

Position Description

Travel/Procurement Assistant-FSNPSC-8

USAID/Nepal Executive Office

BASIC FUNCTION OF THE POSITION:

The Travel/Procurement Assistant position is in the Executive Office, USAID/Nepal. The primary purpose of this position is to provide policy and procedural guidance to travelers and Administrative Assistants on preparation for travel requests and arrangements. The incumbent will be the primary point of contact in preparation of all international travel in the E-2 system and in compliance with federal travel regulations and USAID/Nepal Travel Mission Order.

In addition, as the Procurement Assistant, the incumbent works closely with and assists the Procurement Specialist in managing EXO's procurements according to the Federal and Agency policy directives and legal requirements for acquisition policy.

The position requires an expert level familiarity with E-2 travel portal and competence with the GLAAS (Global Acquisition and Assistance System) software application. This position assists in the management of EXO procurement instruments that constitute some of the most critical activities supporting USAID programs.

As the Travel Assistant the incumbent will be the primary point of contact for preparation of all official international travel authorizations.

MAJOR DUTIES AND RESPONSIBILITIES TIME

% OF

1. TRAVEL AND TRANSPORTATION:

70%

The incumbent serves as the Travel Assistant in the Executive Office under the direction of the Human Resources Specialist, USAID/Nepal.

- The incumbent is primarily responsible for coordinating and arranging official and assignment travel and transportation for USAID Mission personnel assigned to post, including USDH, USPSC, TCN/PSC, and FSN/PSC personnel. In addition, he/she provides identical and/or similar functions for VIP visitors, and for the high number of TDYers who visit the Mission. Official travel includes the full range of assignment travel, including rest and recuperation, home leave, temporary transfer, family visitation, educational travel, medical evacuation travel, emergency travel, TDY travel, separation, and invitational travel; travel by Officers for consultation, training, workshops, conferences, and all programs and other required section travel; travel by FSN/PSC staff for training, consultation, workshops, conferences, and other TDY travel required in the course of the performance of daily USAID business, and VIP travel.
- Work involves travel and transportation support, customer service, problem resolution, visitor coordination, and performance of a variety of administrative support functions. S/he advises Mission staff regarding official travel, USG travel regulations, available airlines, prepares Travel Authorizations (TAs) and also coordinates with International Cooperative Administrative Support Services (ICASS) Travel section and the US Embassy travel contractor.

- Monitors and manages the full flow of information concerning carrier schedules, fares, investigating lost tickets, securing ticket refunds, making cancellations, and responding to reports of inadequate service and improperly itemized receipts.
- Processes travel requests, travel authorizations, and their amendments, and is fully conversant with and uses web based E-2 travel software. Assures all necessary approval documents are obtained prior to travel. Ensures there are sufficient funds in the travel authorization to cover the cost of the trip, including carrier costs, per diem, and miscellaneous expenses. Maintains travel records, keeps and updates the log of all Mission TAs issued and ensures complete and accurate accounting for all TAs used. Ensures tickets are accurate, checks invoices from travel agents, and ensures tickets are picked up from travel offices.
- Provides guidance on travel regulations, procedures, and practices. Provides interpretation of governmental travel regulations. Reviews travel arrangements to ensure compliance with regulations and procedures (Fly America Act, 14 FAM, 3 FAM and FAH regulations, Federal Travel Regulations, direct routing, city-pair fares, per diem costs, availability of funding, etc.). Most often frequent indirect travel is involved in which case incumbent must assure that travelers fully use American Flag carriers in conformance with regulations, and applies and calculates cost-construct fares and allowances connected with travel. Work requires a customer friendly can-do attitude, but also requires firmness and tact to deal with customers requesting exceptions to standing regulations and Mission policy.

2. PROCUREMENT

30%

Simplified Acquisition Actions in support of USAID/Nepal Mission

- Assists the Procurement Specialist and the Executive Officer (EXO) to ensure compliance with solicitation and procurement requirements under the Federal Acquisition Regulations and Title 22 of the Code of Federal Regulations for simplified acquisitions.
- Negotiates and prepares solicitations, Purchase Orders, BPAs, modifications for incremental funding, cost extensions, no cost extensions, and close-outs for EXO Simplified Acquisition Procedure (SAP) actions.
- Drafts memoranda of negotiations for approval by the EXO.
- Ensures that SAP procurement requests, waivers, justifications for other than full and open competition (JOFOCs), correspondence, deviations and memoranda are accurate and complete.
- Obtains all clearances for EXO Procurement actions and distributes final executed awards, modifications and administrative approvals in accordance with Agency policy and Federal law.
- Maintains official EXO procurement files and records, including procurement sensitive information and commercial proprietary information that must be kept confidential and may not be shared outside the Executive Office.
- Enters and manages data in the Global Acquisition and Assistance System (GLAAS) and serves as a subject matter expert for GLAAS, assisting other Mission users with GLAAS.
- Maintains the SAP section of the Mission Procurement Plan, closeout list, Filing and Disposition Plan, Vital Records.
- Reviews requests received from technical offices, Contractors, recommend approval or disapproval to the EXO closeout letters.
- Prepares closeout forms and distributes for clearances for all EXO actions.
- Participates in meetings on activity design and procurement planning with the all Technical Offices.
- Will serve as the cardholder for the Mission Procurement Credit Card.
- Prepares and Negotiates Purchase Orders for the Executive Officer's signature, Delivery Orders, credit card purchases, and petty cash purchases for goods and services which are to be procured at

or below the Simplified Acquisition Threshold.

