1. GENERAL INFORMATION

1. SOLICITATION NO: VA-669-22-000010

2. ISSUANCE DATE: May 23, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: June 7, 2022, 11:59 pm Local Time, Monrovia, Liberia

4. POINT OF CONTACT: Executive Officer, email at LiberiaHR@usaid.gov

5. POSITION TITLE: Project Management Assistant (Budget)

6. MARKET VALUE: USD $27,502 – $44,008 FSN- 9
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID Final compensation will be negotiated within the listed market value. Note that all U.S. Embassy Locally Employed Staff are expected to observe and fulfill all tax obligations imposed by the Government of Liberia and you will be required to provide a Taxpayer Identification Number (TIN) before employment.

7. PERIOD OF PERFORMANCE: This contract will be for up to five years depending on programmatic needs, funding availability, and satisfactory performance. This is considered a permanent position and employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.

8. PLACE OF PERFORMANCE: Monrovia, Liberia.

9. ELIGIBLE OFFERORS: Individuals who are Liberian citizens or non-Liberian citizens lawfully admitted for permanent residence in Liberia. Current employees serving a probationary period with the mission are not eligible to apply.

10. SECURITY LEVEL REQUIRED: Facility access.

11. STATEMENT OF DUTIES

   **Basic Function of Position**
   The Economic Growth Program-Budget Management Specialist will provide operational support to ensure that the Economic Growth Office (EGO) is responsive to all Agency programming and
budgeting requirements by maintaining oversight of programming cycles, initiating and coordinating data gathering, analysis, and preparation of EGO program and financial reports in a timely manner. The Program-Budget Management Specialist will coordinate all EGO program procurement actions, working closely with the USAID/Liberia Office of Acquisition and Assistance (OAA) Office, the Program and Project Development (PPD) Office, and the Office of Financial Management (OFM). The Program-Budget Specialist will also provide advisory support by staying abreast of Agency and Mission programming and budgeting protocols, procedures and tools, and alerting and supporting the EGO management and Agreement Office’s Representatives or Contracting Officers Representatives (AORs/CORs) of the operational budget planning process, Global Acquisition and Assistance System (GLAAS) actions, and preparation of all budgetary reporting. In an advisory capacity, the Program-Budget Management Specialist will additionally take the lead in periodically monitoring the EGO compliance with the fiscal terms and conditions of Implementation Letters, contracts and assistance agreements, and assist the EGO in mitigating any risks and implementing corrective actions that need to be addressed. The Program-Budget Management Specialist will also perform programmatic and administrative support functions for the Economic Growth Office including leading on team compliance with accruals, program monitoring, and evaluation requirements, document tracking and organization, staffing and program budgeting, and basic financial analysis for technical sectors (i.e., natural resource management, agriculture and food security, infrastructure and energy, and economic policy).

**Major Duties and Responsibilities**

USAID/Liberia’s economic growth activities provide the framework for the incumbent’s specific duties and responsibilities. The incumbent is expected to fulfill the following duties and responsibilities:

**A. FINANCIAL MANAGEMENT, PROCUREMENT AND BUDGETING (40%)**

- As the Economic Growth Office’s Program-Budget Specialist, s/he, in close coordination with the PPD, OFM and OAA, helps assure effective budget management operations. S/he coordinates and maintains EGO annual budgets, prepares and maintains accurate and up-to-date EGO procurement and financial spend plans and prepares various EGO budget reports. S/he is responsible for tracking the EGO program, budget, and procurement actions, as well as financial plans (current obligations, sub-obligations, pipeline accruals, and future planned funding and program actions). S/he serves as a focal point for all procurement requests and GLAAS actions for the technical office. S/he works with EGO team members to address any adverse pipeline issues.

- Works closely with AORs, CORs, and other requesters to ensure that GLAAS actions are correctly executed; the approval memos are properly developed and cleared with all supporting and required documentation completed, including approval memos, program descriptions and scopes of work, selection of instrument memos, forward funding analysis worksheets, pre-obligation checklists, environmental compliance documents, independent government cost estimates (IGCEs), and other required documents.

- Maintains financial spreadsheets on EGO activities for each grant/contract, including obligations, earmarks, commitments, disbursements, pipelines, etc., and produces reports (including Phoenix reports) on the financial status of activities as required by the
EGO Director and/or Mission management.

- Assists AORs/CORs in monitoring the financial performance of contractors/grantees and maintains a financial report tracking system for accruals, obligations, commitments, and mortgages on all EGO activities. Recommends administrative approvals or brings to the notice of the AOR/CORs any discrepancy which does not appear appropriate. Prepares reports on funding availability and recommends funding utilization by budget code.

