



# USAID | BENIN

FROM THE AMERICAN PEOPLE

**TO:** All qualified Applicants  
**FROM:** Clemencia Acacha Bonou, Supervisory Executive Specialist  
**Subject:** Job Opportunity Announcement Solicitation #: 680-14-002  
**Date:** February 20, 2014

USAID is accepting applications for the following local-hire position

**POSITION TITLE:** USAID Program Assistant  
**NUMBER OF POSITIONS:** One (1)  
**GRADE:** FSN 08 (FCFA 9,268,722 FCFA 16,722,140)  
FSN 07 (trainee level FCFA 7,022,842 to FCFA 12,567,262)  
**OPENING DATE:** February 24, 2014  
**CLOSING DATE:** March 14, 2014 at 12:30 p.m Cotonou time  
**WORK HOURS:** Full-time: 40 hours/week

**Applicant must be a Foreign Service National or ECOWAS Cooperating Country National (CCN).**

#### **Definitions:**

**Foreign Service National Personal Services Contractor (FSNPSC)** employee is a non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part-time, intermittent, or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and who entered in a contract pursuant to the AIDAR, Appendix J.

**Cooperating Country National (CCN)** is an individual/employee who is a Cooperating Country citizen or a non-Cooperating Country citizen lawfully admitted for permanent residence in the Cooperating Country.

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 Assistant within the USAID/Benin Security, Equity, and Prosperity (SEP) team. USAID/Benin, a sustainable development mission, is currently staffed with 23 Beninese nationals (FSN), 5 US Direct Hire Foreign Service Officers, 2 US Personal Service Contractors (USPSC), and 1 Third Country National (TCN). The USAID/Benin program, with an annual program budget of just under \$28 million, has three major initiatives: USAID's Global Health Initiative (GHI), the President's Malaria Initiative

(PMI), and the Department of State's West Africa Cooperative Security Initiative (WACSI). U.S. foreign assistance through USAID currently focuses on two principal areas: democracy, equity and governance; and improved health and well-being. The incumbent shall report directly to the SEP Team Leader. The SEP Team Leader monitors progress toward achieving planned results and ensures accountability for USAID resources. As a member of the SEP Team, the Program Assistant ensures the provision of high quality program and administrative, support services to the Team. There are currently 3 professional staff members managing nine activities with different partners (3 education, 4 social services, 2 rule of law). In addition, 3 new activities are in the planning phase, and SEP is continuously designing new activities to apply for additional funding thus creating a substantial administrative, program support and budget tracking workload. The incumbent will be involved in various programming related tasks such as activity reports and financial management, partner meeting planning, payment and budget tracking, preparing documents for procurement, project management back up, and interaction with host-government, nongovernmental organizations (NGOs), and other partners. The incumbent will also perform administrative tasks, such as preparing and updating the filing plan, handling correspondences, making travel arrangements, translating documents, reviewing speeches, etc. In summary, as a member of SEP, the incumbent ensures the provision of high quality program, financial management and administrative support services to the Team.

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

### **1. Programmatic support**

**(45%)**

The incumbent will perform a wide range of programmatic support activities. These include, but are not limited to, the following tasks:

- Assists the Team in developing a simple but effective budget tracking system, monitors and updates the system on a regular basis using Phoenix, and generates reports on the pipeline and portfolio funding levels.
- Assists Agreement Officer Representatives/ Contracting Officer Representatives (AOR/CORs) with accruals, vouchers, and implementing partners' incremental funding requests as needed;
- Assists the team members in collecting the program and project information and data and coordinating completion of the narrative financial and data reports of the Semi-Annual Portfolio Review and Annual Performance Plan Report;
- Supports AOR/CORs to review partner reports, engage the partner in meetings, conduct site visits, and perform follow up activities as needed.
- Obtains information and documents from contractors, other donors and NGOs, attending meetings and conferences, and report on the status of selected activities as requested.
- Prepares and updates briefing and communication outreach materials on SEP programs and activities for internal and external use. Incumbent will assist in documenting lessons learned and preparing success stories;
- 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);
- Incumbent will be trained progressively to be certified as an Agreement Officer Representative/ Contracting Officer Representative (AOR/COR) so s/he can manage a small

activity (valued at \$300,000) under close supervision from Team leader.

