



USAID | BENIN

FROM THE AMERICAN PEOPLE

TO: All qualified Applicants
FROM: Clemencia Acacha, Supervisory Executive Specialist
Subject: Job Opportunity Announcement
Date: July 14, 2008

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

POSITION TITLE : C&R Manager
NUMBER OF POSITIONS : One (1)
GRADE : Foreign Service National (FSN – 8)
OPENING DATE : July 14, 2008
CLOSING DATE : August 04th, 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 Executive Office (EXO), in coordination with the Mission Director, is responsible for the administrative management functions of USAID/Benin. EXO provides essential services in budgetary planning, management analysis and planning, human resources management, administrative and general services including property management, embassy administrative support (under ICASS), travel and transportation, security and safety and management of Communications and Records.

Under the direct supervision of the FSN Executive Officer, the C&R Manager serves as the principal advisor to the Mission in any matter related to Record and file management. The incumbent is responsible for organization, maintenance and control of unclassified record and correspondence management within the mission. S/he exercises direction and guidance over the decentralized records and centralized mail/file operations. Conducts record inventories and inspections of record stations to ensure that files are properly maintained, disposed of and not duplicated. Trains staff in USAID record management procedures, basic customer operations and troubleshooting together with file maintenance and archiving of records in the Executive Office. Advises Mission staff on the proper procedures for the receipt, assignment of actions and distribution of all incoming correspondence, including pouch and fax communications. S/he also performs other duties as assigned.

U.S. Agency for International Development
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Cotonou, BENIN

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II. MAJOR DUTIES AND RESPONSIBILITIES

Under the supervision of the Executive Office team leader, the incumbent performs the following:

1. **Mission Records Management Program: 45%**
 - Manages the records management program, insuring proper maintenance, storage, retrieval and disposal of records for the Mission.
 - Establishes procedures for the storage and destruction of records and retirement and archiving of documents.
 - Ensures that all official records are retired in accordance with ADS 502. Ensures that all folders contained in each box are of the same year and that folders are properly marked by a folder code; and assigns box numbers to each container going to off-site storage. Maintains a log of box numbers in the storage area for easy retrieval.
 - Conducts periodic inventories and inspections of record stations to ensure that proper procedures are being followed; assures that records are maintained in accordance with prescribed regulations and met Agency requirements.
 - Assures the transfer of all records to a local storage room and as USAID/Washington.
 - Maintains a log of all boxes in local storage and assures adequate monitoring with Mission file custodians (Administrative Assistants).
 - Maintains the off-site files storage area. Retrieves off-site records upon request for Mission personnel. Responds to requests for information, researches files and provides assistance to Mission staff.
 - Exercises direction and control over records management functions for the Mission; plans, establishes and maintains a system for centralized and decentralized unclassified records within the Mission.
 - Prepares periodic and special reports to USAID/W regarding records management as prescribed in ADS 502 or as requested.

2. **Correspondences and mail dispatch management: 30%**
 - Manages correspondences and mail distribution. Receives, reads, analyses and assigns action to appropriate office.
 - Maintains a log of incoming correspondences, cables and faxes. Manages outgoing correspondence distribution.
 - Receives and opens unclassified pouches from the Embassy. Prepares the outgoing pouch to USAID/W for transmission by the Embassy. Assigns USAID Control Number utilizing the Pouch Number Log.
 - Studies and modifies as necessary, local procedures for the receipt, control processing, distribution and dispatch of unclassified correspondence.

3. **Trainer and advisor functions for Mission 15%**
 - Assists files custodians (Administrative Assistants) in maintaining filing systems, creating new files as needed and removing inactive ones as required by USAID regulations. Determines need for new files, revised space requirements, modification of procedures, new equipment and other needs associated with records and correspondence management.
 - Is responsible for training USAID staff in record management procedures, basic customer operations and troubleshooting; trains new secretarial staff in proper classification, maintenance and disposition of records and files; conducts refresher courses in records management and in the processing of correspondence to keep files custodians up-to-date on current Agency regulations.

- Assures and maintains updated guidance and information related to record management; drafts memos to provide new information and guidance to files custodians.
 - Maintains audit preparedness by conducting periodic record audits in the mission. Maintains logs and records and drafts other reports as required.
4. **Other duties** 10%
- Conducts research and assembles requested data when required.
 - Assures and coordinates reproduction services for the Mission; follows up for expendable supply replenishment for copiers and other machines within the mission.
 - Serves as first contact with the contractor for mail distribution within and out of the country; and for the contractor in charge of maintenance of copiers and type writers; monitors their performance and provides quarterly report of his work;
 - Serves as back-up for the EXO Administrative Assistant and the General Service Assistant;
 - Performs other duties as requested by supervisor.

