

Job Vacancy Announcement

American Embassy Association

(AEA) DEPUTY EXECUTIVE DIRECTOR – Accra

OPEN TO: EFM, AEFM, MOH, or other Americans in country

POSITION: AEA DEPUTY EXECUTIVE DIRECTOR

OPENING DATE: March 1, 2010

CLOSING DATE: Until Filled

WORK HOURS: Full Time; 40 Hours/Week

SALARY: US \$35,000

LENGTH OF HIRE: 1 YEAR CONTRACT

The U.S. AEA Commissary in Accra is seeking an eligible EFM, AEFM, MOH, or other American citizens in country for the position of AEA DEPUTY EXECUTIVE DIRECTOR.

The AEA Deputy Executive Director must work closely with AEA Executive Director to ensure efficient and effective management of the commissary, oversees contracted services related to the gymnasium and cafeteria, manages the AEA vehicle fleet and personnel and provides support to the AEA Treasurer on enterprise accounting. The AEA Deputy Executive Director substitutes for the AEA Executive Director in the AEA Executive Director's absence and must have the ability to work independently.

Position Description

Introduction

The American Embassy Association (AEA), an independent, non-governmental organization, provides services to benefit the American Community associated with the U.S. Government in Accra, Ghana. The services include a commissary, school bus service, and recreational management. The commissary includes both a general store and warehousing facility used to receive store shipments of goods.

Statement of Duties

The AEA Deputy Executive Director (Deputy Director) is a supervisory position. He/she is responsible, with the Executive Director, for the efficient and economic daily operations of the commissary and is responsible for the procurement and the management of the functions of the commissary and associated AEA services to include buses, a gymnasium and cafeteria. The Deputy Director is also responsible for the routine duties involved in the warehousing of expendable and nonexpendable merchandise including the safety, security and cleanliness of all AEA property. Current warehousing operations involve approximately \$50,000 of monthly stock. The Deputy Director must also work closely with the Executive Director to ensure inventory control of warehouses, the freezers and the store front at all times. The Deputy Director will assume the duties of the Executive Director during any absences of the Executive Director.

Specific Incumbent Responsibility

The incumbent as part of his/her main duties will assist the Executive Director in:

Personnel

- Supervising 12 local staff employees. He/she will also maintain employee files, which may be reviewed by an AEA Board member periodically.
- Preparing work schedules, assigning duties and assisting the Executive Director in interviewing and selecting employees.
- Initiating training in improving store management, elementary and advanced warehousing techniques and procedures (including bookkeeping, recordkeeping, inventory methods, reporting and generally accepted warehousing practices) and First Aid training.
- Resolving workplace disputes and implement policies concerning employer-employee relations in accordance with established guidelines.

Commissary Management

- Managing the commissary facility (general store and warehouse) in a professional and businesslike manner and ensuring optimum cleanliness of both the store and warehouse, arranging effective displays and ensuring proper rotation of stock.
- Classifying inventory upon arrival, pricing and arranging all merchandise sold in the facility and assisting the Executive Director in requisitions.
- Ensuring proper handling and display of bottled goods. Maintaining knowledge about kinds of liquor, liqueurs and wines stocked and their places of origin.

- Overseeing the receipt and inspection of all the incoming merchandise and supplies and maintain correct stock levels. Ensuring that store front is fully stocked and alerting the Executive Director of low stock and/or fast selling items.
- Maintaining a satisfactory inventory control system for store merchandise and records for fixed assets for both store front and warehouse. Monitoring the internal control procedures in the store, especially for the control of duty-free goods.
- Managing the storage areas and ensuring that the rotation of stock follows the “first in first out” (FIFO) method. Tracking expiring inventory and ensuring that it is removed from the sales floor at the appropriate time.

