



requirements, assisting in the correction of any problems noted in the financial tracking system.

3. The incumbent shall be responsible for the preparation of administrative actions related to program management of activities including preparation of action memorandums, justifications for less than full and open competition, MAARD face-sheets and budgets, and routine implementation letters.
4. The incumbent shall assist COTR/AOTRs in the tracking, documentation, and priority setting for closeouts of agreements, programs, grants, and contracts including those for personnel. Incumbent shall assist in securing the approval of equipment disposition plans and closeouts by obtaining inventories of equipment purchased with USAID funds and final vouchers, reports, and any other documentation required for close-outs.
5. Administrative Assistant Duties include but are not limited to:
  - i. Effecting efficiencies and economies in administrative operations.
  - ii. Developing and maintaining administrative support procedures for effective management of the office
  - iii. Maintaining database of key contacts and partners.
  - iv. Providing administrative support such as draft and respond to letters, faxes and cables; establishes and maintains the official project and subject files; prepares time and attendance reports etc.
  - v. Setting up meetings and travel documents to support temporary duty assignments and update the office's filing system and database of key contacts and partners,
  - vi. Performing any other duties that may be assigned.

## **DESIRED QUALIFICATIONS**

- a. **Education:** Bachelor's degree or equivalent in administration, business studies, accounting or related field, or the equivalent in work experience is required.
- b. **Prior Work Experience:** A minimum of five years of progressively responsible experience in relief or development-related work, which has included working with teams to develop solutions, writing reports, and using program data to improve the effectiveness.
- c. **Post Entry Training:** On the job training in USAID programming and reporting procedures, and financial and program management will be provided as needed. Post-entry training will include exposure to USAID activity management, financial management, and other issues related to USAID procurement and management of implementing agencies.
- d. **Language Proficiency:** Fluency in English is required. Excellent oral and written communication skills are essential.
- e. **Knowledge:** Prior knowledge of basic development principles, USG administrative procedures and analytical skills to assess program effectiveness is required.
- f. **Skills and Abilities:** Ability to analyze programming issues and to communicate effectively. Good interpersonal skills, including an ability to work as a member of a team, build consensus, provide leadership, and effectively coordinate with internal and external stakeholders in a multi-cultural setting. Ability to organize work, develops schedules, and meets deadlines. Knowledge of word processing, e-mail, power point and spreadsheet computer applications.

## **POSITION ELEMENTS**

- a. **Supervision Received:** This person will report directly to the Environment & Natural

Resources Management Team Leader, USAID/West Africa or his/her designee.

- b. **Available Guidelines:** Incumbent is guided by Mission and Agency-specific policies and procedures which govern program financial management and support thereto including USAID Handbook; Automated Directives System; and USAID/West Africa Mission Orders.
- c. **Exercise of Judgment:** The person will need to exercise sound ethical, financial and managerial judgment in managing budgets, maintaining procurement integrity and discretion with contractors, and preparing budgets used for obligation of up to \$18 million per year in funds.
- d. **Authority to Make Commitments:** This person has no authority to make commitments on behalf of the USG.
- e. **Supervision Exercised:** No direct supervisory role.
- f. **Time Required to Perform Full Range of Duties after entry into the Position: 6 months**

#### **EVALUATION CRITERIA**

- a) **Education:** Bachelor's degree or equivalent in administration, business studies, accounting or related field. - --**points 10**
- b) **Prior Work Experience:** A minimum of five years of progressively responsible experience in relief or development-related work, which has included working with teams to develop solutions, writing reports, and using program data to improve the effectiveness. – **points 15**
- c) **Language Proficiency:** Fluency in English is required. Excellent oral and written communication skills are essential. – **points 20**
- d) **Knowledge:** Prior knowledge of basic development principles, USG administrative procedures and analytical skills to assess program effectiveness is required. --- **points 25**
- e) **Skills and Abilities:** Ability to analyze programming issues and to communicate effectively. Good interpersonal skills, including an ability to work as a member of a team, build consensus, provide leadership, and effectively coordinate with internal and external stakeholders in a multi-cultural setting. Ability to organize work, develops schedules, and meets deadlines. Knowledge of word processing, e-mail, power point and spreadsheet computer applications. --- **points 30**

***Interested individuals should submit covering letter and curriculum vitae with referees to:***

#### **ADMINISTRATIVE & PROJECT MANAGEMENT ASSISTANT**

USAID/West Africa

P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra

**Or by Email:** [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov)

**(Please note that only short-listed applicants will be contacted)**