financial management, program and/or administrative support related to humanitarian and/or development projects. Experience in managing financial data bases is preferred. The incumbent is expected to have a sound knowledge of efficient administrative and financial operations. Knowledge of US Government administrative and financial procedures and voucher processing is preferred. Also, s/he should have, or the potential to acquire, knowledge of U.S. Government funding legislation, financial programming policies, and documentation related to development assistance.

--**Language Proficiency: (This will be tested)**

	Speaking	Reading	Writing
English:	Fluent Level IV	Fluent level IV	Fluent level IV

--Skills:
Proficiency with Microsoft office Software, photo copier, fax machine, scanners and other communication equipment; Employee may be required to travel within Sudan.

SELECTION PROCESS:
--Applicants must be eligible for appointment under local government laws and regulations.
--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

ADDITIONAL SELECTION CRITERIA:
1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.

TO APPLY:
Interested individuals for this position should submit **ONLY** Form DS-174. This form is available on US Embassy web site.

Additional Application Instructions

- DO NOT attach any additional or supporting documents such as certificates, licenses or awards.
- RESUMES will NOT be accepted.
- INCOMPLETE applications will NOT be considered.
- Completed applications must be received on or before the closing date listed on the Vacancy Announcement. Applications received after the closing date will not be considered

Submitting Your Application

Email completed application only once to: jubahr@usaid.gov.
Subject Line must include Position Title and Vacancy Announcement number.

OR

Deliver one copy to: U.S. Embassy, USAID/South Sudan Juba.
Applications Box is outside Consular Entrance.

If Selected for Consideration

Only persons selected for further consideration will be contacted and advised of the date and time for interview and testing. English proficiency (oral and written) testing is required. More than one appointment may be necessary. Only candidates attending the interview will be required to provide supporting documentation; for example, ID, licenses, educational certificates. ALL supporting documentation must be in English or translated.

DEFINITIONS

Ordinarily Resident (OR): A South Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in South Sudan.

The US Mission in South Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs