



USAID | SOUTHERN AFRICA

Reference No.:	674-15-1009
Position/Salary Range:	Project Administrative Assistant - Environment FSN-08: R209,194.00 – R292,871.00 (Full Performance – Basic Salary) FSN-07: R170,051.00 – R238,064.00 (Trainee Level – Basic Salary) Additional benefits include miscellaneous allowance, medical and pension fund subsidy, housing allowance and dependents' education assistance subject to qualification.
Open To:	All South African citizens and permanent residents with valid work permits at the time of application.
Location:	USAID/Southern Africa Regional Environment, Education and Democracy Office (REED) Pretoria, South Africa
Opening:	February 5, 2015
Closing:	February 19, 2015
Work Hours:	Full-Time; 40 hours/week

USAID/Southern Africa, an equal opportunity employer, seeks applicants for the above position.

English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. Interested applicants who do not meet this qualification ARE ENCOURAGED NOT to apply as their applications will not be considered.

Basic Function of Position:

The **Project Administrative Assistant (Environment)** serves as an administrative, personnel, and financial assistant for USAID's Regional General Development Office's Environment Team. The incumbent operates with a great degree of independence, receiving minimal supervision from the Environment Director. S/he provides a broad range of administrative, financial, personnel, and other management services to the team in support of approximately 75 million USD of programming. S/he works collaboratively with members of the Environment Team to support program management through budget formulation and tracking, report tracking, meeting and conference coordination, travel and transportation management, procurement planning and tracking and other duties as assigned.

Major Duties and Responsibilities

As the project administrative assistant for the regional Environment team in Pretoria, the incumbent, with minimal supervision from the Environment Director, develops, plans, implements and administers all administrative functions for the team. This includes but is not limited to determining requirements; helping to prepare budgets; processing vouchers for payment; ensuring accurate and complete accounting and reporting; procurement and contract administration; facilities and equipment management; and other administrative and logistical support functions. S/he may be asked to support other teams on a periodic basis when other administrative or program management assistants are absent.

Travel and Transportation Management:

Incumbent administers travel and transportation for all environment personnel. This includes travel for three USDH and four foreign national staff who cover a 15 country region. This will include medevac, emergency leave, training, conference, home leave, R&R, permanent change-of-station travel as well as substantial TDY travel.

- Prepares travel authorizations for TDY travel via the E2 Travel web-based program.
- Submits requests for entitlement and permanent change-of-station travel to Executive Office for

- approval, and prepares travel authorization forms accordingly.
- Serves as the principal contact person for administering travel matters and resolving travel issues with travel voucher clerks, certifying officers, and USAID Comptroller and other Financial Management staff.
 - Serves as the principal contact with travel agents for airline tickets, makes hotel reservations, and coordinates with foreign embassies to ensure visas are provided to professional staff as needed and on a timely basis.
 - Manages all Motorpool travel requests for the team.
 - Prepares country clearance cables for travelers using the eCC web-based program.
 - Review and communicate critical country information regarding security or health to travelers.
 - Arranges transportation and accommodation for new personnel, visiting officials from Washington, and short and long-term TDYers and fellows from other Missions.

Financial Management:

Incumbent assists the Environment Director with the financial management of the team, including program and personnel budgets.

- Performs quarterly accruals and Section 1311 de-obligation reviews for Environment Director approval.
- Develops budget estimates for site visits, conferences, and other significant line items.
- Periodically reconciles obligations and disbursements with Phoenix and coordinates with Financial Management Office to resolve any discrepancies.
- Tracks obligations against approved budget and informs the Director of status.
- Tracks travel and other costs incurred to ensure alignment with planned budgets.
- Prepares annual budget for Environment Team personnel.
- Prepares and tracks budget for Environment projects on a quarterly basis in preparation for the Quarterly Financial Reviews and for Operational Plan submissions.

Program and Project Support:

- Compile data and prepare documents for team needs, including Annual and Semi-Annual Implementation Reviews and technical meetings.
- Assist team in preparation of Operational Plans and Performance Monitoring Plans.
- Track performance indicators across the program, including scheduling of necessary Data Quality Assessments.
- Coordinate all logistics and support for technical meetings with partners, environment trainings and conferences hosted by Environment Team.

Procurement and Contracting:

Incumbent serves as Environment Team's principal contact for preparing, tracking and reporting on all procurement actions for the Environment team. S/he works closely with all AOR/CORs to ensure accuracy of procurement planning and implementation.

- Determines requirements, initiates procurement of goods and services, and ensures that all procurement actions comply with Agency procurement regulations. This responsibility includes working with other members of the Environment Team, the Office of Acquisition and Assistance, Program Development Office and the Executive Office.
- For procurements related to meetings, conferences, and communications activities and purchasing of technical supplies and equipment, s/he leads the process of contacting vendors to obtain quotations, making cost analysis, coordinating with OAA or EXO on purchase orders, receiving orders, and ensuring that items delivered are in good condition.
- Initiates requisitions and tracks all GLAAS actions Environment Team projects for a portfolio of approximately 75 million USD.
- Helps monitor timely receipt and when non-delivery/damages may occur, checks invoices and prepares payment vouchers for submission to USAID Financial management office for accounting and payment.
- Initiates and tracks personnel actions in coordination with Environment Director, Financial Management Office and Human Resources Office.

Administrative Management:

Incumbent performs comprehensive administrative/management functions for the Environment Team.

