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MALI

Memorandum

DATE: September 16, 2016

FROM: Alexander Bond, Supervisory Executive Officer 

SUBJECT: Vacant Position: USAID/Mali Management Specialist (Executive Office)

REFERENCE No.: HR-EXO-003-2016-MS

TO: All Malian Citizens and Local Residents at the time of application.

OPEN PERIOD: **Monday, September 19, 2016 to Monday, October 03, 2016**
(5:00 pm Bamako time)

GRADE LEVEL: **FSN PSC-12 (FCFA 18,480,885 to FCFA 28,645,377)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

NUMBER OF POSITION: **One (1) Vacancy**

The U.S. Agency for International Development Mali is seeking one individual as Management Specialist.

Basic Function:

The Supervisory Executive Specialist functions as a Deputy to the USDH Executive Officer (EXO) or designee, USAID/Mali, the Specialist reports to the EXO or designee and assists in overseeing delivery of effective personnel, administrative, logistical, and other support services for the Mission.

In this capacity, the Specialist helps to organize Executive Office work priorities and serves as an alter ego to the EXO. The Specialist reviews and pre-approves designated actions for EXO attention, and assigns and follows up on designated management operations to ensure they are carried out properly and within appropriate time limits and customer service guidelines. Primary responsibilities also include assisting the senior USAID/Mali EXO in formulating, interpreting, and implementing a wide-range of US Government policies at the USAID Mission and development activity level; Operating Expense (OE) related financial management, including budget formulation, execution and justification; and actively participating as a member of the Mission's program activity teams, focusing on the personnel and material resource aspects of achieving the Mission's development objectives

The Specialist exercises good judgment, often under stress and with limited time and resources, making decisions and providing advice on USAID management policies, contracting practices, and when providing personal counseling and/or advice to employees. The Specialist uses sound judgment in making decisions, in the formulation of expert opinions, and in providing advice to senior Mission management in collaboration with, or the absence of, the EXO.

Major Duties and Responsibilities:

1. **General Services:** Ensuring efficient delivery of services by State/ICASS with respect to Motor Pool Operations (including the Mission Director's Chauffer(s) and the OFDA Chauffer), Vehicle Maintenance and Records; Customs and Shipping; Custodial Staff and the Security Guards at the AID Building. Also ensures effective and efficient customer servicing with respect to Communications and Records/Mail delivery, and Travel. Other significant duties include Occupational Safety; Space Management (for expanding AID workforce); and Utilities Tracking, Payments, and Records. The Specialist works with relevant Embassy personnel to ensure that all systems for tracking mileage, fuel, and repair costs in the area of Motor pool

Operations, Vehicle Maintenance, and Records are current, and that all required reports are completed and submitted in a timely manner. Investigates all incidents and/or accidents involving Mission vehicles (Director/OTI), in conjunction with the Embassy POSHO, and recommends corrective or disciplinary action as appropriate. Approves and signs all requests for customs clearance of official shipments eligible for importation under USAID and host-government regulations. Coordinates with the Facilities Maintenance Supervisor to resolve complaints about substandard Janitorial Services under State/ICASS. Ensures compliance with Occupational Safety and Health Standards. Serves as a prime point of contact on all requests for additional or reconfigured office space, as needs dictate; provides various options to best meet requirements within available space; and, reviews plans for office moves with the EXO and concerned clients to ensure manpower and materials are available at the time moves are scheduled. Reviews payments for various utility costs (including the Mission Director's residence) and functional space, ensuring adequate tracking mechanisms are in place and kept current to fully verify billings and payments; makes sound suggestions to reduce costs in utility usage.

2. OE and Program-Funded NXP and EXP Procurement: The Specialist ensures appropriate management controls are in place and utilized in all areas of procurement activities; approves all requests for advance of funds through local petty cash. The Specialist liaises and consults regularly with a wide variety of USAID/Washington offices, private-sector vendors, and contractors. Participates in the development of the annual procurement plan, in concert with the EXO, for submission to Mission management and inclusion in the annual Budget Request.
3. Property Management: Supervises the property management function for non-expendable and expendable property, including office equipment and furniture inventories, as well as the residence for the Mission Director. Ensures that all official property procured by the Mission, non-expendable and expendable, is properly received and that required receiving reports are accurately completed; that all required actions are completed for the proper establishment and maintenance of inventory records; where applicable, supervises all disposal sales, from item selection, completion of disposal authorizations, conduct of the actual sale, and adjustment of property records to comply with Agency regulations; assists State/ICASS in conducting periodic inspections of facilities (AID Building, Mission Director's residence) to ensure proper procedures for security, fire prevention, safety, and cleanliness are in place and in compliance with Agency regulations; and, conducts spot checks on various records throughout the year to determine their validity and to ensure that all items are accounted for and that actual accounts match records.
4. Maintenance: Monitors all AID-assigned residential and office building maintenance, including make readies, routine and preventive maintenance, and maintenance of sufficient supplies, equipment, and records.
5. Budgeting: Personally performs the OE program's most difficult budget work personally developing overseeing and coordinating the OE budget preparation and the analysis of the contributions of other USAID/Mali offices to the budget exercise, and then monitoring obligations of OE and OE Supplemental funds, in coordination with the S/EXO and FMO. This entails information gathering from USAID's program and technical offices and the executive office (EXO) to determine operational expense funding levels, and coordinate program support budget requirements with the program office and preparation of the annual budget submission under the direction of the S/EXO and in collaboration and coordination the USAID/Mali Office of Financial Management (OFM) and other key USAID officers, develops a quarterly financial plan within the Post's annual allotment. If needed, advises the Program Office on the Program Support Objective budget.

