



# USAID | BENIN

FROM THE AMERICAN PEOPLE

**TO:** All qualified Applicants  
**FROM:** Clemencia Acacha, Supervisory Executive Specialist  
**Subject:** Job Opportunity Announcement  
**Date:** July 10, 2008

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

**POSITION TITLE** : Program Assistant  
**NUMBER OF POSITIONS** : One (1)  
**GRADE** : Foreign Service National (FSN – 8)  
**OPENING DATE** : July 10, 2008  
**CLOSING DATE** : July 24, 2008  
**WORK HOURS** : Full-time; 40 hours/week

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

## I. BASIC FUNCTION OF POSITION

The primary purpose of this position is to serve as a Program Management Assistant within the USAID/Benin Family Health Team. The Family Health Team is USAID/Benin's largest technical office with over half of the mission budget and generates a large volume of work, including activity planning, documentation preparation and monitoring, consultant coordination, Embassy liaison work, and interaction with host-government, NGOs, donor and private-sector contacts among other activities. As a member of the Family Health team, the Program Management Assistant ensures the provision of high quality program, administrative, and financial data monitoring support services to the Team.

The Family Health team's annual budget for 2008 is approximately \$22 million. There are currently four staff members, with four additional members to join the team in the fall of 2008, creating a substantial administrative and budget tracking workload.

The Program Management Assistant is responsible for providing programmatic, budget tracking, administrative, and operational support for the Family Health Team. The incumbent will employ strong coordination and planning skills to ensure that programmatic, budget tracking and administrative needs are accurately assessed and summarily accomplished in a professional manner. The Program Management Assistant is also responsible for coordinating administrative support with the Basic Education Administrative Assistant to make sure that the Family Health Team is able to fully meet its daily work objectives,

The Program Management Assistant shall perform his/her responsibilities under the direct supervision and in close coordination with the Health Team Leader.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent will perform a wide range of programmatic, budget tracking, administrative, and operational functions. These include, but are not limited to, the functions described below

### **Programmatic support (70%)**

The incumbent shall manage complex budget tracking activities, provide meeting logistics support, and manage correspondence (and analytical duties) in support of the Family Health Team and implementation of program operations. More specifically, the incumbent:

- Prepares edits and tracks Implementation Letters, action memoranda, and other financial commitment documents issued by the Family Health Team to make sure they are prepared and signed in a timely manner.
- Maintains the family health Team budget line items by account into the budget tracking system once the Operational Plan is prepared, finalized and approved by USAID/Washington;
- Monitors the implementation of the Operational Plan to ensure issues are identified and fundings are appropriately spent;
- Assist the Team Leader in coordinating completion of Semi-Annual Portfolio Review documentation;
- Assists Project Managers (CTOs) and their alternates with management of vouchers submitted by implementing partners (grants and cooperative agreements) and local contractors. More specifically, manages the financial information in the budget tracking system;
- Provides accurate periodic budget status reports to the Family Health Team Leader, CTOs and the Office of Program Coordination to assess portfolio funding level.
- Ensures adherence to USAID/Benin administrative and programmatic procedures, recommends organizational and operational improvements, and develops administrative support plans to meet the objective of increasing the efficiency of the Family Health Team operations;
- Assists with dissemination of USAID guidance and insures the distribution of policies and procedures to all team members;
- Responds to requests for information regarding the Family Health programs from within and outside the Agency. Coordinates the review and response to unsolicited proposals, with inputs from the Team Leader, the Deputy Team Leader and CTOs as appropriate;
- Coordinates communications with and travel in Benin of staff from USAID/Washington centrally-based programs;
- Prepares and updates, as necessary, briefing materials for visitors and ensures the accuracy of these materials. The incumbent will also assist in developing and updating Power Point presentations as required;
- Prepares or coordinates the issuance of all documents needed by implementing partners or consultants to operate (certification, letter of privilege, and other requests from institutional contractors to be submitted to Government of Benin customs authorities);
- Acts as an official representative of USAID in obtaining information and documents from contractors, attending meetings as required, and reporting on the status of selected activities;
- The Program Management Assistant may be required to oversee and/or perform special projects, including those that are designed to improve office management.