## **2. Administrative Support (45%)**

- Drafts, edits and tracks, program procurement documents (action memos, Implementation Letters, government estimated cost budgets, and others, etc.) ensuring they are well written, prepared in accordance with USAID directives and processed in a timely manner;
- Assists with dissemination of USAID guidance and insures the distribution of policies and procedures to all team members (for example researching and disseminating the new directives and policies that affect oversight of contracts and grants);
- Acts as the primary GLAAS requestor for SEP activities in all procurement actions, and ensuring that all support documents are complete, correct and integrated into the GLAAS system. Also acts as the GLAAS focal point for the SEP team, assisting in resolving error messages and interfacing with the other sections of USAID involved in the procurement process;
- Handles incoming and outgoing correspondence, both hard copy distribution and electronic. Responds to requests for information on SEP programs from within and outside the Agency. Drafts standard responses to unsolicited proposals, with input from the Team Leader, and/or activity managers as appropriate;
- 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, and plans, organizes and provides the logistical support for meetings;
- Maintains the comprehensive work plan matrix of program and staff activities for the SEP. Updates the matrix weekly to reflect changes and discussion during staff meetings.
- Updates the obligating documents such as the Assistance Agreement and related transmission letter and ensures that they are in correct format and signed in a timely manner;
- Coordinates with EXO to assist contractors and temporary duty employees with travel and lodging reservations, and provide general logistics support as needed.
- Maintains the SEP electronic and paper filing system ensuring that it is user-friendly, up to date and in accordance with relevant USAID Records Management System guidance;
- Ensures that the SEP office equipment and supplies are adequately maintained and stocked. Requests office supplies, equipment maintenance, and repair as needed;
- Executes all tasks related to the time and attendance of SEP FSN staff members;
- Collaborates with other sections in USAID and with embassy staff on by assisting in the planning and logistics for a major event Mission-wide event, VIP visits, and other work-related functions. Develop speeches and press releases as needed.
- 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.
- Provides translation of documents from English to French and French to English as needed.
- Performs ad hoc tasks that support the efficient operation of the SEP Team.

## **3. Other Tasks (10%)**

- The Program Assistant may be required to work on special projects, including research on activity related topics or initiatives to design new activities;

- Performs ad hoc tasks as requested by the Team Leader related to program or activity management, in particular when staff is absent. To serve in this capacity, the Program Assistant has to maintain up to date knowledge of all SEP program activities.

### **III. QUALIFICATIONS AND EXPERIENCE:**

#### **a. Education:**

The incumbent should possess at least two years of university education in a social science program, project management, development assistance, business administration, financial management, or related field.

Completion of university degree(s) in a social science program, project management, development assistance, business administration, financial management, or related field is desirable.

#### **b. Prior Work Experience:**

Five years of progressively responsible experience in program administration and/or financial program support and other related experience is required. At least three years of serving in such a position should have been in within a donor related organization, corporation, non-governmental organization (NGO). The relevance and length of time of the previous experience must demonstrate ability to achieve full proficiency in this position.

#### **c. Post Entry Training:**

GLAAS training, AOR/COR certification, Phoenix Accruals Training.

#### **d. Language Proficiency:** *(List both English and host country language(s) proficiency requirements by level and specialization)*

A minimum of a very good working knowledge of English is required (Level 3). Level 4 is preferred but not required. This includes having a very good working knowledge of both written and spoken English. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to draft standard correspondence and reports in English, and to communicate effectively with English speaking staff members and external visitors and partners.

A minimum of fluency in French is required (Level 4). This includes possessing a high degree of proficiency in both written and spoken French, including the ability to translate English into precise and correct French, and drafting documents that need translating from English into French. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning.

#### **e. Job Knowledge:**

Incumbent is expected to have sound knowledge of efficient project management, administrative and financial operations, and reporting and monitoring. Knowledge of USAID and/or US Government administrative and financial procedures is preferred.

**f. Skills and Abilities:**

Minimum requirements for this position include ability to use computers effectively. This includes speed and proficiency in word processing and good skills in using spreadsheets. In addition to Word, and Excel, this includes PowerPoint, Outlook and the Internet. The individual should be someone who is highly flexible and willing to work under conditions of ongoing change.

**IV. POSITION ELEMENTS**

**a. Supervision Received:**

Supervised by SEP Team Leader

**b. Supervision Exercised:**

No supervisory responsibilities

**c. Available Guidelines:**

Automated Directives Systems. USAID policies and strategies, Mission Orders.

