

## **MAJOR DUTIES AND RESPONSIBILITIES**

As the senior employee for Training Center Administration, plans and executes the total range of administrative services and control devices. This is the most critical position in the PC/PY Training Center organization. Incumbent provides, coordinates and supervises the full range of resource management activities and administrative support functions and reports directly to the Training Center Director.

### **A. RESOURCES MANAGEMENT**

Analyzes and determines the broad fiscal, human and physical resource requirements for a Training Center unit involving an average of 136 Trainees per year, 1 US Direct Hire, 2 Senior Sector Managers (Language Coordinator and Master Trainer), and 23 PSCs (short term and long term). Acts as an advisor to the Training Center Director regarding all administrative and financial aspects of activities and procedures to manage Training Center resources efficiently.

#### **I. Financial Resources.**

Responsible for all financial analysis, planning, implementation, administration, supervision and evaluation of all budget and fiscal operations for the overall Peace Corps Training Center Unit in Paraguay.

#### **A. Budget**

1. Is the budget analyst for PC/Paraguay Training Unit and manages assigned Training Unit annual budget of approximately 1.000.000.00 million U.S. dollars which includes allocation of funds in the For Post financial management system.
2. Participates in the preparation of the Annual Integrated Planning and Budget System (IPBS) for the Training Center with responsibility for designing a balanced approach to meet future needs and develops mechanisms to answer these needs. Demonstrates comprehensive in depth knowledge of all project plans presented by the program sector to the overall Country Strategy, in order to allocate specific resources. Participates in the IPBS retreat and provides in-put in regards to PST improvements and strategies to be implemented in the future.
3. Calculates PC/Paraguay Training Center Annual Operating Plan and budgets from historical and economic forecasts researched by the incumbent. Performs an annual survey for trainees' walk around allowance and family payments to include this information in the next Annual Operating Plan if an increase is needed.
4. Manages and implements approved annual budget for the Training Center which includes monitoring and allocation in the appropriate budget lines in For Post financial management system. Works with Administrative Officer (AO) in the preparation of Periodic Budget Reviews (PBRs), Mid-Year and Close-Out Reviews for Training Center Unit to ensure adequacy of funds and adherence to funding limitations.
5. Executes delegated authority to realign resources in order to ensure that training strategies are met within the framework of the Country Plan. Works closely with Training Director providing solutions and options when it comes to funds reallocation due to Training Unit changing needs. Ensures accuracy and timely preparation of budget documents and reports. When required presents quarterly budget reports to senior staff on Training Center expenditures to ensure budget management efficiency.

6. Estimates Trainees/Year Charts as a device to monitor and control training size and opportune arrival of Trainees to perform training goals, maintaining a balanced approach to training staff allocation.
7. Estimates the annual budget for Peace Corps Training Center Personal Services Contractors' salaries, including annual grade and step increases, health insurance premiums and benefits, making sure all obligations cover full year funding except under Continuing Resolution (CR) where specific guidance must be followed. Guidance is received from CFO/GAP PC/Washington usually a few days before the end of the fiscal year.
8. Monitors on a quarterly basis that Personal Service Contractors budgeted salary obligations in For Post Financial Management System are correct and accurately liquidated by PC/HQ HRMS office. These liquidations include third party payments to social security contributions and Health Insurance Company.
9. In close coordination with Administrative Officer (AO), monitors that Training Unit funds for recurring obligations such as Staff and Trainee in-country travel, supplies, other services, printing and reproduction, utilities, communications, walk around allowances and family payments are allocated in the budget for Training Unit on a quarterly basis, once the fiscal year budget has been approved and once quarterly funds have been uploaded in For Post Financial Management System. Keeps Training Director and AO informed at all times when expenses in certain lines tend to exceed approved budgets. In these cases, Incumbent must be able to justify and explain reasons for this.....30 %

**B. Fiscal/Accounting**

The incumbent is the Accountant for the Training Center Unit maintaining accounting records for the budget authority received each fiscal year for the Training Center under purpose code 16. As the Training Center accountant performs the following functions

