The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of **Aid Project Management Assistant**. This position is located in the Office of Transition Initiative (OTI) of USAID/West Africa in Accra.

**BASIC FUNCTION OF POSITION:**

The Office of Transitions Initiatives (OTI) Program Assistant serves as the principal assistant to OTI's Senior Regional Specialist. The incumbent is the administrative focal point for the OTI Africa Field Office and assists program staff in a variety of ways such as liaising with OTI and USAID's Implementing Partner and awardees, setting up meetings and organizing events, drafting communications in English and keeping proper records and files among other administrative and clerical duties.

**MAJOR DUTIES AND RESPONSIBILITIES**

This position has four core areas of responsibility: administrative support, project management and documentation, performance monitoring and evaluation (M&E), and political and social analysis. Each of these areas is detailed below:

1) **Administrative Support**

   Duties include, but are not limited to: (1) Filing, including the proper care, storage, handling and distribution of all files; (2) Document control and determining points of clearance and coordination; (3) Ordering services, equipment and supplies as necessary through the Embassy system; (4) Receiving and forwarding messages and other official and unofficial documentation to appropriate team members; (5) Preparation of letters, memos, emails and reports as required; (6) Preparation of time and attendance sheets; (7) Assistance in financial tracking, budget planning, and financial reporting as required; (8) As required, schedule meetings, assist in translations (written and verbal), and assist in facilitating communications with government officials, foreign donor representatives, non-government organizations, media groups, community
representatives, etc.; (9) Processes travel requests and travel authorizations; (10) Advise travelers about travel and schedule options and makes final hotel and travel arrangements, assists with the preparation of travel vouchers, coordinates local travel, and (11) Coordinates with appropriate Embassy and USAID staff; (12) Drafts and tracks financial and administrative-relates actions in support of OTI field offices; (13) Provides assistance to OTI field offices as requested.

2) Program Management and Documentation 20%

The Program Assistant, under the direct supervision of the Senior Regional Specialist-Africa, will be responsible for providing assistance for organizing and tracking items related to ensuring successful OTI programs in Africa. Duties include, but are not limited to: (1) Draft, prepare, and process administrative and program documentation; (2) Assist OTI Field programs in management actions and processes in Accra; (3) Prepare standard briefing packages which will be used to inform USG and other officials; (4) Assist program field personnel as needed in the preparation of the collection of data; (5) Prepare standard Embassy and/or USAID program management documents, correspondence, and procurement documents, and maintain administrative and program files; (6) Assist OTI staff members in the planning, design, and development of retreats and other meetings; (7) Prepare event calendars for OTI activities and works with others to coordinate event schedules and resource requirements. In addition, the Program Assistant performs the following tasks related to the OTI programs: (1) Provides database reports, M&E, mapping and other reporting assistance as requested; (2) Maintains activity files per USG regulations; (3) Other duties as assigned.

3) Information and Reporting 20%

The Program Assistant will work closely with the OTI, USAID and Embassy Staff providing insight into regional political, economic and cultural environment as they may impact the scope and direction of OTI programs. Duties may include but not be limited to: (1) compiling OTI program weeklies and distributing them through maintained email lists; (2) identifying and producing reports highlighting OTI’s regional approach to programming; (3) Assisting in drafting cables and other information products as requested; (4) Other duties as required. Through a variety of means, makes contacts and assists OTI and Implementing Partners in broadening their access to and understanding of regional organizations and civil society organizations.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Education: Completion of Bachelor’s Degree in liberal arts, business, management or related field is required.

Prior Work Experience: A minimum of three years of professional experience in administrative work, including one year with international organization required.
Language Proficiency: Level IV in English (fluent) - speaking, writing, and reading in order to assist in the preparation of papers and correspondence.

Job Knowledge: Basic knowledge of the African political, economic and cultural environment is required as the incumbent will have to interact with civil society organizations and in the implementation of OTI programs. S/he must be computer literate, with excellent knowledge of Microsoft programs including Word, Excel, Power Point and Access. Computer and Language proficiencies will be tested.

Skills and Abilities: Ability to plan is required on a daily basis for routine functions, but needs to plan at least three (3) to six (6) months in advance for certain tasks. The position must thoroughly plan OTI’s administrative support for all team activities and must coordinate with other offices within the U.S. Embassy, USAID Mission and with OTI’s implementing partner team. S/he must be innovative with approaches to supporting the portfolio with information and resources. The incumbent must be able to prioritize and complete tasks quickly and efficiently; must be highly motivated, dedicated, a self-starter, and able to work in challenging and stressful environments; must have excellent interpersonal skills, ability to work in a team setting; and ability to easily interact with tact and diplomacy when interacting with high level officials and grassroots organizations; must have excellent organizational skills and ability to perform under pressure.

HOW TO APPLY: Interested individuals should submit a signed cover letter, relevant certificates, CV with references to:

Regional Executive Office
USAID/West Africa
P.O. Box 1630, Accra

Or by Email to: acpersonnel@usaid.gov

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

Note: When submitting your application via email, start the subject line with the position title. Failure to state this and submit signed letter with relevant documents will disqualify applicant.

All US and non-Ghanaian citizens, who are not family members of USG employees officially assigned to post and under Chief of Mission authority, must attach copies of the required work and residency permit to their applications to be eligible for consideration. No relocation expenses are provided to the job location, Accra-Ghana. If transportation to Accra is required, it will be the employee’s responsibility.

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. 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.

USAID/West Africa anticipates awarding one Personal Services Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.