- Serves as the Mission's procurement agent for programmatic purchases of goods and services below the \$250,000 per purchase Simplified Acquisition Threshold.
- Receives, evaluates, and checks requisitions for Mission procurement to ensure that the items requested are justified by the requesting office and funds are available. Determines which items are economical or can be substituted. Ensures that specifications provided by the initiating office are accurate and adequate for obtaining competitive offers from responsible/responsive local suppliers and manufacturers. Prepares recommendations for the purchase of substitute items which are economical to the Mission by consulting manufacturers' catalogs and conducting market surveys.
- Checks and reviews all invoices (local and US) processed for payment for accuracy and makes necessary follow ups on all pending procurement actions.
- Develops an annual procurement plan and then maintains the plan and tracks procurements. Periodically solicits quotes from vendors to establish market value of frequently purchased items. Prepares, tracks, and maintains all Blanket Purchase Agreements with vendors.
- Acts under minimal supervision in negotiating most of the procurements. Follows prescribed procedures in the handling of procurements including: preparing contract files; contacting vendors for quotes; preparing memoranda of negotiation for all procurements; and sending copies of purchase orders to vendors and relevant staff. Follows up with vendors in instances of late delivery. Follows up with a US Dispatch Agent when required. Upon receipt of all proper documentation, prepares vouchers for payment and circulates for authorizations and approvals. Works closely with the Controller's Office to ensure proper and timely close out of all procurement files.
- Receives and tracks all other ad hoc electronic procurement requests, ensures proper approvals are obtained before taking action. Follows up to ensure timely action on ad hoc requests.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. **Education:** At least post-secondary level education (10+2) in management or a field of study closely related to the assignment is required.
 - b. **Prior Work Experience:** A minimum of three years of progressively responsible experience in general administration, procurement, travel trade, records management in reputed similar organization is required.
 - c. **Post Entry Training:** Incumbent shall receive a course of instruction in E2 Travel services and procurement procedures. Other important relevant recurrent trainings will be identified.
 - d. **Language Proficiency:** Level IV (Fluent) Speaking/Reading/Writing English and Nepali is required.
 - e. **Job Knowledge:** Sound knowledge of domestic/international travel regulations, basic procurement procedures, general administrative understanding, records management etc.
- a. **Skills and Abilities:** Excellent organization and time management skills are essential to successful performance in this position. Ability to handle demanding customers and ability to deal with the customers tactfully is a requirement for this position. Must understand and apply a high level of customer service with providing quality services and advice to requesting units. The incumbent must have very good analytical skills to ensure cost-effective travel management for Mission employees and to procure cost effective quality services and products for USAID/Nepal. Must explore, find, read, understand and apply the complex travel, procurement and human resources regulations while performing tasks and advising customers. S/he must be familiar with Microsoft Word, Excel, Access and PowerPoint.

The incumbent through orientation and training must be able to promote a work environment that fosters respect for each other, equity, diversity, and inclusion and that does not tolerate harassment, exclusion, and inequality. The incumbent must have demonstrated leadership in integrating and achieving equity, diversity, and inclusion in their area of work and in the workplace.

POSITION ELEMENTS:

- a. **Supervision Received:** The incumbent works under direct supervision of Human Resources Specialist on Travel and Transportation issues and works closely with the Procurement Specialist and Executive Officer on procurement related actions.
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** U.S. Government regulations, Automated Directives System (ADS), Foreign Affairs Handbook (FAH), Foreign Affairs Manual (FAM), Standardized Regulations (SR), Federal Travel Regulations (FTR), USAID Handbooks, Simplified Acquisition Procedures, Procurement guidelines, Mission Orders and Directives governing all areas of administrative management support and procurement operations.
- d. **Exercise of Judgment:** Excellent judgment is critical. Poor or ill-advised decisions can lead to a protest or result in extra liability to USG. Tact in guiding officials toward compliance with applicable procurement and travel related regulations.
- e. **Authority to Make Commitments:** The job holder is not authorized to independently commit the USG to the expenditure of funds.
- f. **Nature, Level, and Purpose of Contacts:** Must maintain effective communication and contacts with USAID personnel, International Cooperative Administrative Support Services (ICASS) service providers, State GSO personnel, vendors, program offices within USAID.
- g. **Time Expected to Reach Full Performance Level:** One year.