1. Implements and carries out approved resource plans which are essential to the successful execution of the training program in PC/PY Training Unit. Has limited delegation of authority to commit PC/PY Training Center financial resources and determines budget execution by choosing where to make Commitments and Obligations for the best use of PC/PY Training Center budget authority, based on approved Operating Plan for each fiscal year and from guidelines received from the Training Director.
2. On a daily basis, exercises delegated authority, given by the Country Director (CD) to sign approval of financial documents committing and approving PC/PY Training Center expenses. Implements and carries out approved plans in order to provide continuing resources for fiscal, material, physical & personnel support which are essential to the successful execution of the training goals
3. Is in charge of the Peace Corps For Post Financial Management System for the Training Center, closely adhering to all Peace Corps policies and regulations, in order to maintain integrity of all PC/PY Training Center funds. Incumbent is responsible for the timely and correct payment to all vendors that provide services to the Training Center. Also maintains fund fully synchronized with PC/PY main office and PC/Washington.
4. Performs all financial transactions from obligation through disbursement and liquidation in For Post for the Training Center unit. In addition, this position has the responsibility of all transactions in For Post for Purpose Code 16 such as creating new obligations for each fiscal year, and increasing these obligations on a quarterly basis, daily cashier disbursements and . Also includes the monitoring of previous fiscal years obligations ensuring inactive obligations balances are de-obligated when needed.

5. As soon as funds are uploaded from PC/HQ Odyssey and once authorized by AO, opens obligations for new fiscal year in the For Post financial management system for Purpose Code 16. These obligations require back up documents indicating the basis for the allocation of funds in an obligation under For Post. Same procedure is used disbursements as these require back up documentation before they can be entered into the system. Files obligations and keeps obligation files updated at all times. Obligations need to be approved by Training Director.
6. Monitors current and prior year obligations and in close coordination with the AO de-obligates inactive obligations and reviews that balances of active obligations are accurate and sufficient to cover Post needs.
7. Liquidates payments in For Post to be processed via check in Local Currency or US dollars for vendors, providers, etc for Training Center. Coordinates the submission of vouchers with Financial Assistant in the main office in Asuncion to have these signed by Administrative Officer (AO) and Country Director (CD) to be sent along to PC/HQ for check issuance.
8. Is the negotiating officer of all procurement actions for the final approval and signature of the Training Director, who exercises delegated authority, Incumbent is responsible to coordinate all acquisitions for the Training Center ensuring that prior Training Director approval is granted before h/she starts the acquisition process. This includes getting quotes from local providers, obtaining prices, recommending best offer for final approval. Once final approval is granted, informs Training Center Administrative Assistant (TCAA) who completes the procurement process.
9. Follows Federal Acquisition Regulations (FAR) part 13 and guidance on MS 732 for all acquisitions ensuring that purchases exceeding the 10% of the small purchase threshold are in compliance with establish guidance. Maintains all files for these purchases with required back up documentation such as proof of competition, basis for award, written quotations, TD approval, vendor awarded, etc.
10. Even though competitive bids are not required but desirable for purchases not over 10% of the small purchase threshold, Incumbent should attempt to recommend to TD new suppliers or distribute equitable such purchases among qualified suppliers and if feasible, obtain a quotation from other than the previous supplier before placing an order with last supplier. For all purchases under \$2,500, Incumbent requests, analyzes and negotiates quotes before presenting them to TD for approval to purchase.
11. For purchases over \$2,500, coordinates with the TD taking into consideration: price, bidder's capacity to perform/deliver, delivery time, quality, quantity discounts, guarantees, etc. Recommends to TD best options after considering all mentioned factors.
12. All award-winning vendor files shall be appropriately documented on the grounds for award and should be filed at the Training Center for all purchases made there. The file should contain vendor information and banking information if applicable. Vendor files should be filed by alphabetical order.
13. Each acquisition file for Training Center shall contain the following: a) competitive bids when required, b) TD approval on appropriate form, c) a copy of the contract if applicable d) voucher for payment or a copy of Imprest Fund payment if made in cash to certify how payment was made e) receiving report or proof of reception of goods or services.
14. This position works independently and requires permanent critical judgment and thorough knowledge and interpretation of Federal and internal Peace Corps policies to approve payments and expenses incurred by the Training Center Sub-Cashier
15. Is the Training Center Sub- Cashier supervisor, with approval authority on line and on documents, prior to TD authorizing signature for payments made from Imprest Funds. Is also responsible for ensuring that Cashier premises conform to Treasury requirements and security requirements and that

fund integrity is maintained at all times to comply with Imprest Funds regulations. Performs Imprest Fund audits, cash counts, and oversees that all fund analyses and reports are submitted opportunistically and accurately.

