

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
UGANDA	USAID	
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____
<input type="checkbox"/> b. New Position
<input type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Program Development Assistant - 4005			
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title) Program Development Assistant (PDA)	7. NAME OF EMPLOYEE
8. OFFICE/SECTION: Program & Policy Development Office	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION			
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.		
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION

The Program Development Assistant (PDA) is a key member of USAID/Uganda's Program and Policy Development Office (PPD). PPD provides broad guidance, analysis, and leadership in the formulation and management of USAID/Uganda's overall economic development assistance strategy. PPD is responsible for developing policies and procedures that govern portfolio implementation. The office is involved in the Mission's portfolio from the pre-activity stage of planning and concept paper review, through the design, implementation and closeout processes. The office is also responsible for ensuring Agency guidance and procedures are adhered to, as well as developing Mission policies and systems to ensure quality, results-oriented activities are being implemented. PPD has additional responsibilities that include leadership in the two crosscutting themes of gender and ICT; FMFIA reviews; partnerships; the Mission web site; and reviews of unsolicited applications.

The Program Development Assistant (PDA) participates in the annual Mission-wide annual Federal Managers' Financial Integrity Act (FMFIA) to ensure Mission compliance of PPD-related actions. The PDA assists in coordination of Mission implementing partners' meetings. The PDA also coordinates all Mission participant training activities, including pre-departure requirements/clearances, training database (TraiNet) management, monitors the Visa Compliance System (VCS), follow-up, AID/W reporting, and liaison with Mission partners on participant training matters. The PDA is supervised by the Deputy Chief/PPD.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

The PDA leads or supports a wide array of general portfolio responsibilities Mission-wide. This includes:

1. Training: Serve as the participant training coordinator for United States Telecommunications Training Institute (USTTI) and other Mission and centrally funded training programs under various activities. Prepare pre-departure requirements (in-country clearance, medical examination and visa forms) for participants' travel, contacts travel agents for arrangements and planning of itineraries; and advise participants of their travel plans.

Coordinate all matters related to training activities for the Mission and arranges visas and other documentation for travel, as well as conducts pre-departure orientation and manages the Missions training data collection system, Training Results and Information Network (TraiNet), and monitors the Visa Compliance System (VCS). Ensure data entered into the TraiNet system is complete and accurate in the VCS. Liaises with/consults SO teams, local grantees/technical assistance staff to compile a unified Training Plan to facilitate the integration of training (skills development) with other interventions required to improve organizational (institutional) performance; schedules and oversees security risk inquiries; liaises with EGAT/ED and the Embassy Consular Officer regarding visa issues, advises USAID staff, local grantees and contractors on policies and procedures, enters or oversees entry of TraiNet data; responds to internal and external reporting requirements; periodic reviews to ensure the availability and internal consistency of participant and training documentation; develops and maintains other operational processes to minimize Mission vulnerabilities; and randomly checks the application and results of training.

Advise Government, private institutions and individuals on sponsorship possibilities and procedures for various programs and on mission strategies and objectives tied to possible training access.

2. Federal Managers' Financial Integrity Act (FMFIA): Participate in the Mission-wide process of the annual Federal Managers' Financial Integrity Act (FMFIA) to ensure mission compliance. Prepare checklist draft related documentation for the Mission Director's signature and ensure timely dispatch of documents to AID/W. Advise Mission's Management Control Review Committee (MCRC) on continuing issues. Work with teams and offices during the course of year on recommendations.

3. Deputy Chief/PPD Support

a. In collaboration with the Deputy Chief/PPD, prepare activity development documentation such as Strategic Objective Agreement amendments, Modified Acquisition and Assistance Documents (MAARDs), and other documentation for Mission and GOU clearances.

b. Draft country clearance cables for PPD.

4. Partners Meetings: Coordinate and organize Mission partner meetings including invitations, planning and management of event.

