I. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>SOLICITATION NO.:</th>
<th>FSN/2018-02</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISSUANCE DATE:</td>
<td>February 21, 2018</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>March 7, 2018</td>
</tr>
<tr>
<td>POSITION TITLE:</td>
<td>USAID Project Management Assistant</td>
</tr>
<tr>
<td>MARKET VALUE:</td>
<td>Salary equivalent to grade FSN-8 equivalent, in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Senegal. Final compensation will be negotiated within the listed market value.</td>
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<tr>
<td>PERIOD OF PERFORMANCE:</td>
<td>Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts based on performance, availability of funds and the need for services.</td>
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<tr>
<td>PLACE OF PERFORMANCE:</td>
<td>Dakar, Senegal</td>
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<tr>
<td>SECURITY LEVEL REQUIRED:</td>
<td>Facility access</td>
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1. General Statement

This position is located in the Office of U.S. Foreign Disaster Assistance (OFDA) within USAID/Senegal which is located within the U.S. Embassy in Senegal. The incumbent is a member of OFDA’s Southern and Western Africa Regional Office (OFDA/SWARO) responsible for day to day administrative and operational management of the OFDA regional office.

The primary responsibilities for this office and staff are to advise and assist U.S. Embassies and USAID Missions in the region in all aspects of emergency and disaster response, including rapid and slow-onset natural disasters (e.g. floods, droughts, storms) and man-made disasters (e.g. civil conflict, displacement). OFDA’s regional office in Dakar oversees 14 countries in West Africa and 21 countries in Southern Africa including four sub-offices in Abuja (Nigeria), Bamako (Mali), Maputo (Mozambique), and Pretoria (South Africa). The current staffing footprint for OFDA in Dakar – including this position - is eight.

The employee works under the direct supervision of OFDA’s Senior Regional Advisor supporting the entire regional office. Due to the emergency and rapid response mandate of OFDA, it is a dynamic and often high-pressure environment. The employee must be flexible, function independently, and be able to manage and prioritize multiple, time-sensitive tasks. The employee performs a comprehensive range of administrative, financial, logistical, and information functions in support of OFDA’s mandate. The employee may also be asked to deploy internationally as an administrative officer on USAID’s
Disaster Assistance Response Teams (DARTs) or on Response Management Teams (RMT’s) in Washington, DC, and to train other new OFDA administrative staff.

2. **Statement of Duties to be Performed**

**Administrative Duties and Responsibilities (50%)**

- Serves as liaison for all SWARO staff and the various administrative offices of USAID/Senegal, and OFDA/W.

- Supports all administrative duties for the office including reception, clerical and general secretarial functions, i.e. mail screening and distribution, photocopying, filing, etc. Manages the SWARO stock of expendable supplies and orders office supplies as needed. Ensures staff and offices are equipped with necessary furniture, expendable supplies, computers and other office equipment.

- Arranges local and international travel for SWARO employees as required, including transport requests for the office on a daily basis, coordinating schedules with the Embassy Motorpool and/or travel company; prepares travel requests, electronic country clearance (eCC) requests, hotel reservations, applications for visas and permits, diplomatic notes, and other required documentation and transport reservations; arranges for modifications to staff temporary duty (TDY) travel, home leave, rest and recuperation (R&R), and other entitlement travel and related paperwork as needed, per USAID guidelines; accurately prepares travel vouchers, danger pay claims, and itineraries ensuring all SWARO transport and travel needs are assigned and completed.

- Manages logistical support for OFDA members, high-level visitors/delegations and TDYers to the SWARO and in West Africa including charter/UN/military flights, for workshops and conferences. Prepares all documentation for official visitors – obtaining the necessary travel passes/permits, hotel reservations, transport and administrative support as needed. Arranges special air transport for SWARO staff and/or visitors when necessary (e.g. ECHO flights, UN charter flights), providing electronic country clearance (eCC), scheduling meetings, assembling briefing materials, arranging transportation, lodging and other reservations, and appointments with partners.

