

TO: All qualified Applicants
FROM: Clemencia Acacha, Supervisory Executive Specialist
Subject: Job Opportunity Announcement

USAID is accepting applications for the following local-hire position:

POSITION TITLE : Administrative Assistant
NUMBER OF POSITIONS : One (1)
GRADE : FSN 07 (Cooperating Country National)
OPENING DATE : March 13, 2008
CLOSING DATE : April 10, 2008
WORK HOURS : Full-time; 40 hours/week

USAID/Benin is an equal opportunity organization. We encourage full participation of all qualified and interested person. Persons with disabilities will be assisted and receive reasonable accommodation.

1. BASIC FUNCTION OF POSITION

The position is located in the Office of Acquisition and Assistance (OAA) located in the USAID/Benin Mission. OAA provides support to the USAID/Benin Mission which includes activities in basic education, family health and promotion of women's justice and empowerment as well as the Executive Office. USAID's annual budget for FY 2008 is approximately \$31 million.

The incumbent provides a variety of services including key administrative and procurement support to assist the A&A Specialist in the effective management of Mission procurement. The Office of Acquisition and Assistance consists of one Senior Acquisition and Assistance Specialist and two Acquisition and Assistance Specialists (A&A). These A&A Specialists are responsible for preparation, negotiations, and implementation/execution of contracts awards, grants and cooperative agreements for multi-million dollar procurements for the USAID/Benin Mission. The incumbent is also responsible for administrative OAA operations, oversight of logistical services provided to the Mission and other duties as assigned. The incumbent reports directly to the Senior Acquisition and Assistance Specialist.

2. MAJOR DUTIES AND RESPONSIBILITIES

The OAA Administrative Assistant is responsible for the management of the Acquisition & Assistance (A&A) on-going awards, OAA vital records, close-out and file-locator databases, tracking, reporting and distribution of all

procurement awards, coordination and management of procurement plan database and Documentum. The incumbent manages the Modified Acquisition and Assistance Request Document (MAARD) log, prepares procurement-related memos and letters, disseminates documents and maintains the procurement files.

1. Procurement Support:

40%

The Incumbent:

- 1) Performs less complex contracting and procurement activities such as requesting quotes, drafting certain contract and grant documents like Purchase Orders, modifying contracts and grants that entail extension of period of performance, processing of documents and associated memoranda of negotiations, and other actions as may be required by the Regional Contracting Officer or the Senior Acquisition and Assistance Specialist (Sr. A&A).
- 2) Maintains an electronic spreadsheet of all active acquisition and assistance files and periodically prepares additional spreadsheets detailing essential information, such as list of Cognizant Technical Officers (CTO) and partner contact information.
- 3) Maintains OAA log for solicitation and award numbers, and ensures records are maintained on all solicitations and awards.
- 4) Prepares monthly spreadsheets listing all obligations and awards, reconciles monthly workload reports with Electronic Procurement Information Collection System (E-PICS) reports and informs A&A specialists of any inconsistencies in the reporting to ensure final reconciliation of the workload report to the E-PICS report. Since this is a *major* reporting system to USAID/W and Congress, this requires that the incumbent typing this information and data is fully familiar with USAID regulations applicable to actions being reported.
- 5) Distributes copies of contracts (and assistance awards) and modifications to Mission financial management and technical offices and USAID/Washington when required, within the prescribed period (within 10 days) and consistent with the requirements of FAR 4.201 "Contract Distribution Procedures."
- 6) Maintains hard copies of contract files (as well as assistance awards) to make sure that the contract files are complete or sufficient to constitute a complete history of the award as required by FAR Part 4.8 "Government Contract Files," to include among other documents:
 - (i) MAARDS;
 - (ii) Justification and approvals;
 - (iii) Synopsis/Announcements
 - (iv) List of requestors;
 - (v) Copy of the solicitation;
 - (vi) Copy of the proposals;
 - (vii) Representation and Certification;
 - (viii) Source selection and documentation;
 - (ix) Notice of Award;
 - (x) Signed award and subsequent modifications
 - (xi) Related reports and correspondences.
- 7) Follows up on procurement actions due dates based on an established procurement plan developed by the OAA.

Closeout Management :

20%

Closeout is a key area in the management of the Mission awards and an orderly closeout of the completed actions is instrumental to the Mission's record management and audit evaluations. This area requires daily action, close follow up and coordination/interactions with all USAID/Benin teams as well as with the AID/W audit teams to meet the Mission's program objectives.

