



JOB ANNOUNCEMENT FSN/2016/10 – USAID ADMINISTRATIVE ASSISTANT

DATE: June 30, 2016

SUBJECT: JOB VACANCY ANNOUNCEMENT – FSN/2016/10

TO: All Qualified Applicants

JOB TITLE: ADMINISTRATIVE ASSISTANT – REGIONAL A&A OFFICE

GRADE: FSN-7 with the possibility of hiring the employee at the lower grade
if he/she does not meet all the position’s requirements

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. BASIC FUNCTION OF POSITION

This position is located in the USAID/Senegal office in Dakar. The primary purpose of the position is to serve as the Administrative/Procurement Assistant for all administrative activities of USAID/Senegal’s Regional Acquisition and Agreement Officer in the Regional Acquisition and Assistance Office, USAID/Senegal.

B. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent will support USAID/Senegal Regional Acquisition and Agreement Officer (RAO/RCO) activities. The incumbent of this position will perform a wide range functions. These functions include, but are not limited to, those set forth below:

A - Administrative Support.

60 %

1. The incumbent will provide range of administrative support as required to the RAO/RCO and RAAO staff. This includes typing, filing, photocopying, RAAO timekeeper and maintaining leave schedules for all RAAO staff members. The incumbent may be asked to provide backup administrative support to other USAID/Senegal offices as may be appropriate.
2. The incumbent is responsible for a range of Acquisition and Assistance duties pertaining to Pre and Post-award procurement functions. This includes setting up meetings, RAAO sponsored mission training, and ensure to follow-up on related multiple tasks like logistics for room booking and Video Conference equipment as needed.



JOB ANNOUNCEMENT FSN/2016/10 – USAID ADMINISTRATIVE ASSISTANT

3. The incumbent will have overall responsibility for responding to or otherwise properly routing inquiries regarding activities of USAID/Senegal and its coverage countries. The Regional Contracting Office will be providing contracting support to select non-presence countries, for example, Cape Verde, Guinea-Bissau, the Gambia and soon to include Burkina Faso, Niger, Chad and Mauritania
4. The incumbent is responsible to receive all incoming correspondence (cables, letters, solicitations, requisitions, memorandums, acquisition and assistance related documentation); maintains manual and automated master files.
5. The incumbent is responsible for gathering workload status reports from each RAAO staff member and maintaining the RAAO monthly Procurement Plan.
6. The incumbent will maintain and update quarterly submission of the Quarterly Business Forecast to M/OAA/Washington. This is reviewed by the RAO/RCO to ensure accuracy and compliance for timely submission.
7. The incumbent holds the ‘Requestor’ role in the Global Acquisition and Assistance System (GLAAS) for all RAAO-generated actions. They will also generate weekly GLAAS workload reports for the Regional Supervisory Contracting Officer.
8. The incumbent is responsible to log incoming procurement actions and ensure timely response. Verification of necessary attachments to documentation is included for RAO/RCO clearance or signature.
9. The incumbent maintains sensitive procurement file inventory (Source Selection information) and ensures that cabinet contents are clearly and readily displayed for easy access. Ensures that files are safe-guarded at close-of-business and that the office location is “secured”.
10. The incumbent maintains office supply inventory, responds to non-expendable supply requirements, and ensures that all office equipment runs smoothly.
11. The incumbents coordinates and provides logistic support to RAAO TDYers in coordination with the Executive Office.

B - Procurement Support

40 %

1. The incumbent will prepare solicitations (RFQ,RFP,RFA) by letter, orally for posting on internal and external Websites; contracts, grants, cooperative agreements, amendments, modifications, and related contract documentation involving specialized terminology pertaining to Acquisition and Assistance. Documents may be prepared in English and/or French.



JOB ANNOUNCEMENT FSN/2016/10 – USAID ADMINISTRATIVE ASSISTANT

2. The incumbent will prepare routine procurement actions which includes responses to requests for approvals for proposed Key personnel, international travel, and salary approvals for RAO/RCO review and signature.
3. The incumbent ensures consistency of technical review material of all submitted documents (applications/proposals/committee instructions/conflict-of-interest releases) for the Technical Evaluation Committee (TEC) are complete and have been recorded.
4. The incumbent assumes the award Close-Out procedure and disposal record as required by FAR 4.804 of all Acquisition and Assistance instruments in accordance with the USAID Handbooks and other regulations (FAR, AIDAR, ADS) by incorporating changes and revisions as they are received in the RAAO.
5. The incumbent serves as the ‘Requestor’ in the Global Acquisition and Assistance System (GLAAS) for all RAAO-generated actions.
6. The incumbent maintains a Master Award List providing the inventory of current award listing through Excel spreadsheet.