**Administrative Support****(30%)**

- Handles all incoming and outgoing correspondence. This includes overseeing, drafting, processing and distributing cables, letters, memoranda and other documents in English and French as required by the Team Leader and members of the staff, assuring that each is carefully reviewed for accuracy, completeness and proper formatting;
- Receives and places telephone calls in English and/or French, as required, takes and leaves messages, answers questions or directs callers to other staff members;
- Sets up meetings and schedules appointments as requested;
- Maintains a comprehensive office calendar for the Family Health Team. Updates the calendar periodically to reflect changes.
- Ensures that appropriate logistical support for travel is provided to staff members. Processes travel requests for partners and colleagues. Receives and assists visitors (USAID/Washington, CDC/Atlanta and other consultants); by making travel/transportation arrangements and hotel reservations;
- Updates Family Health Team work plan, agenda for weekly meetings (internal Family Health Team meeting, meeting with the Mission Director and Senior Management Team meeting) and other time-sensitive documents on a regular basis, and ensures that the Family Health Team Leader is aware of changes;
- Maintains an office filing system that is user-friendly and in accordance with the established USAID Records Management System guidance;
- Ensures that the Family Health Team Office equipment and supplies are adequately maintained and stocked. Orders office supplies, equipment maintenance, and repair for Family Health Team Office equipment as appropriate;
- Keeps at hand a supply of the most commonly used Mission forms, as well as a copy of key documents such as the Results Framework, Operational Plan, Contracts, Cooperative Agreements, Grants, etc;
- Assists contractors with visa and passport support;
- Accomplishes all duties associated with monitoring time and attendance of Family Health Team members;
- In collaboration with the Basic Education Administrative Assistant, plans major engagements, VIP visits, large representational events, and other work-related functions;
- Performs ad hoc tasks that support the efficient operation of the Family Health office.

**When the incumbent is very busy or absent, the Basic Education Administrative Assistant will provide administrative support to the Family Health Team.**

**III. OTHER SIGNIFICANT FACTS:**

- a. Supervision Received: The incumbent is supervised by the Family Health Team Leader. The employee is expected to carry out assignments with a considerable degree of independence. Meets regularly with Family Health Team Leader to discuss status of activities and receive additional guidance.
- b. Post Entry Training: Post entry training will be focused primarily on the Agency's established policies, procedures and regulations that govern USAID-specific Office Management and specific computer software applications for data management and fiscal presentations.
- c. Available Guidelines: USAID administrative manuals; USAID-specific records and communications management procedures, USAID Automated Directives System (ADS), USAID/Benin Mission Orders and Notices; supervisor's oral and written instructions; US Embassy Administrative Notices.

- d. Exercise of Judgment: Must exercise independent judgment to interpret and enforce USAID rules and regulations. Must be able to analyze and solve problems related to the execution of position functions. Incumbent must be able to exercise independent judgment in planning, evaluating the relevance and reliability of information used, organizing and presenting data in documents s/he prepares.
- e. Authority to Make Commitments: The Program Management Assistant will have no independent authority to make resource commitments or commit U.S. Government (USG) or Mission funds on behalf of the U.S. Government or USAID/Benin.
- f. Nature, Level, and Purpose of Contacts: Contacts are at the office and division head level in government and comparable levels in the private sector. The purpose of the contact is to request appointments and gather information to make meeting arrangements. The Program Management Assistant may also interface with contractors and senior management within USAID/Benin, in performing his/her duties.
- g. Supervision Exercised: None.
- h. Time Required to Perform Full Range of Duties after Entry into Position: Six months

### QUALIFICATIONS AND EVALUATION FACTORS

Applicants will initially be evaluated based on the documentation submitted with the application. Then competitively ranked applicants will be tested and interviewed. The results of the testing and interview, along with the reference check results, will be considered in the selection process.

Following are the evaluation criteria, with their weight of importance, for this position:

- a. Education: 20 points

The incumbent should possess at least two years of full-time post secondary study at college or university in development assistance, business administration, financial management or related field.

- b. Prior Work Experience: 20 points

At least three years of progressively responsible experience in financial management, program and/or administrative support related to the sectors covered by the Family Health program. Experience in managing financial data bases is preferred. Also, experience with a U.S. Government agency is desirable.

- c. Language Proficiency: 20 points

Level III (fluent knowledge) English and French Level IV are required.

- d. Knowledge: 20 points

The incumbent is expected to have sound knowledge of efficient administrative and financial operations. Knowledge of USAID and/or US Government administrative and financial procedures, and voucher processing 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.

- e. Skills and Abilities: 20 points

The incumbent should have the ability to assess, plan, organize and execute administration procedures and

office operations and to arrange appointments with mid-level officials of the host government, NGOs, other donors and private sector. Also, s/he should have the ability to locate or obtain, analyze, and interpret relevant data and prepare reports and present complex program/financial information in concise and cogent written and oral form when requested. Excellent typing and strong proof reading skills and demonstrated proficiency in word-processing, spreadsheets, databases, and other computer programs (Word, EXCEL, PowerPoint, etc) are required. Initiative, resourcefulness and dependability are critical to success in the position. Due to the level of responsibility that accompanies this position, integrity, honesty, and discretion are critical attributes required of the incumbent. The individual should be someone who is highly flexible and willing to work under conditions of ongoing change.

#### **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 contacts information for at least three references. At least one should be the current immediate supervisor OR have been an immediate supervisor. 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 application from the initial screening, USAID evaluation committee will develop a short list of applicants who will be invited for testing and interviews.

#### **HOW TO APPLY?**

Applications must be submitted in a sealed envelop to the attention of Executive Office/Personnel and marked "Application for the position of Program Assistant". The closing date and time for receipt of applications is July 24, 2008 at 5:00 pm.