Warehousing Management

- Warehousing all supplies, equipment and merchandise belonging to the AEA and entrusted to the commissary’s care, assuring that the warehouse and storage areas are neat and clean and passageways are free of debris and maximum safety and security measures are adopted and maintained.
- Establishing procedures for quality, quantity, stock levels, and shortage and damage reports (in accordance with generally accepted warehousing practices) and informing the Executive Director of the condition and availability of all products.
- Ensuring that special attention is given to the storage of refrigerated and frozen products.
- Ensuring that the warehouse buildings are maintained at a steady, moderate temperature with low humidity and inventory is stored above ground on pallets, shelving or other means to maintain cleanliness and an orderly storeroom.

Recreational Services

- Ensuring that the gymnasium equipment and tennis court receive scheduled service per contract obligations.
- Ensuring proper safety information is posted in public areas.
- Ensuring that the AEA owned vehicle fleet receives scheduled maintenance and timely repair.

Relationships with Suppliers of Goods and Services

- Maintaining relations with local and international product suppliers and service providers.

Reporting and Meetings

- Preparing and submitting an accurate monthly inventory and other reports as required by the Executive Director and/or AEA Board.
- Attending staff and/or AEA board meetings in Executive Director's absence.
- Submitting accounting data on behalf of the accountant to AEA Board for final review by AEA Treasurer.

Supervision

The AEA Executive Director is the direct supervisor of the Deputy Director. The AEA Executive Director will review the work of the Deputy Director.

Exercise of Judgment

A high degree of independent judgment and self motivation will be required. The incumbent must be able to work independently.

Authority to make Commitments/Obligations

The incumbent has no authority to make financial commitments for the AEA or commissary without prior approval from the Executive Director or AEA board.

Physical Demands

The work may be physically strenuous at times and will involve lifting of goods as products are processed from receipt, warehouse and storage to commissary shelves.

Work Environment

The employee will work at the AEA US Commissary in Accra, Ghana.

Minimum Qualifications

- A minimum of a Bachelor's degree from an accredited institution in a field directly related or close in relation to the position;
- Five years of relevant experience in store and warehouse operations including supervising staff;
- Fluency in English, both spoken and written;
- Competency in Excel, Microsoft Word, and accounting programs; and
- Knowledge of accounting and inventory procedures.

Selection Criteria: Qualification/Experience Required

A. Education (25%)

- University Degree in a relevant discipline such as business with course work in accounting required.

B. Experience (40%)

- Two to three years of progressively responsible experience is required in store and inventory management including experience with bookkeeping, accounting, and inventory control. Experience in budget preparation and financial reporting required. Previous supervision of staff required.
- Demonstrated ability to establish and maintain cordial relationships with service providers and clients. An ability to maintain professionalism when dealing with an aggravated client or vendor is required.
- Demonstrated ability to communicate clearly and effectively, both orally and in writing, especially related to the generation of financial reports.
- Demonstrated ability to plan and manage in order to guide time sensitive actions and manage the commissary.

C. Skills and Abilities (25%)

- Proven ability to work successfully at multiple levels of problem solving.
- A sound knowledge of accounting, bookkeeping, store management, inventory control, and supervision procedures. Knowledge of the commissary's specific programming policies, regulations, methodologies, and documentation procedures.
- Attention to detail and strong organizational skills.
- Skill in the operation of personal computers including demonstrated ability to use word processing, spreadsheet, and calendar software applications, especially Excel and accounting software.
- The ability to guide employees when their input is needed to accomplish part of assignment.

D. Language Proficiency (10%)

- Fluency in English, both written and spoken.

E. Past Performance Evaluation

Personal Performance Evaluation: Effective work experience and knowledge of the above skills demonstrated through feedback received from employers and co-workers demonstrating an ability to successfully perform the responsibilities of the position.

F. Medical and Security Clearances

The individual shall be required to obtain a medical and security clearance from the U.S. Embassy. Failure to do so or to qualify will result in an unsuccessful application.

To Apply

Interested applicants for this position must submit the following or the application will not be considered:

1. Full name, contact information (telephone and email);
2. A current resume that provides the same information listed under work experience on the OF-612 form.

Submit application to:

U.S. Commissary
Through the Mailroom, Chancery

Or via email

aeajobsaccra@yahoo.com

NOTE: Include AEA Deputy Executive Director Position in the subject box.

Definitions:

AEFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

Closing Date for this position: Until Filled