- Coordinates budget, reporting, and other needed implementation documentation tasks with the PPD, and OAA and provides financial quality control for the EGO.

- Assists EGO AOR/CORs in the review of GLAAS actions, purchase orders, budget, accruals, and other tasks related to budget monitoring and procurement.

- Participates in the review of project proposals, work plans, new activity designs, and semi-annual portfolio reviews.

- Serves as the primary point of contact for EGO with OFM and PPD.

B. PROGRAM MANAGEMENT AND SUPPORT

(35%)

- Leads on the coordination of the EGO’s contributions to the Mission Operational Plan (OP), Mission Performance Plan and Report (PPR), and by tracking the completion and clearance of specific narratives and technical team contributions and coordinating with PPD on the completion of these documents. S/he coordinates the flow of work and distribution of assignments for completion of key elements of these documents.

- Manages EGO’s unsolicited proposal process, including tracking incoming proposals, engaging appropriate EGO staff to review the proposal, coordinating office comments, and collaborating with the Program Office to respond to the applicant.

- Coordinates office-wide training, meetings, retreats, portfolio performance, and financial reviews, and special events.

- Plays a coordination role on the management of interagency briefers and clearance documents.

- Manages and maintains the EGO Activity List and Spend Plan.

- Provides oversight of field coordination workshops/events to strengthen collaboration between USG and other donor-funded activities in assigned programs.

- Establishes and maintains working files on EGO programs including maintenance of administrative files and programmatic records in ASIST.

C. OFFICE MANAGEMENT AND ADMINISTRATION

(25%)

- Maintains the EGO’s official records (including but not limited to working files, official documentation, correspondence, electronic public folders, and general subject files)
according to USAID policies and procedures.

- Logs and circulates all incoming mail, reports, and memoranda.

- Prepares for meetings with host government counterparts, and other development partners. This task would include, but not be limited to: arranging logistics such as transportation requests, agenda preparation, arranging security clearance for visitors to the USAID Mission, and escorting visitors.

- Assists with the drafting and editing of correspondence and reports (e.g. activity briefing documents, talking points, etc.).

- Serves as the primary administrative point of contact between the EGO and the Executive Office. As such, duties would include but not be limited to: making logistical arrangements (e.g. country clearance, travel authorization requests, visa applications) for Temporary Duty (TDY) officers and Economic Growth Office staff.

- Manages the orientation of new arrivals to the Economic Growth team, including arranging orientation schedules, collecting and updating briefing book materials, setting up meetings and conference calls, and leading the cultural orientation sessions for all incoming USDHs.

- In consultation with the various support and technical offices, manages TDYer logistics support, which includes concurrence cables, clearance transfers, lodging, and transportation, etc. as appropriate.

- Makes appointments and travel arrangements for EGO staff, prepares country clearance cables and secures clearances and signatures on documents and cables.

- Serves as a WebTA timekeeper for the EGO staff and provides updates and training to team members on the WebTA time and attendance system. Also, provides expert technical assistance to the EG Team on USAID administrative systems, including E2, OpenNet, and Google Suit. S/he will also serve as the subject matter expert (SME) for the Global Acquisition and Assistance System (GLAAS), providing guidance and technical support to the EG office as needed.

- Edits and formats reports and correspondence originating from the Economic Growth Office and manages the clearance process for approval.

- Serves as the Economic Growth Office’s point of contact for searching, retrieving, and distributing copies of official office files.

- Performs other EGO-related duties and responsibilities as assigned by the Economic Growth Office Director or designee.

- Organizes, maintains, and updates routine official hard copy files of EGO Assistance Agreements, Agreements, Contracts, Correspondence, Program Design Documents, Administrative Documents.

- Maintains, organizes, and manages EGO shared drive and Google drives and serves as the primary point of contact on EGO content and contributions to the Mission intranet and knowledge management design and implementation team.
● Drafts replies to routine correspondence, and prepares and types office documentation, such as letters and memoranda as required.

● Screens and distributes incoming mail and faxes for EGO staff. Reviews outgoing correspondence for proper address, routing, attachments and conformance with Agency formatting procedures and special instructions, etc., prior to dispatch.

● Develops and updates PowerPoint presentations and briefing materials on EGO programs.

● Answers telephone calls and provides answers to queries from the general public and/or NGOs about EGO programs in Liberia, referring technical queries to technical specialists or office management for detailed information.

● Requests maintenance of EGO equipment and furnishings via the automated work order systems.

● Requests office equipment, supplies, and services for the Economic Growth Office.

