



USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position.

- Advertisement No.** : USAID/15-12
- Position Title** : Administrative Management Specialist
- Opening Date** : September 18, 2015
- Closing Date** : October 05, 2015
- Number of Positions** : One
- Office** : Executive Office (EXO)
- Grade** : FSN-10
- Location** : The position is based at New Delhi.
- Working Hours** : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- Education** : Completion of University degree in Business Management or related field is required.

Experience

Five to seven years of progressively responsible experience in coordinating and supervising a variety of management support services operations including Property management, Vehicle Management and Building Management and Maintenance Services.

Duties

This position is located in the USAID/India 's Executive Office (EXO). The incumbent serves as an Administrative Management Specialist for EXO 's General Services Division and performs a variety of administrative functions related to general administration (GS). The incumbent will work under the immediate supervision and guidance of the Executive Officer.

Broadly, the incumbent ' s duties shall include:

A. Administrative Support: Administrative and Logistic Functions

General Administrative Functions:

Plans and assigns work to GS Office staff, establishes internal controls and procedures to ensure effective utilization of personnel. Addresses staff meetings to improve GS Office operations. Evaluates work performance and recommends promotions, training and/or incentive awards.

- a) Prepares correspondence and reports for submission to USAID/Washington on General Services Operations.
- b) Supervises the USAID floor maintenance, review ICASS charges, verify work orders, work performed by the maintenance crew etc. Co-ordinate with FMS for routine building maintenance work.
- c) Co-ordinate with various departments of Embassy to facilitate space for all staff meetings and parties etc.
- d) Monitor uses of cell phone, landline and issue bill for collection.
- e) Certify maintenance work order, maintenance charges, telephone charges, diesel charges for processing of payment by Contracting Officer (CO).
- f) Co-ordinate with Embassy housing/contracting for make ready of houses for new arrivals and vacated houses. Discuss USAID requirement or observation for incorporation on scope of work developed by Facilities Management Services.

Security

- a) Monitors and reviews the Mission ' s Security Radio
- b) Program of residential security radios. Ensures compliance with USAID/W guidelines on the Mission security radio program.
- c) Manages fire and other safety drills for USAID Floor in
- d) compliance with the guidance and recommendations from the Regional Security Office (RSO) and Inspector General/Security Office (SEC), Telephones (MTNL & Cellular phones) Facilities

Telephones (MTNL & Cellular Phones)

- e) Co-ordinates and requests Post Communication Officer for installation preventive maintenance and repairs of the MTNL telephone system thru Embassy Information Management (IM)/Telephones. Initiates request for replacement/additions/upgrades of the system. Co-ordinates with IM/Telephone staff for repair minor faults or arrange immediate replacement or installation of additional lines.
- f) Manages the assignments, control and operations of USAID owned cellphones issued to staff to improve communications.

Real Property

- a) Arranges and tracks logistic support to USAID leased residences, offices and Warehouse properties provided by ICASS, ensuring compliance with USAID/W regulations, U.S. Mission, Inter-Agency and USAID/India policies and procedures.

- b) As required by the EXO, prepares space plan studies and collects cost information on office space. Coordinate with Housing GSO for the acquaintance claims when leases are terminated to the satisfaction of landlords and USAID.
- c) Analyses non-routine requests and special requirement for services in residential facilities and recommends appropriate action under guidance of EXO and ensures satisfactory completion of work in co-ordination with procurement.

B. Administration of Procurement/Contracting Activities:

- a) The incumbent provides general supervisory oversight to the Mission Procurement Unit of one staff to provide logistic and administrative support to USAID program in India
- b) Receives, evaluates and approves mission 's procurement requisitions to ensure that the items requested are justified by the requesting office, funds are available, items are economical or can be substituted and have accurate specifications so as to obtain competitive offers from U.S. or local suppliers.
- c) Develops and actively manages Mission Operating Expense (OE) procurement budget throughout the Fiscal Year (FY) Cycle.
- d) The incumbent is responsible to ensure that nothing affects full and open competition and equally important the flow of communications between the contract negotiator and the Contracting Officer (EXO).
- e) Responsible for overseeing the preparation and timely submittal of required procurement reports to Washington and contract closeout action.
- f) Collaborates closely with the Office of the Regional Office of Acquisition and Assistance (ROAA) where the actions of both EXO and ROAA are involved.
- g) Review invoices for items procured for payment for EXO 's approval.
- h) Approves payment up to authorized limits for the services or item procured through petty cash.

