

MISSION NOTICE

USAID Nairobi Complex

NOTICE NO: 13 – 08

DATE: February 15, 2013

SUBJECT: EMPLOYMENT OPPORTUNITY – VACANCY FOR EXO OPERATIONS AND LOGISTICS SPECIALIST, EXECUTIVE OFFICE, USAID/KENYA

OPENING DATE: Immediately

CLOSING DATE: March 1, 2013

Office: Executive Office

Title: EXO Operations and Logistics Specialist

Grade: USPSC-Local Hire – GS-12

Who May Apply: U.S. Citizens/U.S. Permanent Residents currently residing in Kenya.

BASIC FUNCTION OF POSITION

The incumbent serves as the USAID ICASS Management Representative and the Alternate Partner Vetting Official under the direct supervision of the USAID Supervisory Executive Officer (S/EXO). The ICASS Management Specialist has responsibility for planning and executing the administrative management functions of USAID Nairobi Mission. Provides advice and guidance on all ICASS-related issues for USAID under the general supervision of the S/EXO, and manages USAID building operations, including space management. Works closely with the American Embassy administrative staff to ensure that USAID ICASS-related issues are promptly resolved. The incumbent will influence policy decisions related to support service provision. The partner vetting responsibilities include coordinating with USAID implementing partners, assisting the Vetting Unit with status tracking, and coordinating with the USAID Office of Security (SEC)/Washington.

MAJOR DUTIES AND RESPONSIBILITIES (AND % OF TIME)

ICASS Management Representative (60%):

1. Oversees and coordinates ICASS actions within the EXO for USAID Kenya and East Africa Missions. This entails identifying customer needs and information gathering from USAID's program and technical offices and the Embassy General Services Office (GSO) and coordinating processes with the Mission's local Financial Management (FM) staff and the Regional Financial Management Services (RFMS) with guidance from the S/EXO. Will represent USAID's ICASS-related interests and

maintain working relationship with the Embassy Overseas Building Operation (OBO) and Administrative Section, including Budget & Fiscal, Personnel, Contracting, Security, Leasing, Procurement, and General Services.

2. USAID logistics and operations coordinator: The incumbent works with S/EXO to identify inbound employee housing requirements, and does follow-up visits to identify housing repair requirements. Serves as the day-to-day interactive liaison for routine residential issues for USAID Mission staff. Will attend the Facilities Maintenance (FMO) weekly housing make-ready meetings. Will serve as the point of contact for the two Mission Directors' dedicated houses, and will coordinate all actions related to repair and inventory of US Government-provided equipment and furnishings.
3. VIP functions: Serves as the liaison from USAID to GSO and Regional Security Office for security requests and Motor pool coordination. Additionally, will provide assistance to technical offices on off-site actions. This includes reviewing designated facilities for events and coordinating actions with facility staff.
4. Attends ICASS budget meetings when the S/EXO is unavailable, and provides input to EXO and FMO on decisions and impacts to USAID.
5. USAID inventory requirements: Coordinates with GSO and USAID offices on accountability of USAID-owned property. As stated earlier, this will include oversight of the two Mission Directors' housing inventories and required annual reports to USAID Office of Management/Director (OMD)/Washington.

Internal USAID Managements Actions (25%):

1. The incumbent is responsible for overseeing USAID Annex building maintenance and space allocation. This will include assignment of temporary duty (TDY) staff and assistance in the oversight of the space allocation blocking plan scheduled for May (tentative).
2. An understanding of US Embassy operations is required as the incumbent will interface with the Embassy Management team and staff.

Partner Vetting Unit Actions (15%):

1. Will serve as Alternate Vetting Official.
2. Will work with USAID potential implementing partners to coordinate the accessibility of information relating to security background checks that will ultimately result in the decision on key personnel to be included in USAID contracts and grants.
3. Will work with the Partner Vetting Unit to ensure full accountability and timeliness of submission of documents to the SEC/Washington.

REQUIRED QUALIFICATIONS

Experience in a field related to administrative management is desired. Must have skills in managing staff. Must be able to conceptualize, negotiate, exercise sound, efficient, judgment, and originate ideas and creative solutions. Must be able to handle and prioritize often competing requests and complaints with patience, diplomacy, and a sense of humor. Must be customer service oriented.

