



## Memorandum

**DATE:** November 1<sup>st</sup>, 2016

**FROM:** Robert Clink, Acting Supervisory Executive Officer 

**SUBJECT:** Vacant Position: USAID/Mali Project Management Assistant

**REFERENCE No.:** HR-EDU-003-2016-PMA

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

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**OPEN PERIOD:** **November 2, 2016 to November 16, 2016**  
**(5:00 pm Bamako time)**

**GRADE LEVEL:** **FSN PSC-08 (FCFA 8,464,841 to FCFA 13,120,505)**  
*(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 lower grade than the position classification grade).*

**NUMBER OF POSITION: One (1) Vacancy**

The U.S. Agency for International Development Mali is seeking one individual for the position of Project Management Assistant for the Education Office.

### **BASIC FUNCTION:**

The Project Management Assistant will serve as the administrative, logistical, and programmatic backstop for the seven Education technical staff members. The incumbent will take the lead in all administrative management issues and programmatic support. This includes: maintaining office services processing internal and external documents and communication; maintaining office records; maintaining an official list of contacts in the Government of Mali, implementing partners, and donors; organizing meetings; requesting Embassy transportation and logistics for office staff and temporary duty (TDY) staff visiting from elsewhere; requesting Embassy access for visitors; providing support with monitoring programs; and managing the office budget in conjunction with the program office and financial management office. In this role s/he will manage general administrative functions for the Education Office, such as managing communications, records, logistics, and performing other secretarial duties. In addition, s/he will assist and backstop Education personnel on all program functions ranging from budgeting, program design, monitoring, and management, and communications.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **A. Program Support: Project support implementation and monitoring (60%)**

The incumbent will perform duties in direct support to the implementation of Education activities, estimated at over \$95.52 million for five years. These activities will be in the domains of early grade reading, community engagement, and education in crisis affected areas. S/he will perform these duties in coordination with the various Contracting/Agreement Officer Technical Representatives (COR/AORs) and under the supervision of the Education Office Director or Deputy. Duties will include:

- Contributes to the development, management and monitoring of the Education programs in collaboration with the COR/AORs and the M&E Specialist dealing with early grade reading, community engagement, and



education in crisis affected areas by drafting and assist with technical results reporting with baseline and periodic performance targets;

- Draft and review standard EDU projects and internal USAID reports, documents and portfolio documents;
- Prepare and generate GLAAS and other procurement requisitions;
- Assist with translating certain documents from French into English or English into French with guidance from the Education Office director;
- Assists the office to coordinate and perform basic data collection and site visits. Periodically compiles and aggregates data from activities across the portfolio for review by Education staff;
- Attend technical level meetings within USAID or with partners, take notes for sharing with the rest of the office and reports out on outcomes;
- Prepare standard briefing packages which will be used to brief USG officials, using information included in the Education activity database in conjunction with the AORs/CORs;
- Prepare standard program management documents, correspondence, and procurement documents, and help maintain program files;
- Update and manage EDU contact lists with partners, grantees, host government, and civil society.

## **B. Administrative Support 40%**

### **a. Office Management- 30%**

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; maintaining filing systems, organizing office meetings, reserving meeting rooms, sending out invitations, and working with the Education Office Director, the Deputy and Project Management Specialist 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 Education Office Director's schedule and facilitates meetings either on or off-site as requested. S/he will be expected to maintain office efficiency by planning/creating and implementing office wide systems. S/he liaises with relevant Malian Ministries to draft letters for VAT exoneration. Duties performed by the incumbent will include:

- Organize and streamline record-keeping procedures and office operations;
- Prepare time sheets;
- Control written correspondence including sending documents for clearance, communicating with Education office partners on office wide events, and tracking external letters and invites;
- Maintain office equipment;
- Coordinate VAT exemptions with the Government of Mali; Act as a liaison between the Education office and Education contractors and grantees for administrative and VAT issues;
- Update and maintain and coordinate 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;
- Translating basic day-to-day documents related to Education;
- Update the Education office's annual training plan and actively seek out Education related training opportunities for staff in conjunction with the Education Office Director;
- Prepare travel logistics. The incumbent is responsible for initiating travel through USAID's computerized travel system (E2) and coordinating with the Executive Office and the Regional Security Office to facilitate travel both in and out of country for all Education staff and temporary employees. The incumbent prepares Travel Authorizations and prepares itineraries for the travel office to carry out. S/he communicates with the traveler(s) to make certain that the itinerary is completed and that all of the necessary documents (tickets, itineraries, etc.) are received on time. S/he assists employees to complete travel vouchers and submits to the Executive Office for employees.



**b. Records Management 10%**

S/he will be responsible for ensuring that the team is in compliance with USAID Communications and Records (C&R) guidelines. Responsibilities will include:

- Ensure filing systems are maintained and up to date;
- Follow procedures for record retention;
- Ensure protection and security of files and records;
- Ensure effective transfer of files and records;
- Work with the executive office to transfer and dispose records according to retention schedules and policies;
- Ensure select personnel files, such as position descriptions, timesheets, and leave plans are up to date and secure.

**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. University studies required in business administration, project management, English, development assistance.
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.
5. Strong capacity in general administration, project management, database management, records management, budgeting. Position requires working knowledge of the education sector strategies and approaches.

**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 (15%):** University studies required in business administration, project management, English, development assistance.
- b. Prior Work Experience (30%):** A minimum of 3 years of progressively responsible duties in administration and project management experience is required.
- c. Language Proficiency (15%):** 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.
- d. Job Knowledge (20%):** Strong capacity in general administration, project management, database management, records management, budgeting. Position requires working knowledge of the education sector strategies and approaches.
- e. Skills and Abilities (20%):** Position requires standard skills in: keyboarding and data entry; numeracy,



including detailed budget tracking and calculations. Position requires basic skills in several software applications including, MS Word, MS Excel, MS PowerPoint, the g-mail suite of applications, etc.

## **Maximum Evaluation Score 100 points**

### **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 must submit the following required documents:

1. A cover letter of no more than two (2) pages describing how the incumbent's skills and experience fit the requirements of the Project Management Assistant position.
2. A resume or curriculum vitae relevant to the position for which the applicant is applying.
3. Copy of Diplomas, degrees, certificates, recommendation letters, etc.
4. 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. Full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

**Please note that all cv/resumes and cover letters must be in English, otherwise application package will be considered as incomplete and 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 requirements are met.
2. Test will 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 may be required.
3. Interviews.
4. Reference checks.
5. Security investigations.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum 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 interviewed. Applicants will be contacted for testing (Step 2) and interviews. 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&5) prior to advising the TEC of the results of these checks. 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](mailto:bamakohrmvacancies@usaid.gov)

**Please indicate the vacancy reference number in the subject line of your email: [HR-EDU-003-2016-PMA](#).  
Emails received without the vacancy reference number indicated above will NOT be considered.**

**CLOSING DATE FOR THIS POSITION IS: November 16, 2016 at 5:00pm**

The U.S 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.