- 1) Monitors completion dates of all awards to initiate close out, which entails a series of steps involving the technical teams, financial office and the contracting officer. Upon completion of the procedures for close out, incumbent prepares documents for forwarding to appropriate storage.
- 2) Is responsible for overseeing the proper disposition, packaging and storage of all OAA official files and documents. Ensures that a disposition schedule is established for boxes and files according to ADS 500. Responsible for maintaining the storage of records of the OAA official documents at the USAID Warehouse records storage facility.
- 3) Creates new databases and maintains existing acquisition and assistance databases with the OAA procurement universe including: procurement planning Indefinite Quantity Contracts (IQC) and Leader with Associates' awards, closed-out award lists and workload tracking reports in accordance with Agency/Mission guidelines.

The above responsibilities are of utmost importance as the Office of Acquisition and Assistance is the Mission's official filing station for all contracts and other types of procurement agreements. The official filing system and the closeout requirement are an essential component of OAA and requires a skilled person to ensure that all office files contain required documents and filing guidance, including the performance of orderly closed out of awards after completion, and meet the requirements of USAID's Automated Directive Systems and the Federal Acquisition Regulation's (FAR). The incumbent must demonstrate initiative in reading filing regulations and in making sure that files are complete and updated and to request and/or prepare documents which are missing. This requires that the employee understand the basic contents of the documents and their context in the award and implementation processes for the types of awards used.

2. Administrative Support

25%

The incumbent is responsible for the preparation of non-standard procurement documentation for various contracting instruments that will require the incumbent to exercise a certain amount of independent judgment to ensure that outgoing correspondence is clear and conveys appropriate acquisition information to the Contractor/Recipient. The incumbent also provides administrative support OAA personnel, including but not limited to typing, filing, arranging and coordinating meetings, requesting, maintaining and tracking office supplies, arranging transportation, preparing travel authorizations and travel vouchers. The incumbent serves as principal timekeeper for the OAA. The incumbent will prepare and review correspondence for supervisor's signature to ensure compliance with regulations, proper format, completeness, grammatical correctness or conformity with supervisor's style and tone.

- (1) Receives all incoming mails, reviews each document, prepares responses or routes them for action and ensures that responses are timely, required clearances are obtained.
- (2) Types correspondence related to procurement, forms, cables and documents for the OAA.
- (3) Assists the OAA staff in the drafting/typing of acquisition and assistance awards and related documents.
- (4) Maintains the calendar for the OAA staff and arranges negotiation sessions and conferences and appointments with officials, contractors, grantees and visitors, as required;
- (5) Records, tracks and responds to queries on the status of documents submitted to for action, clearance, or approvals.
- (6) Prepares travel requests for both international and in-country travel for members of the OAA office. Provides support services for all visitors who come under OAA control. Drafts country clearance request

cables, arranges for travel advances, coordinates vehicle or other arrangements for pick-up; follows-up on actions. As necessary, prepares all paperwork to ensure that visitors receive security briefing, have access to the USAID network, are assigned a workspace and make transportation arrangements and prepares travel vouchers for staff upon completion of travel;

- (7) Assists in answering the phones for the staff members, screens calls, takes messages clearly, routes inquiries to the proper staff personnel, and advises personnel of messages received.
- (8) Translates simple documents or invitations from English to French, or French to English.
- (9) Keeps time and attendance records for OAA staff and submits bi-weekly time and attendance worksheets to employees and their supervisors for approval and onward transmission.
- (10) Assures that office supplies and equipment are available to maintain office productivity; assures that all equipment is performing correctly and processes work orders for services from GSO or Computer Manager as required.

3. Information Management

15%

- (1) Maintains a copy of an organized and complete library of resource and reference material for the OAA, including updated USAID ADS directives and existing AID Handbooks, FAR, AAPDs, USAID Policies and Procedures, Foreign Assistance Act, OMB circulars, executive orders and Controller General decisions, and other procurement reference documents in the OAA office for access by all Mission staff.
- (2) Manage and maintains OAA official office files, procurement agreements, and other functions related to the overall management of the OAA Office.

Utilize automated document management tools to electronically categorize, store, and retrieve official documents. Ensure that hard copies of documents are properly filed, controlled and retired in accordance with OAA filing System.