III. OTHER SIGNIFICANT FACTS:

A. Supervisory Received:

The C&R Manager will be supervised by the Supervisory Executive Specialist of his/her designee.

B. Supervision Exercised:

None. However, the incumbent exercises full control over records management program.

C. Available Guidelines and Policies:

USAID handbooks and regulations, ADS 502 and cables, USAID Automated Directives Systems (ADS); Mission Orders and any other directives on record management. Extensive searches of a wide range of regulations and policy documents are frequently required. The incumbent must use sound judgment and initiative in applying regulations and policy guidelines.

D. Exercise of Judgment:

Considerable judgment is required in interpreting USAID record management procedures and guidelines and in establishing local records management procedures; must be able to explain procedures to Mission personnel. Good judgment is also required in assigning office action on incoming correspondence and ensuring appropriate dissemination of information to Mission through provision of materials for the reading file. Good judgment in assessing priorities is desired.

E. Authority to Make Commitments:

None. However, the jobholder has autonomy to make commitment on matters agreed upon with the team leader; any other questions should have prior approval of supervisor.

F. Nature, Level, and Purpose of Contacts:

Daily contacts are maintained with a variety of Mission personnel through technical supervision of decentralized files and records, and with staff and employees who send faxes, mail letters, use pouch service or send cables. Has frequent contact with both Embassy Americans and FSN mail and telecommunication personnel.

Outside contact is also maintained with the maintenance contractor and local commercial firms providing services.

G. Time Expected to Reach Full Performance Level:

One (1) year. One year for Incumbent without prior work experience in the field of Record Management. Mission may consider recruitment at a trainee level with one grade lower than classification for incumbents who meet the minimum requirement but who do not have sufficient experience in the field of record management, with the full level of the position classification a year later.

IV. 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 and Training (10 points).

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

- Completion of a university degree in history, social studies or related matter is **required**.
- Collegiate studies, preferably in Record Management or Administrative Management are highly **desirable**.

B. Language Proficiency (20 points)

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

- A minimum professional fluency in French is **required**.

This includes the ability to read technical and performance reports with complete understanding; ability to participate effectively in most formal and informal conversations on practical, social, and professional topics, ability to discuss particular interests and special fields of competence with relative ease; ability to participate effectively in meetings with complete comprehension for a normal rate of speech; ability to read at a normal speed and with almost complete comprehension a variety of prose on unfamiliar subjects; and ability to write documents; strong writing skills in French are **preferred**.

- A minimum of full professional fluency in English is **required**.

This includes the ability to use the language fluently and accurately on all professional levels needed with a high degree of effectiveness, reliability, and precision. This means that s/he can understand and participate in conversations within the range of his/her personal or professional experience, can respond appropriately even in unfamiliar situations; can read and fully understand regulations and policy; can write with sufficient skill for professional purposes to produce documents which do not require extensive editing and generally are free from errors in usage and sentence structure. English skills at the ability of a bilingual proficiency are **preferred**.

C. Other Skills and Abilities (30 points)

Initial screening will entail an examination of the application package for discussion of how the skills described below have been demonstrated in the applicant's professional experience. Applicants who do not include a discussion of these skills and abilities in the application may not receive further consideration.

The incumbent must be able to work independently and have good organizational skills to prioritize and follow through on work assignments with limited supervision. Excellent

interpersonal skills and the ability to work effectively as a team member in a culturally diverse team environment are required.

- Minimum requirements for this position include ability to use personal computers effectively. This includes proficiency in word processing and basic skills in using spreadsheets. Applicants invited for interviews will be tested for skills in using Word and Excel. Fully functional in using internet to research information is **required** and will be assessed.
- Skills and abilities enabling appropriate analysis, interpretation and application of regulations, policies, and procedures are **required**.
- Ability to speak in a convincing way before other colleagues, as well as to train both US and local individuals, most of whom will hold high level positions within the mission is **required**.
- Interpersonal, teamwork, analytical ability to exercise independent judgment and customer service skills of applicants invited for interview will be assessed. Skills in multitasking, attention to details, time management along with degree of motivation will also be assessed through answers to hypothetical questions.

D. Prior Experience (40 points)

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

- A minimum of two to four (2-4) years of progressively responsible experience in administration or any other relevant field is **required**.
- At least two years of specific experience in records and correspondence management is **required**. Previous experience must demonstrate ability to achieve full proficiency in this position.
- Relevant experience with a U.S. Government Agency, a U.S. non-governmental organization or any other international will be a plus, but is not a must.

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 Communication and Records Manager". The closing date and time for receipt of applications is August 04, 2008 at 12:00 am.