This position is directly supervised by the S/EXO. It operates independently regarding ICASS management actions once the S/EXO provides assignments in terms of general guidance only in regard to policies, objectives, priorities, and suggestions on timeframe and approach to completing assigned responsibilities. The majority of assignments occur from the normal flow of office functions. Operations and results are reviewed for adequacy, the degree to which desired outcomes are achieved, and through review of written work products.

Guidelines are not specifically applicable to many situations and must be interpreted, amended, extracted, etc.; requiring considerable judgment.

Judgment is a prime requisite for this position. USAID relies upon the incumbent for advice. The incumbent must be able to perform independently once the S/EXO has delegated duties and be innovative and resourceful in order to perform position duties in a cost-efficient manner and achieve results while at the same time assuring compliance with USG regulations.

ANALYSES & EVALUATION AS TO TITLE & GRADE

This position is evaluated by comparison to the Administrative Analysis Grade Evaluation Guide (Guide), dated August 1990, and to the Standard for the Factor Evaluation System (Standard), dated May 1977. The Guide and the Primary Standard are written in the Factor Evaluation System format, and achieve a grade level by totaling the points for each of nine Factors. The points assigned were determined as follows:

The duties outlined in the SOW meet the requirements for GS 12 level, which are; ability to apply procedures of rules to wide variety of interrelated or nonstandard assignments and problems; must be able to defend and interpret rules to varied groups and clients, the incumbent works under established procedures and chooses appropriate regulations to be followed. With regard to decision making the incumbent performs under administrative direction with latitude for the exercise of independent judgment, as is required at GS-12 level.

The incumbent has specific responsibility as the Mission's primary liaison with the Embassy on issues related to ICASS, budgeting, and logistics and operations matters relevant to USAID staff. This may include housing, facility maintenance, adequate record keeping and USAID inventory, and accountability for USAID-owned property. The incumbent ensures that USAID complies with ICASS requirements and reporting, whether it is reporting requirements or budgetary information. He/she will ensure that all ICASS information requirements are provided in a timely fashion. The knowledge level for this position requires that the incumbent specializes in a variety of areas within the Operations and Logistics management, including ensuring compliance with government regulations, as is required at

the GS 12 level. The scope of the position extends beyond Kenya, East Africa region, with ad hoc support to Djibouti, Sudan, and occasionally the Central African Republic.

The incumbent acts as the chief liaison for USAID with the Embassy, and upon direct request from the S/EXO may liaise with Washington staff in the area of expertise and only related to operations and logistics issues.

The Knowledge and Complexity levels requires the incumbent's analysis of many alternatives, and to guide logistics and operations procedures accordingly.

The education and experience qualifications of a Bachelor's Degree in Business, Financial Management or related field, and minimum of two years of progressively responsible related experience are pivotal to the role the incumbent is expected to play.

Determination of the grade level for this position is arrived at based on points allocated against each evaluation factor:

Descriptive factors;

Knowledge level – 62 points, Supervisory controls – 18 points, Guidelines – 11 points, Complexity – 9 points, Scope/effect – 6 points, Contacts – 5 points, Level of contacts - 1 point.

Total points = 112 equivalent to GS 12 (GS-12: 110-125, adapted from instructions for the Factor Evaluation System, U.S. Civil Service Commission, May 1977)

This scope of work has been compared to the benchmarks for GS 12 and found to be appropriate at GS 12 level. Based on this analysis and justification, this position is properly classified as EXO Operations & Logistics Specialist at GS 12. The qualifications and professional experience also support this level. This position is therefore, rightly classified as GS-12.

HOW TO APPLY

Step 1: Fill out the job application questionnaire at www.myjobsinkenya.com/usaaid. Complete the questionnaire to the end. Once this is done, go to Step 2.

Step 2: Send a letter explaining your qualifications for the position and your up-to-date resume to nairobihr@usaaid.gov. **Scan and send all your attachments as one document. The Notice No. (on the top left-hand side of the vacancy announcement) and your name as it appears on your online application MUST be included in your e-mail subject line.**

Incomplete application packages will not be considered.

The closing date for receipt of applications is COB March 1, 2013.

EXO: _____