- Participates in the setting up of, and provides logistical support for, USAID-financed workshops, seminars, conferences, retreats, including a timely transmission of correspondence to partners, preparation of background documentation, hotel bookings, setting up of meeting rooms and equipment, preparation of guest lists, invitations, reproduction of documents, etc. Works with the USAID Executive Office to identify and procure suitable conference space and prepare related budgets. Arrange business functions and conferences for OFDA. In cases of USAID hosted events, reserves a suitable conference room, orders the necessary equipment, and make arrangements for tableware.

- Screens incoming calls received on the general SWARO lines to determine name and organization of caller, subject of the call and correct staff person to receive the call. Provides information on general SWARO matters where appropriate. Takes detailed messages for staff when necessary.

- Serves as SWARO liaison for all procurement activities with the USAID/Senegal Office of Acquisition and Assistance Office (OAA) and maintains a tracking list of procurement actions.
Serves as primary requestor for administrative and program requisitions in USAID’s procurement system (Global Acquisition and Assistance System (GLAAS)). Prepares and submits all documentation, including purchase order requests, to USAID/Senegal for the procurement of office equipment, supplies, furniture and services for the SWARO in accordance with USAID guidelines and regulations.

- Serves as a member of Technical Evaluation Committee (TEC) for SWARO procurements.
- Manages the SWARO official cell phone records including the receipt, recording, distribution and payment of cell phone bills and other recurring bills on Excel spreadsheets.
- Provides financial, administrative, and logistical support for Disaster Assistance Response Teams (DARTs) in countries covered by the SWARO.
- Submits access requests and serves as SWARO escort for OFDA/SWARO visitors to the U.S. Embassy in Senegal.
- Designs and manages an Excel spreadsheet on all physical inventories of office equipment and corresponding service agreements ensuring regular maintenance and servicing.
-Analyzes submitted vendor vouchers for SWARO procurement actions by verifying that all appropriate documentation and regulations were adhered to and work completed prior to submitting to the Financial Management Office (FMO) for payment.

Financial Management Duties and Responsibilities (20%)

- Prepares, manages and oversees OFDA/SWARO Regional Office operating budget. Serves as the primary liaison for all financial and administrative matters on behalf of the SWARO staff to USAID/Senegal and OFDA/Washington. In consultation with the USAID/Senegal Office of Financial Management (OFM), prepares the OFDA/SWARO Dakar annual office operating budget and procurement plan (approximately $1.4m in FY 18) and submits it to the Senior Regional Advisor and coordinates the final budget with OFDA/Washington.
- Estimates budget for OFDA/SWARO staff (U.S. Personal Services Contractors), tracks pipelines in financial accounting systems, and maintains contract action and award dates.
- Sets up and maintains OFDA systems for administrative and financial tracking.
- Serves as the liaison between OFDA/Washington, the USAID/Senegal Executive Office, the controller and State’s Office of Financial Management (OFM) to ensure that funds are available and obligated in a timely manner. Develops and maintains a system to track OFDA obligations, as well as tracking the pipeline of funds available for different purposes.
- Examines and ensures that all vouchers submitted for payment have complete supporting documentation and administrative approval.
• Works with Office of Financial Management to track travel requests and travel vouchers against blanket travel authorizations to ensure that sufficient funds are available and that periods of performance have not expired.

• Coordinates with the controller on the financial reviews of un-liquidated balances and on the de-obligation of un-liquidated funds for OFDA.

• Calculates accruals quarterly.

• Provides the USAID Executive Officer with any data call including breakdown of cell phone usage for OFDA/SWARO staff (personal/official).

Information Management Duties and Responsibilities (15%)

• Responds independently, accurately, and on time to action and information requests from OFDA/W, OFDA staff in the field, and other offices.

• Drafts response to technical and non-technical requests as appropriate and provide translation services from English to French and French to English as needed. Review, proofread and edit documents for format, grammar and punctuation.

• In coordination with SWARO staff, drafts and disseminates meeting minutes.