Plans and coordinates with the OFM in funding requirements for overall budget submission to USAID/W and that proper obligation numbers are received. Resolves funding issues to make sure that OE-funded operations are running without obstruction and that OE funding is adequate to meet exigencies and routine, continuing operational needs. Under the guidance of the E&E Bureau and in coordination with the S/EXO and OFM, the Specialist is responsible for drafting narrative justifications for the approved budget level, and any budget modifications, and preparation of workforce and any other templates, as mandated by the USAID's Office of Management Policy, Budget and Performance (MPBP). Solicits and coordinates EXO submissions regarding assessment of specific travel, procurement, HR, & IT OE requirements in order to identify annual OE funding needs. Responsible for all/any reporting, data input and projections regarding operational expense budgets, including contribution/submissions for Country Development Cooperation Strategy (CDCS) and the Mission Strategic Resource Planning (MSRP).

Administers the approved OE budget in accordance with Agency procedures, standards and regulations, with responsibility for the preparation and submission to the Agency of all prescribed financial reports and conducts in



depth analysis based on data input, historical costs, and operational plan in order to develop and coordinate the execution of the OE procurement plan per the annual budget. Ensures that adequate USG budget and finance policies, regulations and rules are applied through development and usage of office specific procedures (Mission Orders).

Coordinates with the Mission OFM staff and advises the S/EXO of the levels of commitments and status of annual budget and allowances. Prior to S/EXO funds obligation provides “budget clearance” on all procurement requests and obligation documents on EOCC level. With information from the OFM’s 1311 reviews and regular Phoenix reports showing commitments and disbursements advises the S/EXO of needed actions or budget adjustments.

Performs year-over-year variance analyses and cost comparisons to enable the S/EXO to make well-informed administrative support decisions or to make adjustments in light of changing conditions at Post. These decisions would include, but to be limited to assessments of local outsourcing possibilities, ICASS subscription and service charges, forward-funding decisions, and recruitment or replacement of personnel.

Reviews the ICASS budgets, standards of services, time allocations, and USAID agencies invoices. In accordance with the ICASS handbook prepares workload subscriptions, and justifications for USAID agencies. Reviews ICASS Target and Midyear budgets and conducts different analysis to determine cost impact on USAID’s invoices in support of the S/EXO in his/her role as the member of the ICASS Budget Committee. Participates in ICASS negotiations with the U.S. Embassy, when designated. Establishes a working relationship and maintains open communication with U.S. Embassy Management Sections, including applicable General Services, FMO, and Security staff, to ensure receipt of services procured under ICASS, and to resolve any outstanding issues. The Specialist is responsible for assisting the EXO and the Mission in critically evaluating ICASS services. Advises S/EXO and Mission Director regarding USAID vote on the ICASS Council, prepares related financial analyses/reports, and researches cost options and cost-reduction possibilities.

6. **Policy Planning and Policy Communication:** Conducts management analyses and studies as required to recommend or evaluate improvements in management operations. Assists in the planning and direction of a continuing program to evaluate Mission organization, staffing, and services, in order to ensure maximum utilization of material and human resources. Analyzes requirements and makes administrative and technical recommendations to Mission management. Develops and implements appropriate internal Mission management systems and policies. Drafts or clears Mission Orders, Management Notices, and correspondence from EXO on management policies, as needed or required. Serves on the Management Control Review Committee (MCRC) and the Federal Manager’s Financial Integrity Act committee (FMFIA), to ensure implementation of regulations.
7. **Support to Institutional Contractors:** The Specialist provides administrative support, guidance, and clarification to Institutional Contractors (IC) in such areas as acquiring visas, business permits, expatriate quotas, resident permits for expatriates, registration with the host government, VAT exemptions and other related tax issues, registration of official program vehicles, aviation/airport issues, motor vehicle licenses; program vehicle insurance, and Mission and host-government policies guiding these and other issues. The Specialist develops close working contacts with Government officials, especially with the officials handling issues affecting IC operations in Mali.
8. **Executive Officer Support and Backstopping:** Assists the EXO with the high volume of work in Executive Office Sections coordination between Sections, and in coordination with other Mission Offices. As the Supervisory Executive “expert” makes major strategic planning and policy recommendations to the S/EXO affecting the basic content and character of USAID/Mali management operations. As required, provides a range of administrative management advice and assistance to all echelons of employees and management in support of the USAID/Mali mission and program, and the in-country OFDA presence; and participates in the decision-making process in Office and Mission administrative management issues. As the alter ego to the S/EXO (or designee), the Specialist leads the Executive Office in the absence or preoccupation of the EXO, including during R&R travel, conferences, and training, etc. The Specialist ensures continued effective and smooth operation of the Executive Office in all areas and matters, except where a specific signatory authority involving the commitment of USG funds is required.



Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. Malian citizens or local residents at the time of application;
2. Completion of education resulting in an undergraduate degree, or the local equivalent, in business administration, financial management, or a field related to administrative management is required. Possession of an advanced degree in one of these fields is highly desirable.
3. Seven or more years of progressively responsible professional administrative experience, developing and implementing management procedures, contracting, procurement, involving human resources or any combination thereof is required. At least three years of this experience must have been in a first or second-line supervisory role.
4. Level IV (fluent) English and French oral and writing ability is required, and Level III, a good working knowledge, of Bambara.
5. Excellent supervisory, analytical, and interpersonal skills, tact, and diplomacy are required. The Specialist should also have good leadership and managerial skills, and a personality that inspires confidence *in* FSN employees and permits the maintenance of effective working relationships with employees and supervisors. The following are required: ability to forecast needs for resources, to plan and assess issues/problems and develop realistic solutions; ability to train subordinate personnel, and to tactfully and efficiently work with American officers and FSN, USPSC, TCN and other personnel so that the Executive Office provides the best administrative support and customer services possible to the Mission; *ability* to create and maintain a good working climate, *in* order to ensure maximum productivity in a service-oriented manner; ability to negotiate effectively with Embassy and ICASS administrative personnel, and host-country government and business officials on USAID operations and resources.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the position title.

Qualifications Required:

- a. **Education (10%):** Completion of education resulting in an undergraduate degree, or the local equivalent, in business administration, financial management, or a field related to administrative management is required. Possession of an advanced degree in one of these fields is highly desirable.
- b. **Prior Work Experience (30%):** Seven or more years of progressively responsible professional administrative experience, developing and implementing management procedures, contracting, procurement, involving human resources or any combination thereof is required. At least three years of this experience must have been in a first or second-line supervisory role.
- c. **Language Proficiency (10%):** Level IV (fluent) English and French oral and writing ability is required, and Level III, a good working knowledge, of Bambara.
- d. **Knowledge required by the Position (25%):**

The Specialist must have an in-depth knowledge, or the ability to quickly gain such knowledge, of a highly technical body of USG, USAID, and Malian law, regulation, instructions, procedures, policies, and practices relevant to administrative management, human resources management, budget and fiscal administration, travel, building management, ICASS/GSO property management, procurement and contracting, C&R, and other administrative procedures, regulations, and requirements sufficient to provide administrative and technical (when



required) supervision of all Executive Office personnel.

e. Skills and Abilities (25%):

Excellent supervisory, analytical, and interpersonal skills, tact, and diplomacy are required. The Specialist should also have good leadership and managerial skills, and a personality that inspires confidence *in* FSN employees and permits the maintenance of effective working relationships with employees and supervisors. The following are required: ability to forecast needs for resources, to plan and assess issues/problems and develop realistic solutions; ability to train subordinate personnel, and to tactfully and efficiently work with American officers and FSN, USPSC, TCN and other personnel so that the Executive Office provides the best administrative support and customer services possible to the Mission; *ability* to create and maintain a good working climate, *in* order to ensure maximum productivity in a service-oriented manner; ability to negotiate effectively with Embassy and ICASS administrative personnel, and host-country government and business officials on USAID operations and resources.

Maximum Evaluation Score 100 points

SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position must submit the following **required documents**:

1. A cover letter of **not more** than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Management Specialist position.
2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. Copy of Diplômes, degrees, certificates, recommendation letters, etc.
4. Three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

Please note that all cv/resume and cover letter must be in English, otherwise application package will be considered as incomplete and will be rejected.

HOW THE SELECTION WILL BE MADE

The successful candidate will be selected based upon:

1. A preliminary review of the applicants submitted package to establish that minimum requirements are met.



2. Test will include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint, and any technical skills test that might be deemed appropriate may be required.
3. Interviews.
4. Reference checks.
5. Security investigations.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and interviewed. Applicants will be contacted for testing (Step 2) and interview. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list.

Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4) prior to advising the TEC of the results of these checks. References may be solicited from current as well as former supervisors in addition to the references you provide in your application package.

SUBMIT APPLICATION

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov

Please indicate the Vacancy Reference Number in the subject line of your email: HR-EXO-003-2016-MS. Emails received without the Vacancy Reference Number indicated above will not be considered.

CLOSING DATE FOR THIS POSITION IS: October 03, 2016 at 5:00pm

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.