- Regularly updates the office emergency contact list, organizational chart, and team contact list.
- Manages incoming and outgoing staff mail in coordination with Executive Office/Communications Team
- Maintains custody and accountability of assorted supplies such as cameras, team laptops and 3G adaptors.
- Answers telephone and directs all incoming queries.
- Coordinates technical response to unsolicited proposals to the Environment Team in collaboration with Regional Program Development Office.
- Prepares written responses to correspondence received by Environment Team.
- Coordinates circulation of all environment documents for clearance and approval within USAID and with other USG Agencies.

Records and Reports Maintenance:

Incumbent serves as Environment team's filing custodian, ensuring that a proper filing system is in place for both official paper & electronic records.

- Follows proper procedures for file disposition as set out in USAID's Records Management Policy, including regular updating of official file plan.
- Maintains annual year-end reports on NXP reconciliation and operational budget items.
- Creates templates for technical and financial reports, as needed, and coordinates with team members to ensure timely submission of all reports.
- Prepares and implements a schedule for copying and disseminating technical reports to relevant partners, including Southern African Development Community (SADC) technical offices, Government of South Africa technical offices, Embassies, relevant Missions, USAID Washington Technical Offices, and others as appropriate.
- Maintains electronic files for Environment Team, including official files

Personnel Management Assistance:

Incumbent is the primary liaison with the Executive Office on all administrative personnel actions for the Environment Team, under the guidance of the Environment Director.

- Assists staff in sending items via pouch when staff depart post.
- Ensures that C&R receives the forwarding address of departing employees.
- Updates staff biographies as necessary.
- In liaison with the USAID Executive Office, Financial Management Office, and Embassy, attends to the processing of all personnel matters for incoming and outgoing U.S. Direct-hire staff, FSN, and contract staff, etc.

Incumbent will perform other duties as required

Required Qualifications at the Full Performance Level:**Education:**

Completion of High School is required. An undergraduate degree in business administration, financial management or a field related to administrative management is desirable.

Prior Work Experience:

At least five years of progressively responsible experience in two or more phases of administrative, project and financial management. Experience with another U.S. Government Agency or another donor is highly desirable. Experience with arranging regional travel in Africa is essential.

Post Entry Training:

Some on-the-job training will be provided. Prior specific training of two years in accounting, financial, and/or administrative management areas is desirable.

Language Proficiency:

Level IV (fluent) English is required, and working knowledge of one or more local languages is desirable.

Job Knowledge:

A thorough knowledge of travel and transportation, personnel communications, records and other project management and administrative procedures is required. Knowledge of Southern African Government organization practices and customs is desirable. Knowledge of U.S. Government and USAID regulations governing procurement preferred.

Skills and Abilities:

Ability to assess problems and develop sound solutions such as planning for and administering funds, personnel, records and equipment to best serve regional program oversight objectives; exceptional organizational skills; ability to effectively coordinate and negotiate with high level American officers and foreign national personnel; ability to work well with others under minimal supervision; demonstrated ability in providing excellent customer service. Excellent typing skills (40 wpm) and working knowledge of personal computers is required. Excellent knowledge of Word and Excel software packages is required. Must be proficient in the use of all office equipment such as fax machines, scanners, binders, and photocopiers, etc. Strong communication skills, including the ability to communicate in writing and orally in English at a native level. The ability to act with good judgment and discretion, particularly pertaining to management of personal and sensitive information.

Evaluation Criteria and Weights:

1. Education/Weighted 5% based on initial application review;
2. English Language Skills/Weighted 25% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 15% based on application review and interview;
4. Knowledge/Weighted 35% based on written assessment and interview; and
5. Skills and Abilities/Weighted 30% based on written assessment and interview.

How the Selection will be made:

The successful candidate will be selected based upon the following:

1. a preliminary review of the applicant's submitted package which includes the cover letter and curriculum vitae to establish that minimum educational and English writing fluency requirements are met;
2. tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate;
3. a personal or telephone/DVC interview;
4. reference checks.

- USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.
- The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.
- Following the interview (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 and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package. References will only be solicited for those interviewed applicants who are being considered for ranking.
- Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a selection memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.
 - As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/SA.

USAID/SA reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Applicability:

This position is open to all South African citizens and permanent residents with valid work permits at the time of application. USAID/SA management will consider nepotism/conflict of interest, budget, section need for continuity and residency status in determining successful applications. Current USG employees on probationary status (i.e., within their first year of employment) are not eligible to apply.

Compensation:

The Project Administrative Assistant for Environment will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, pension fund and medical aid subsidy. Subject to qualification, compensation for housing and dependents education assistance is also available. The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and English language fluency requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

For an application package to be considered complete, please follow the following instructions and submit your application through one of the channels mentioned below:

1. Ensure that your application is accompanied by a **cover letter**,
2. Include a CV of no more than **4 pages**, and
3. Ensure that all communications (including your cover letter) includes the Announcement Reference # and the Title of the Position(s) for which you are applying.

Failure to comply with these instructions may result in your application being considered "non-responsive" and eliminated from further consideration.

1. P-Net Website:

www.pnet.co.za

Please note that you will be required to register on the site first before you can upload your application material and/or CV to be considered.

2. E-mail:

jobapplications@usaid.gov

Point of Contact:

Penny Mamabolo, Telephone: (012) 452-2058

Gugu Mbambo, Telephone: (012) 452-2225

Paula Vernon, Telephone: (012) 452-2028

Only short-listed candidates will be acknowledged.

Closing date for this position: February 19, 2015.

The U.S. Mission in South Africa provides 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 United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations.

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.