**d. Exercise of Judgment:**

Incumbent will have the autonomy to manage his/her workload under conditions of ongoing change with competing priorities.

**e. Authority to Make Commitments:**

None

**f. Nature, Level, and Purpose of Contacts:**

Incumbent will have contact with partners, contractors, other donors, NGOs, and mid-level government officials as needed.

**g. Time Expected to Reach Full Performance Level:**

1 year

**V. QUALIFICATIONS AND EXPERIENCE, TECHNICAL KNOWLEDGE, SKILLS AND EVALUATION FACTORS:**

**1. Education (20 points)**

The incumbent should possess at least two years of university education in a social science program, project management, development assistance, business administration, financial management, or related field. Completion of university degree(s) in a social science program, project management, development assistance, business administration, financial management, or related field is desirable.

**2. Prior Work Experience (25 points)**

Five years of progressively responsible experience in program administration and/or financial program support and other related experience is required. At least three years

of serving in such a position should have been in within a donor related organization, corporation, non-governmental organization (NGO).

**3. Knowledge: (25 points)**

Sound knowledge of efficient project management, administrative and financial operations, and reporting and monitoring. Knowledge of USAID and/or US Government administrative and financial procedures is preferred.

**4. Language & Communications Proficiency (20 points)**

A minimum of a very good working knowledge of English is required (Level 3). A minimum of fluency in French is required (Level 4).

**5. Other Skills and Abilities: (10 points)**

Minimum requirements for this position include ability to use computers effectively.

**VI. INSTRUCTIONS TO APPLICANTS**

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. Applicants must submit a CV, an OF-612 form and should write a cover letter. **Applicants who do not submit a CV, an OF-612 form and a cover letter in the application will not receive further consideration.** Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications and a written test followed by an interview if applicable.

After candidates' applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, professional experience and relevant skills will receive further consideration. The recruitment committee will identify a short list of candidates who will be invited to complete a written exam followed by an interview. After reviewing all results, the recruitment committee will make a determination of candidates which have the requisite qualifications and experience to successfully fulfill the position. **Applications must include the names and contacts information for at least three references** and USAID may seek additional contacts for reference check as appropriate or determined necessary. At least one should be the current immediate supervisor or have been an immediate supervisor.

Candidates who do not wish to have current employers contacted must state this in the application; however such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews.

Application forms: Optional Form 612 can be obtained from the USAID website <http://www.usaid.gov/sites/default/files/OF612.pdf>. If you encounter problems downloading the form, please contact Mr. Laurent Kpadonou at [lkpadonou@usaid.gov](mailto:lkpadonou@usaid.gov) or Mrs. Clemencia Bonou Acha at [cacacha@usaid.gov](mailto:cacacha@usaid.gov) for a copy of the form. Applicants should retain for their record copies of all enclosures that accompany their applications.

**Please reference the number of this solicitation when sending your application. Submissions made via e-mail MUST be PDF format.** Electronic submissions will be accepted.

Electronic submissions are authorized and are to be sent to: [lkpadonou@usaid.gov](mailto:lkpadonou@usaid.gov) and [cacacha@usaid.gov](mailto:cacacha@usaid.gov). Please quote the number and position title of this solicitation on the subject line of your e-mail application.

For those who wish to send hard copies of their application by mail, see the mail address below:

USAID/Benin,  
Executive Office (EXO)  
Rue Caporal Anani Bernard  
American Embassy  
01 BP 2012  
Cotonou, Republic of Benin

**N.B:** Mark submissions "PSC 680-14-002 on the application.

Applicants are requested to provide their full mailing address and contact information (telephone and e-mail where available). No response will be sent to unsuccessful applicants.

#### **VII. COMPENSATION**

The position grade is FSN 08. However compensation will be negotiated at trainee level within the range of the market value at Grade FSN-07 based upon the candidates past salary. Applicants falling at the FSN 07 will receive an annual salary increase of one step each year up to the maximum step FSN 07 upon fully successful performance. They may move to the higher grade FSN-08 after one year, if they are more than fully successful and experienced to perform all duties and responsibilities associated with the position. **Salaries over and above the market value will not be entertained or negotiated.** Only salaries and the benefits listed in the local compensation plan (LCP) will be paid. USAID/Benin would like to reiterate that this position has been classified as an FSN position and in no event will this status change to an off-shore hire during the contract term, including extensions, if any.