• Establishes and maintains a travel calendar showing planned staff travel and meetings updated regularly (minimum monthly) for the OFDA/SWARO region.

• Establishes and accurately maintains a weekly staff whereabouts list with current contact information for the OFDA/SWARO region including permanent and TDY staff. Also serves as the OFDA/SWARO point of contact to provide travel and contact information to OFDA/W and other field offices.

• Updates and disseminates USAID/Senegal administrative and programmatic procedures including delegation of authority and action clearances, and ensure OFDA staff adherence to these procedures when planning, designing and implementing activities including travel.

• Develops and maintains an updated contact list of local and international partners and disseminate relevant information to this list under the guidance of the OFDA SRA.

• Assists SWARO staff in establishing and maintaining common program and administrative electronic files for SWARO (currently in Google Drive) and files relevant administrative and program documents in this system. Ensures the files are well-organized and filing is completed in a timely manner. Retires SWARO general and program files in accordance with USAID guidelines.

• Manages communication and coordination between SWARO and its partners, and the USAID Mission where English and French language skills are required.
• Maintains an updated list of Mission Disaster Relief Officers (MDRO’s) and contact information for Embassies in the SWARO region.

**OFDA Disaster Response Deployments** (10%)

• Serves as an Administrative Assistant or Administrative Coordinator on a Disaster Assistance Response Team (DART), assessment teams or provides coverage for field offices within and outside the region for short-term and long-term deployments.

• During a DART, manages the DART’s fiscal and administrative activities; hires and manages local personnel; and procures supplies, services, and facilities for the DART.

• Serve as an occasional money holder or sub-cashier as needed.

• Manages an OFDA motor pool operation and supervises the driver(s) assigned during time of emergencies.

• Serves as an Administrative Assistant or Administrative Coordinator on a Response Management Team (RMT) in the USAID/OFDA Operations Center in Washington, DC, for short-term and long-term deployments. While serving on a RMT, provides technical guidance to RMT and DART members regarding staffing, travel, grants, contracting and fiscal requirements and procedures.

• Transmits fund-cite cables as needed to the relevant embassy for use by the DART in funding administrative expenses.

• Coordinates security clearance, country clearance, visas, travel authorization, transportation, and lodging and communications equipment for DART staff.

**Administrative Assistant Trainer** (5%)

• As an OFDA FSN subject matter expert in administrative duties and in coordination with OFDA/Washington, trains new project management assistants and secretaries hired in other OFDA regional and program offices.

• Develops administrative assistant/secretary training materials.

• Travels as needed to provide expertise and training on all OFDA administrative, office management, travel management and financial management tracking systems.

• Trains OFDA/SWARO staff in programs and applications, USAID/Senegal overall organizational/functional structure, USAID-specific administrative procedures, and OFDA/SWARO-specific procedures and guidelines.

• The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the “Foreign Service National” Fellowship Program, in accordance with USAID policy.
3. **Supervision received**

The job holder will report directly to the OFDA Senior Regional Advisor or his/her designee, who establishes basic work guidelines and provides general supervision. S/he should require little supervision in carrying out routine responsibilities, and only general guidance for most tasks. The scope and flexibility of the duties will demand a great deal of initiative and the ability to work independently.

4. **Supervision exercised**

There are no supervisory responsibilities in this position.

1. **AREA OF CONSIDERATION:**

   USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications.

2. **PHYSICAL DEMANDS**

   The work requested does not involve undue physical demands.

3. **POINT OF CONTACT:** e-mail at usaiddakar-hr@usaid.gov

II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

   a. **Education:** Bachelor’s degree and training in office management, business administration, or related field desirable.

   b. **Prior Work Experience:** A minimum of 3 years of progressively responsible administrative and logistics experience required and may include clerical and administrative work.

   c. **Post Entry Training:** On the job training on USAID administrative procedures will be provided.

   d. **Language Proficiency:** Level 4 (fluent) English and French language proficiency, speaking and writing, as well as ability to translate, are required.