C. DESIRED QUALIFICATIONS

1. **Education:** A minimum of a High School level diploma is required. Previous contracts related training obtained through a formal course or on-the-job training is highly desirable.
2. **Prior Work Experience:** At least 3 years of progressively responsible work experience in office management and professional communications. Demonstrated experience in the Acquisition and Assistance field is desirable; private or public sector experience may be applicable.
3. **Post Entry Training:** Three months on-the-job. GLAAS and procurement related training will be provided.
4. **Language Proficiency:** Level IV ability is required in both written and spoken English and French. The proper usage of English grammar; i.e.: spelling, punctuation, paragraphing, and sentence structure). .
5. **Knowledge:** Must have knowledge of/and or experience with Contracts’ Office administration procedures. Knowledge of USAID Automated Directives (ADS) Chapter and Series 300, Federal Acquisition Regulations (FAR), (AIDAR), 22 CFR 226, OMB Circular A-122 and other USAID policy Directives is welcomed. Capability to learn new software (GLAAS, PHOENIX) is mandatory.



JOB ANNOUNCEMENT FSN/2016/10 – USAID ADMINISTRATIVE ASSISTANT

6. **Skills and Abilities:** Position requires careful execution of numerous tasks for the RAAO with coordination with other USAID/Senegal offices. The incumbent must possess demonstrably strong communications skills, the ability to negotiate effectively and simultaneously manage a wide variety of disparate tasks. The position requires attention to detail and demonstrated interpersonal, teamwork, customer service and administrative skills are essential. The incumbent should be a self-starter willing to learn and apply new skills in order to improve professional and technical performance. Proficiency in word processing, spreadsheets, databases and other computer applications (e.g. “MSWord”, “Excel”, “Power Point”).

D. POSITION ELEMENTS

1. **Supervision Received:** The incumbent will be supervised by the Regional Supervisory Acquisition and Agreement Officer, he/she may also receive guidance from senior RAAO team members. Once assigned, incumbent will be expected to perform with considerable autonomy. The incumbent will be expected to be a self-starter able to develop his/her own work schedule, procedures for accomplishing tasks, and be able to resolve problems which may arise during the accomplishment of these objectives.
2. **Available Guidelines:** Guidelines are provided by USAID website at www.usaid.gov, USAID/Senegal website at www.senegal.usaid.gov., Federal Acquisition and Assistance Regulations (FAR), USAID Acquisition Regulations (AIDAR), Automated Directives (ADS) Chapter and Series 300, GLAAS.
3. **Exercise of Judgment:** Good judgment and the ability to deal with ambiguity are essential. The position requires a great deal of discretion. The incumbent will be required to on occasion make recommendations and to initiate action in areas and situations which will not always be covered by available guidelines.
4. **Authority to Make Commitments:** NONE.
5. **Nature, Level and Purpose of Contacts:** Inside the organization the incumbent will liaise daily with RAAO, other USAID/Senegal team members on procurement issues; and occasionally with USAID partners, applicants, Government of Senegal Technical Evaluation Team Members (TEC), or visitors in-country for short-term assignments (TDYs) or visits.
6. **Supervision exercised:** N/A
7. **Time Required to Perform Full Range of Duties After Entry into Position:** One year.



HOW TO APPLY:

I. Interested applicants with existing Senegalese Work Permits or who possess Senegalese Work Permits MUST submit a complete application package which includes the five following required document:

1. A cover letter
2. 3 References (Name, email address and phone number of each reference)
3. relevant degrees
4. A filled and signed OF-612 form (form can be found on this web site: <http://www.usaid.gov/senegal> under “Career”)
5. A detailed resume
6. ***All incomplete applications will be rejected***

II. Application should be addressed

1. ***“TO THE ATTENTION OF HUMAN RESOURCES SPECIALIST – USAID/SENEGAL”***
2. ***Email subject MUST be: JOB ANNOUNCEMENT FSN/2016/10 ADMINISTRATIVE ASSISTANT – REGIONAL A&A OFFICE***

III. Application should be send:

- **BY EMAIL** usaiddakar-hr@usaid.gov
- **OR**
- **By Postal Mail:** USAID/SENEGAL Route des Almadies - B.P. 49 - Dakar, Senegal

Deadline to receive applications: JULY 31, 2016

EQUAL EMPLOYMENT OPPORTUNITY: The US Mission in Senegal 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. USAID/Senegal 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.