USAID | MALI
FROM THE AMERICAN PEOPLE

Memorandum

DATE: April 16, 2015

FROM: Debbie Jackson, Supervisory Executive Officer

SUBJECT: Vacant Position: USAID/Mali Project Management Assistant

TO: All Malian Citizens and Local Residents at the time of application.

OPEN PERIOD: **Thursday, April 16, 2015**

OPEN PERIOD: **Thursday, May 7, 2015**
(5:00pm Bamako time)

GRADE LEVEL: **FSN PSC-08, Full Performance Level (FCFA 7,724,440 to FCFA 11,972,872)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a trainee level grade).
FSN PSC-07 Trainee Level, (F CFA 5,898,117 to FCFA 9,142,089)
Additional benefits include allowances for Housing, Transportation, Meals, and miscellaneous, 13th month bonuses; annual and sick leave, medical and severance benefits.

NUMBER OF POSITION: One (1) Vacancy

The U.S. Agency for International Development is seeking one individual as Project Management Assistant, for its PDG Office.

Basic Function of Position

The incumbent serves as a Project Management Assistant, managing the office for the 12 person Peace and Democratic Governance (PDG) extended team, which includes the three persons Office of Transition Initiatives (OTI) and the Office of Foreign Disaster Assistance (OFDA) representative. The incumbent will take the lead in all administrative management issues and programmatic supports. The incumbent will support activity planning, program/project document preparation, monitoring, organization and management, interaction with host-government, civil society organizations; liaise with Embassy Political Office, PDG partners and private sector contacts; as well as tracking PDG project activities budget in coordination with program and financial management offices. Incumbent is expected to provide efficient high quality office management support and services, processing internal and external documents and communication, maintaining office records, maintaining an official list of contacts in the Government of Mali and civil society organizations, requesting Embassy transportation and logistics for office staff and temporary duty staff visiting from elsewhere, requesting Embassy access for visitors.

The incumbent will utilize solid management and organization skills to ensure that programmatic and administrative needs are accurately considered and immediately accomplished in a qualified manner. The Project Management Assistant shall perform his/her responsibilities under the direct supervision and in close coordination with the PDG Office Director.

Major Duties and Responsibilities

The incumbent will provide program, administrative, records management, logistic support and coordination responsibilities to the Contracting/Agreement Officer Technical Representatives (COR/AOR) as well as to the PDG Supervisor and Deputy Officers. Duties will include:

A. Program Support 60%

1. Project Implementation

- Assist COR/AOR staff with administrative and programmatic aspects of implementing comprehensive monitoring, evaluation and reporting systems that include monitoring progress toward objectives, and managing project activities including completing activity reports for Rule of Law, Sub-National Good Governance, Elections, Civic Engagement, and Conflict Mitigation/Counter Violent Extremism Projects. The budget for the Office's portfolio is estimated at $55 million over five years.
- Draft PDG reporting documents and assist with translating certain basic governance documents from French into English or English into French in coordination and guidance from PDG office Director;
- Prepare PDG Office training plans in accordance with current Mission Order and technical staff position responsibility in line with PDG portfolio. Coordinate the final plan with Human Resources Office.
- Coordinate the preparation of PDG basic data collection. Periodically compiles and aggregates data from activities across the portfolio for review by PDG staff related to Rule of Law, Sub-National Good Governance, Elections, Civic Engagement, and Conflict Mitigation/Counter Violent Extremism Projects
- Attend technical level meetings within USAID or with partners, take notes for sharing with the rest of the office and reports out on outcomes;
- Control written correspondence including sending documents for clearance, communicating with PDG office partners on office wide events, and tracking external letters and invites;
- Assists and prepare the office data and reports from across activities in Rule of Law, Sub-National Good Governance, Elections, Civic Engagement, and Conflict Mitigation/Counter Violent Extremism Projects with an estimated value of $55 million over five years for periodic reviews by the PDG staff;
- Maintain office efficiency by planning/creating and implementing PDG office wide systems for maintaining contact lists of project stakeholders and budget tracking.
- Prepare standard briefing packages which will be used to brief USG officials, using information included in the PDG activity database;
- Prepare standard program management documents, correspondence, and procurement documents, and help maintain program files on PDG projects and activities.
- Prepare and generate MAARD's and GLASS and other procurement requisitions for the PDG Office in support of program implementation and management. Act as a liaison between the USAID PDG office, Malian Ministries and PDG contractors and grantees for administrative and VAT exonerations and exemption issues for Rule of Law, Sub-National Good Governance, Elections, Civic Engagement, and Conflict Mitigation/Counter Violent Extremism projects.
- Update and maintain PDG Office contact lists with partners, grantees, civil society, host government, etc.
- Assist in coordination and follow up of program assessments and site visits; as well as the organization of other PDG visits as needed.