5. Correspondence: Draft, process clearances and finalizes routine correspondence, memorandums, action memorandums, faxes, cables, Modified Acquisition and Assistance Request Documents (MAARDs) for signature by the Deputy Chief/PPD and

the Chief, Program and Policy Development Officer (C/PPD). Determine need or respond to request for preparation of these documents.

6. Other: Shares overall administrative responsibility with the PPD Administrative Assistant, including: providing a variety of secretarial, clerical and administrative support services to PPD; controlling incoming and outgoing correspondence, documents photocopy; receiving phone calls and visitors; making some appointments; and liaising with host-country ministries and organizations to track correspondence and official documents. Drafts and processes clearances and finalizes routine correspondence, memorandums, action memorandums faxes, cables and other correspondence for the office Chief, Deputy Chief and other professionals within the PPD team). Finalize briefing documents and related materials. Maintain official USAID files. Ensure time sheets are duly filled, accurate and submitted in time to the Mission Office of Financial Management.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Completion of secondary school and collegiate studies (Associate's Degree level or higher) is required. Specialized training in commerce, business administration and/or other closely-related field is highly desirable.
- b. Prior Work Experience: At least 4 years of progressively responsible experience is required in project documentation, or similar work, at least 3 years of which should be with a US Government Agency or other development-assistance donor or implementing-partner organization. Experience in project management support, the collection, analysis and interpretation of data, and presentation of findings in both oral and written form is required.
- c. Post-Entry Training: On-the-job training in office procedures, automated word processing systems. Specialized training in computers and software programs as required. Project Implementation Courses as available.
- d. Language Proficiency: Level IV English; Excellent English language oral and written communication skills are required.
- e. Job Knowledge: Must have a thorough knowledge of administrative and documentation procedures including comprehensive filing system, standard business formats for correspondence and business protocol is required. Good understanding of GOU organization and operations, and a capacity to learn and understand USG operations, procedures, and policies. Thorough understanding of USAID office and administrative policies and procedures for management of its program in Uganda is highly desirable. Thoroughly familiar with participant training program.
- f. Skills and Abilities: Ability to use and train others in various office machines and computers with a variety of software programs i.e. word-processing, dbase and spreadsheet applications. Basic administrative, secretarial and management skills, 50 wpm typing, tact for screening of visitors/callers, determining appropriate person or officer to see or contact. Ability to find and maintain a wide variety of contacts in public and private sectors. Must have professional and social skills to handle and facilitate cross-cultural and interagency relationships. Able to obtain, analyze and organize data and to prepare precise and accurate and factual reports.

16. POSITION ELEMENTS

- a. Supervision Received: The incumbent receives minimum supervision from the PPD Deputy Team Leader, and is expected to demonstrate considerable initiative in completing work in assigned functional areas.
- b. Supervision Exercised: Position is non-supervisory
- c. Available Guidelines: USAID ADS, Mission Orders, and administrative notices on portfolio development and participant training; and FMFIA guidelines.
- d. Exercise of Judgment: Must utilize judgment in managing, distributing correspondence and documentation to appropriate personnel. Judgment required in maintaining confidentiality and tactfully providing only appropriate information in response to inquiries. Judgment in planning, evaluating the relevance and reliability of information, in organizing and presenting data during the preparation of documents, selecting and processing of training and training funds and the determination of their fitness and usefulness with the GOU ad USAID systems.
- e. Authority to Make Commitments: The incumbent establishes priorities in the performance of his/her duties and responsibilities. She/he may recommend, but may not make, final decisions on policy matters and may not make financial commitments on behalf of the U. S. Government.
- f. Nature, Level, and Purpose of Contacts: The incumbent has frequent contacts with all Mission offices and teams; periodic contact with USAID partners; limited contact with Government of Uganda officials. Contacts maintained to

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obtain key information for report preparation, tracking document processing, and monitoring implementation of agreed actions.

- g. Time expected to Reach Full Performance Level: One year.