3. OTHER SIGNIFICANT FACTS

a) Supervision Received:

The Administrative Assistant will be supervised by the Senior Acquisition and Assistance Specialist, or his/her designee.

b) Available Guidelines:

USAID Automated Directive Systems (ADS), Foreign Assistance Manual, Federal Acquisition Regulation (FAR), Acquisition & Assistance Policy Directives (AAPDs), Office of Management Budget (OMB) Circulars and USAID Acquisition Regulation (AIDAR) Handbooks, Mission Orders and Mission Policies.

c) Exercise of Judgment:

Considerable tact, discretion and diplomacy are utilized in dealing with employees in all facets of the office work. Incumbent must be able to differentiate between what tasks are urgent and require immediate follow-up and/or response and those that are routine in nature. S/he must know when to refer questions and seek further guidance and/or explanation from the supervisor. S/he must use initiative, judgment and exercise discretion in the performance of duties.

d) Authority to make commitments: None.

e) Nature, level and Purpose of contacts:

The incumbent establishes and maintains collaborative working relationships with Mission staff at all levels. Visitors and phone inquires may be channeled through the incumbent. Contacts include USAID/Washington employees, private contractors and grantees and client mission personnel. Daily contact with Benin host country nationals and American personnel in dealing with a variety of routine and

non-routine acquisition requirements. The incumbent will also have daily contact with U.S. and Beninese Personal Services Contractors, local and regional institutional contractors, grantees and host government representatives within Benin.

f) **Supervision Exercised:** None

g) **Time required to perform full range of duties:**
One year.

QUALIFICATIONS AND EVALUATION FACTORS

Evaluation factors are listed below in ascending order of importance

A. Education: (10 %)

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirements.

Completion of senior secondary school and at least two years of post secondary education in Business or Public Administration, International Development, Financial or Human Resources Management is required. Professional experience of more than 3 years in a senior administrative support is required.

B. Language Proficiency: (20 %)

Initial screening will entail an examination of the application package to see evidence of fluency in English and French at the requisite level. Applicants who do not include a discussion of language fluency in the application will not receive further consideration.

Fluency in French and English is required. Screening will include oral interview and written test to assess ability to read and write in English and French at a level commensurate with requirements for the position.

C. Other Skills and Abilities: (30 %)

Applicants who do not include a discussion of computer skills in the application will not receive further consideration. Applicants are encouraged to include a discussion of other skills and abilities in a cover letter as part of the application.

Minimum requirements for this position include ability to use personal computers effectively. This includes proficiency in word processing and basic skills in using spreadsheets. Skills with software programs used by USAID are preferred. These include Word, Excel, and Outlook. Applicants invited for interviews will be tested for skills in using Word and Excel along with skills in preparing and analyzing budgets.

Applicants invited for interviews will be tested for basic skills, such as logic, budget preparation and analysis along with ability to apply basic Agency policies.

Interpersonal, teamwork, analytical ability and customer service skills of applicants invited for an interview will be assessed through answers to hypothetical questions asked during interviews and through the information provided by references.

Skills in multitasking, attention to detail, and time management along with degree of motivation will be assessed during interviews and through information provided by references.

Ability to exercise independent judgment will also be assessed in interviews and through information provided by references.

D. Experience (40 %)

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirements.

Three to five years of progressively responsible administrative support and related experience is required. At least three years should have been in a senior secretarial or program support position in a corporate, local or international organization.

Previous experience must demonstrate ability to achieve full proficiency in this position which will require a thorough understanding of USAID records management, administrative and procurement documentation preparation, programming, travel, program and administrative policies and procedures.

INSTRUCTIONS TO APPLICANTS

Applicants must submit a curriculum vitae (CV) which contains information about education, professional experience and skills. CVs must include a discussion of skills in language and computers. Applicants are encouraged to prepare a cover letter which provides more details which show how other skills for this position were demonstrated in previous professional experience. Applicants are also strongly encouraged to submit copies of the application in both French and English.

Applications must include the names and contact information for at least three references. USAID will contact current employers for references. Candidates who do not wish to have current employers contacted must state this in the application.

After an initial review of applications, only those deemed to meet minimum requirements will receive further consideration. After reviewing applications from the initial screening, USAID evaluation committee will develop a short-list of applicants who will be invited for testing and interviews.