   e. **Job Knowledge:** A solid knowledge base and demonstrated proficiency in computer operations, specifically Microsoft Office programs (Word, Excel, Powerpoint) is required. Demonstrated proficiency in typing various correspondence formats such as memoranda, letters, reports, emails as well as standardized documents and forms is required. A thorough understanding of administrative management procedures, which govern secretarial and administrative support functions to a busy "Front Office" environment, is required. The incumbent must understand budgets and be able to discuss OFDA/Southern and West Africa Office budget issues with OFDA/Washington.

   f. **Skills and Abilities:** The ability to work effectively in a team environment is required. The incumbent must be able to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily administrative office management duties. Solid leadership, strong organizational,
communications, and inter-personal skills are critical and required for: 1) the maintenance of productive working relationships within the OFDA/Southern and West Africa Regional Office; 2) interaction with appropriate individual(s), offices and departments within the USAID/Senegal and USAID/Washington (as appropriate) on a myriad of subjects and/or issues; and 3) gaining acceptance of Agency and/or Mission-specific changes/decisions relative to office management and administrative support. The incumbent must also be skilled in leading and mentoring the secretarial/administrative support staff and in coordinating all work that comes through the OFDA/Southern and West Africa Regional Office. Strong organizational skills are required.

In this key position, the ability to adapt to the existing management team by being a good listener and a team builder is required. The incumbent must be able to provide training, advice and support to U.S. Direct-Hire, U.S. Personal Services Contractor(s) and Host-Country Colleagues on administrative/operational procedural changes that have direct impact on overall OFDA/Southern and West Africa Regional Office administrative management support operations. The incumbent is required to have: 1) the ability to follow oral instructions and to organize, prioritize and follow through on all assignments with little or no oversight; 2) accuracy in typing; 3) strong proof reading skills; 4) a strong focus on "attention to detail"; 5) ability to remain calm in a fast moving work environment; and 6) demonstrated proficiency in word-processing, spreadsheets, and other computer programs.

The incumbent must have the ability to analyze and evaluate financial/administrative information and data. The incumbent must be well organized and able to present financial information (related specifically to the petty cash function and ICASS budgets) and procedural information in concise and cogent written and oral form.

III. EVALUATION AND SELECTION FACTORS

a. **Education**: Bachelor’s degree and training in office management, business administration, or related field desirable. (15 points)

b. **Prior Work Experience**: A minimum of 3 years of progressively responsible administrative and logistics experience required and may include clerical and administrative work. (20 points)

c. **Language Proficiency**: Level 4 (fluent) English and French language proficiency, speaking and writing, as well as ability to translate, are required. (15 points)

d. **Skills and Abilities**: The ability to work effectively in a team environment is required. The incumbent must be able to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily administrative office management duties. Solid leadership, strong organizational, communications, and inter-personal skills are critical and required for: 1) the maintenance of productive working relationships within the OFDA/Southern and West Africa Regional Office; 2) interaction with appropriate individual(s), offices and departments within the USAID/Senegal and USAID/Washington (as appropriate) on a myriad of subjects and/or issues; and 3) gaining acceptance of Agency and/or Mission-specific changes/decisions relative to office management and administrative support. The incumbent must also be skilled in leading and mentoring the secretarial/administrative support staff and in coordinating all work that comes through the OFDA/Southern and West Africa Regional Office. Strong organizational skills are required. (50 points)
IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit a complete application package which includes:
   - An a-302-3 form (form can be found on this web site: http://usaid.gov/senegal under “doing business with USAID - Job Opportunities – Application form”)
   - A cover letter
   - A detailed resume plus 3 to 5 references
   - Copies of relevant degrees

2. Offers must be received by March 7, 2018 and submitted in usaiddakar-hr@usaid.gov

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the forms.

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and local labor laws in Senegal.

VII. TAXES

In accordance with Mission policy and local labor laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


[The CO must check http://www.usaid.gov/work-usaid/aapds-cibs to determine which AAPDs/CIBs apply and insert the relevant text as required.]
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See [https://www.oge.gov/web/oge.nsf/OGE%20Regulations](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)