● Maintains an office stock of supplies and tracks their usage to ensure adequate supplies are used properly and readily available.

**Supervision Controls:** Supervision not anticipated for this position.

**Supervisory Relationship:** The EG Program-Budget Management Specialist is directly supervised by the US Direct Hire Economic Growth Office Director. The incumbent must be able to work independently to accomplish assigned tasks with minimal input or involvement of the supervisor.

12. **PHYSICAL DEMANDS**
   The work requested does not involve undue physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

1. **Education:** Minimum of college/University studies in business or program management, finance, accounting, human resources, international development is required.

2. **Prior Work Experience:** A minimum of 5 years in progressively responsible administration, program management, budget management or administration finance, accounting, human resources, international development is required.

3. **Post Entry Training:** Limited post-entry training to update technical and programmatic skills will be provided on a periodic basis. Training will include COR/AOR certification and USAID-specific program and financial management training. Extensive on-the-job orientation will focus on USAID-specific policies and procedures.

4. **Language Proficiency:** Level IV, fluent written and oral proficiency in English is required.
5. **Job Knowledge:** A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting budgeting and reporting are required. S/he must have a good understanding and knowledge of monitoring and evaluation principles and integration into project implementation. Good knowledge of the concepts, principles, and practices employed in the management of development projects is desired, as well as a general understanding of Liberia’s economic, political, social, and cultural environment and the role international assistance plays in addressing development objectives. The incumbent must be a self-starter with little or no supervision required in the areas specified above.

6. **Skills and Abilities:** The incumbent must have strong interpersonal skills and be able to establish and maintain productive and collaborative work relations with Mission colleagues, other development partners, and the general public. S/he must possess practical and analytical skills necessary to translate data or information into concrete actions for sustained development impact and results, excellent command of computer skills including knowledge on major office software and internet applications.

### III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factor(s) in order to be considered.

1. **Selection Process**
   After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. As part of the selection process, the most qualified candidates will be invited to an interview which will consist of both an oral and written evaluation. Reference checks will be made only for applicants considered as finalists. The applicant’s references must be able to provide substantive information about his/her past performance and abilities.

2. **Evaluation Factors**
   Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant’s writing, presentation, and communication skills. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.
FACTOR #1: Describe your experience working with USAID or donor-funded programs.
In 500 words or less, describe your experience and role in managing or implementing USAID or donor-funded development programs, particularly your experience with Economic Growth related sectors including private sector initiatives, infrastructure and construction, agriculture, or natural resource management initiatives. Your description should highlight your experience or involvement in planning, procuring and managing awards.

FACTOR #2: Budget Management Experience:
In 500 words or less, describe your experience in budget planning and management processes or procedures, describe your role and any specialized training or experience.

FACTOR #3: Monitoring and Evaluation Experience:
In 500 words or less, describe your role and experience in managing, monitoring, evaluating and reporting on donor funded activities and programs. Please describe your knowledge and experience with activity monitoring and evaluation plans, program management plans, and any experience in developing development strategies or project designs.

FACTOR #4: Teamwork and Office Experience:
In 500 words or less, please describe your experience working on a team of diverse technical specialists and staff from different cultural backgrounds. Please describe your strengths in working on a team and supporting a well functioning office.

3. Basis of Rating
Applicants determined to be competitively ranked will also be evaluated on their written responses, interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors  40 points

Factor #1  10 points
Factor #2  10 points
Factor #3  10 points
Factor #4  10 points

Interview Performance  60 points

Interview questions will provide the candidate the ability to:

● Describe their experience and qualifications related to budget and project
performance management and monitoring.

- Communicate Effectively.

Total Possible Points 100 points

IV. SUBMITTING AN OFFER

Applications must be submitted electronically by email with the subject line VA-669-22-000010– Project Management Assistant (Budget) LiberiaHR@usaid.gov.

Applicants may submit an application prior to the closing date and time specified in Section I, item 3 mentioned above unless revised.

Qualified applicants must submit the following documents, or their applications will not be considered for this position:

1. A current curriculum vitae (CV) or resume, not to exceed 3 pages.
2. A minimum of three (3) professional references with telephone and email contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. Candidates must also meet the full work experience requirement and demonstrate in their application that they are an eligible offeror as required in I.9 above. There is no exception to these requirements.

Short-listed candidates may be requested to provide educational documents such as transcripts for degrees, diplomas, certificates, and other pertinent documents as needed.

Any attachments provided via email must be compatible with Microsoft Word or PDF and not zipped. Note that attachments to email must not exceed 25 MB. Incomplete applications will not be considered.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.