2. Budgeting

The incumbent tracks the office's multi-year budget estimated at $55 million over five years to ensure that the office has the necessary information to ensure that US taxpayer funds are efficiently used. These responsibilities include:

- Designing a budget tracker and working with the Office of Financial Management, the Program Office, and PDG office Contracting/Agreement Officers' Technical Representatives to keep the tracker updated.
- Collecting and organizing data, drafting reports, charts, tables, graphs and similar materials to support PDG projects. Analyzes and interprets information contained in such materials including from cross-sectoral funding sources.
- Sharing analysis with the DG Officer or other team members using spreadsheets, graphics, narratives or oral briefings as needed.

B. Administrative, Records Management and Logistics Support (40%)

The incumbent is responsible for providing administrative and logistical support to all PDG staff:

1. Office Management

The Project Management Assistant is responsible for various administrative support functions. S/he manages communications with partners and other offices within USAID and the Embassy and proactively works with team members to maintain a regularly updated list of all of the office's key points of contact. The incumbent manages access and vehicle requests using the Embassy's designated systems, making sure that USAID contractors and grantees and other contacts are able to enter the USAID office on schedule and that team members arrive at meetings and events on time. S/he will maintain office services by organizing office operations and procedures; preparing timesheets; controlling correspondence; designing filing systems, organizing office meetings, reserving meeting rooms, sending out invitations, and working with the Supervisory DG Officer and the Deputy to create meeting agendas. S/he takes meeting notes and shares clear and concise readouts with the rest of the staff. S/he manages the Supervisory DG Officer's schedule and facilitates meetings either on or off-site as requested. Duties performed by the incumbent will include:

- Organize and streamline record-keeping procedures.
- Organize office operations.
- Prepare PDG staff time sheets.
- Maintain office equipment.
- Update and maintain staff schedules.
- Plan and implement office systems, layout and equipment procurement in coordination with EXO.
- Maintain and replenish inventory of office supplies.
- Anticipate needed supplies and inventory.

2. Records Management

S/he will be responsible for Manage the correspondence (paper and electronic) control system and ensuring that DG Office files are in compliance with USAID Communications and Records (C&R) guidelines. As such h/she will:

- Assist PDG COR/AOR to maintain and manage paper and electronic records in compliance with current Mission rules and regulations.
- Assist with management of PDG program activities reports and documents by keeping the records under USAID Vital records management system which is an essential part of effective program management.
- Ensure that PDG files are up-to-date and appropriately filed for an easy retrieval.
- Review outgoing correspondence for typographical and grammatical accuracy and conformance with agency formatting procedures and special instructions. Follow up to ensure that correspondence is answered in a timely manner and that responses are filed appropriately.
- Determine "who" incoming correspondence are for in order to provide timely answers.

3. Logistics

S/he will be responsible for assisting and preparing PDG staff on-site, regional and international travel. H/she acts as the primary Person of Contact (POC) in all logistical and programmatic matters. Responsibilities are:

- Provide logistical support for the preparation and holding of PDG meetings, retreats, PDG donor working group meetings, and periodical synergy meeting.
- Coordinate with the Executive Office and ensure that hotel reservations; hotels for meeting space and reservations are appropriately set up. Provide any supplemental logistical information (transportation, briefing materials, etc.) if necessary.
- Prepare correspondence to partners, including relevant Ministries, agencies, and implementing partners, civil society and preparing copies of documents to be shared during the meetings.
- Participate as PDG POC in organizing, providing logistical support for USAID retreats, PDG Temporary Duty Officers, including preparation of background documentation, hotel bookings, setting up of meeting rooms and equipment, preparation of guest lists, invitations.
- Manage all PDG logistical support and ensure that travel authorizations are prepared in accordance with requested itinerary. Ensure that staff is cognizant of the travel plan itinerary, ticket delivery due date and all appointments are made and confirmed accordingly.
  Assists employees with completing travel vouchers and ensure timely submission to Executive and Financial Management Offices.