C. Facilities Management

- a) Controls USAID allotted space at Embassy Warehouse, where USAID owned items are stored including official records.
- b) The USAID West building office floor space with approximately 29,000 sq. ft. area with 129 cubicles and four (4) conference rooms. It consists of centrally air conditioned space with modern working open office space with cubicle to be maintained under ICASS.
- c) The incumbent is responsible for close co-ordination for day-to-day building maintenance operations in all aspects under ICASS through a team of craftsmen who deal with all aspects of repairs and maintenance to include electrical, carpentry, plumbing, painting, polishing and equipment movement and repair.
- d) Co-ordinates with Embassy Facility maintenance for repair and maintenance of 26 USAID leased residences on day-to-day basis. Plan, schedule & hire outside contractor for the jobs not in the scope of work of the FMS or not covered under ICASS.
- e) Coordinate with embassy staff for maintaining the health, safety and environment standards of the USAID facilities in accordance with guidelines provided by Office of the Occupational Health and Safety, USAID/W.
- f) Co-ordinates with SEMP teams visiting post to implement various health/safety recommendations under ICASS.
- g) Provide support for maintaining (COOP) Continuity Operation disaster recovery process.

- h) Maintains lease records for USAID houses, review renewal date, coordinate with EMB/ Housing and process annual rental voucher for payment as per lease terms.
- i) Is the Contracting Office Representative (COR) for the manpower contract with approximately two (2) employees, who assist in gardening services.
- j) Co-ordinates with RSO and Embassy Health Unit to ensure safety and health standards are maintained at the highest level. Specific activities under this duty include: radio program and fire & safety program.

D. Transportation Management

- a) Participates in the formulation of policies and procedures of Mission ' s replacement vehicle program and budgetary requirements and required spare part inventory.
- b) As the COR, administers a local transport contract to supplement USAID ' s transportation needs provided by ICASS.
- c) Reviews all vehicle reports (both annual and periodic) prepared for submission to USAID/W and briefs EXO on all issues addressed by USAID/W on vehicles (such as seat-belt policies).
- d) Schedule/co-ordinates mission transportations for various VIP visits and other logistics arrangements.

E. Property Management

- a) Coordinates Non-Expendable and Expendable Property Management with ICASS Service provider on behalf of USAID.
- b) Prepares annual budget estimates for acquisition and replacement of Non-Expendable and Expendable Property. Plans property replacement and ensures adequate stock levels of mission furniture, equipment and supplies.
- c) Serves as Mission ' s Accountable Property Officer and ensures proper operations in all aspects of property operations including ordering, receiving, storage, issuance, maintenance and disposals of USG property when necessary using ICASS services provider. Approximate property value is 1.8 million U.S. dollars.
- d) Serves as a key contact for USDH staff and Personal service contractors arriving at post. He is first point of contact for Housing, maintenance and property related issues/services. Advises American personnel on furnishing of quarters assigned to them and guides them through rules and directives as contained in 6 Foreign Affairs Manual (FAM) and Automated Directives Systems or established at post related to U.S. Government quarters and furnishing thereof.
- e) Provides information to Mission Property survey board on property survey actions when there is loss or damage of mission property.
- f) Co-ordinate with Embassy property for Furniture/appliance under Furniture/ Appliance pool for USAID leased residences. Also co-ordinate with GSO Shipping for USAID related shipments.

Language

Fluency (Level IV) in English and Hindi is required.

Knowledge

The incumbent should have thorough knowledge of administration management support functions; knowledge of regulations and best practices related to procurement and contracting activities; and knowledge of transportation facilities and property management.

Ability & Skills

A senior level of managerial expertise is required. Ability to lead, train and supervise, ability to handle personnel problems arising due to a very high level of mutual interactions amongst staff. Exercise sound judgment, originate ideas and creative solutions and handle requests and complaints with patience, diplomacy and tact. Ability to quickly understand U.S. Government regulations, FAM, ADS 500 series USAID Orders and Overseas Support handbook governing all areas of administrative management support operations.

To Apply:

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc

Applications not submitted in the specified form will not be accepted.

2. Submit **electronic copies** of applications to: indiaper@usaid.gov

Or

Print copies of applications to:

Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

3. **Applicants must specify the advertisement number and position title in Column 1 of the Employment Form.** Applications without reference to a specific advertisement number will not be accepted.

Notes:

Probationary Period: FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees desiring a change after the initial probation period will be required to be in their present position for not less than 120 days.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

Age Requirement: Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National (FSN) employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.