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. Malian citizens or local residents at the time of application;
2. At least two years of full-time post-secondary study at college or university in development assistance, business administration or management;
3. A minimum of 3 years of progressively responsible duties in administration and project management experience is required;
4. Fluent in English and French Level IV required. H/she must be capable of drafting error-free routine correspondence and basic translations in English and French.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the position title.

Qualifications Required:

a. Education: At least two years of full-time post-secondary study at college or university in development assistance, business administration or management. (20%)

b. Prior Work Experience: A minimum of 3 years of progressively responsible duties in administration and project management experience is required. (25%)

c. Language Proficiency: Fluent in English and French Level IV required. H/she must be capable of drafting error-free routine correspondence and basic translations in English and French. (15%)

d. Knowledge required by the position: A strong capacity in general administration, project management, database management, communications and records management, and budgeting is required. A general knowledge of USG programming methods and procedures. (20%)

e. Skills and Abilities: Must be able to maintain effective working relationships with Mission personnel at USAID/Mali and Embassy as well as with host-government, implementing partners, and other donor agencies. Ability to obtain, organize, analyze, evaluate, and present information in clear, concise reports. S/he must be able to communicate effectively both orally and in writing. Proficiency in word processing, spreadsheet applications, and PowerPoint – including typing skills in French and English, is required. The incumbent must be proactive, flexible, and dedicated, with a willingness to take on new and various tasks and responsibilities. (20%)

Maximum Evaluation Score 100 points

Position Elements

a. Supervision Received: Incumbent is directly supervised by the Supervisory Democracy and Governance Officer. The supervisor will serve as rater on performance evaluations. The incumbent should possess skills for working under minimum supervision.

b. Supervision Exercised: The incumbent does not have any supervision responsibilities. However, the incumbent is expected to be proactive and anticipate the administrative needs of the staff.

c. Available Guidelines: USAID Correspondence and Records Guidance, Mission Orders and Notices, USAID Automative Directive System (ADS) for budgeting procedures and other useful guidance, PDG Project Appraisal Document (PAD) and USAID/Mali Country Development Coordination Strategy (CDCS).

d. Exercise of Judgment: Must consistently exercise sound judgment in managing work priorities for self and monitoring total office work flow. S/he will need to manage sometimes competing needs between three

different units within the office (OTI, OFDA, and PDG) staff members. The incumbent is expected to exercise sound judgment in reviewing correspondence, drafting communications, and monitoring budget information. Incumbent will be expected to work with staff to anticipate training and short term assistance needs.

e. Authority to Make Commitments: N/A

f. Nature, Level, and Purpose of Contacts: Incumbent will have contact with USAID/Mali and Embassy personnel. Contacts will include US, Third Country National, and Foreign Service National staff. Outside contacts may include implementing partner staff, host government officials, members of the private sector and other donors.

g. Time Required to Perform Full Range of Duties after Entry into the Position: One (1) year.

SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site http://mali.usembassy.gov available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;

3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Project Management Assistant position.

4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.

5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All incomplete applications will be rejected.

HOW THE SELECTION WILL BE MADE

The successful candidate will be selected based upon:

1. A preliminary review of the applicants submitted package 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 skills test that might be deemed appropriate.
3. Reference checks.

USAID/Mali 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.

The TEC will review each of the applications which meet the minimum qualifications 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 interviews (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 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.**

SUBMIT APPLICATION

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov

Detailed statement of duties and the qualification requirements for the position is available on the following websites: http://www.usaid.gov/mali/partnership-opportunities/local-vacancy or http://mali.usembassy.gov/job-opportunities.html

CLOSING DATE FOR THIS POSITION IS: May 7, 2015 at 5:00pm

The US Mission in Mali 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. The Department of State 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.