16. Performs quarterly cash count verification of sub-cashier's authorized accountability at the Training Center. Sends original cash count form to main Cashier in Asuncion and keeps a file with copies for his/her records. Also, required to perform an unannounced cash count when AO performs it to the main Class B Cashier in Asuncion since Training Sub-Cashier advance is part of Class B Cashier's Imprest Funds.

### **C. Alternate Class B. Cashier**

Functions as Alternate Class B. Cashier for Peace Corps Imprest Fund during the absence of the principal Class B. Cashier. This responsibility includes the payment/disbursement of bills not exceeding US \$500.00 for such needs as Trainees per diems, job supplies, diesel and oil, spare parts for vehicles, building maintenance and repairs, etc. Prepares cashier reimbursement vouchers on weekly basis and submit them to Peace Corps Washington.

## **II. Human Resources.**

Advises the Training Director on all aspects of post staffing requirements & personnel administration completes performance appraisals and reviews and approves attendance reports. Reviews time and attendance records for each pay period for Training PSCs and authorizes leave for staff h/she supervises that consist of one FSN/LES Sub-Cashier, two messenger/drivers, one gardener and one Janitor. Under this section, Incumbent performs the following functions:

### **A. FSN Staff**

1. Coordinates and monitors that position description updates conform to PC/PY's organization and respond to training needs.
2. Coordinates with PC Administrative Officer and appropriate US Embassy staff to ensure supervisor action is timely and adequate to ensure that annual performance appraisals are performed in the required time and deserving award nominations and/or disciplinary actions are initiated.
3. Monitors all Training Center FSN/LES personnel annual performance appraisals making sure a copy of these are included in the FSNs files in the main office and that original copy is forwarded to the Human Resources office at the U.S. Embassy.
4. Approves sick and annual leave, and compensatory time for staff h/she supervises.
5. Incumbent is a member of the interview panel for hiring new FSN/LES staff for the Training Center. His/her insight is valuable as this position is assigned to the Training Center.
6. This position will play a key role as Incumbent will be responsible to update and prepare position description for FSN/LES Sub-Cashier as this will be a new position and will require review at the end of the first year performance

### **B. Contract Staff.**

Even though drafting and calculation of Training Center PSC contracts is centralized in one position at the main office in Asuncion, Incumbent provides support in this areas as follows:

1. Calculates amounts and budgets for PSC costs for each fiscal year to include in the Annual Operation Plan under purpose code 16.
2. Negotiates and reviews Personal Services Contracts as well as LES classification to be used as compensation guidance, and coordinates with Peace Corps Administrative Officer to obtain CD approval and signature.

Whenever PSC compensation for the agreed upon contractual period would go over CD procurement authority, negotiates with PC/AO to obtain delegation of authority from PC/W Contracts Officer

3. Responsible for the distribution of Statements of Payments (SOPs) for all Training Center Personal service Contactors on a bi-weekly basis. Reminds AO to send SOPs so he/she can distribute them by pay period. Ensures that PSCs understand the detailed information provided in the SOPs. Keeps PSCs informed for example when 13<sup>th</sup>, and 14<sup>th</sup> monthly compensation is made.
4. Monitors that Mid-Year performance appraisals for all Training staff are done in June/July of each year as well as annual performance appraisals before contract renovation around November/December.
5. Makes a list of staff that will need to renew contracts and coordinates with AO if these positions will be re-competed or if they will go with sole-source justification paperwork and in that case competition is not needed. Coordinates with supervisor at the Training Center to have Statement of Work updated on an annual basis before performance appraisals are done.
6. Reviews time and attendance records by pay period of all PSCs ensuring accuracy of these. Coordinates with Receptionist to inform Training staff leave balances around December as most staff takes vacation after the last PST.
7. Responsible to update when required, Staff Handbook in the areas corresponding to Training Center staff. Also ensures that Training staff is informed and updated on new procedures, policies, etc.

### **III. Training Physical Resources and Property Management**

Incumbent is responsible for the Training Center administrative and financial daily operations as well as physical resources and property management. As such, Incumbent implements in accordance with Peace Corps and all other applicable policies and regulations, including the FAR, actions and procedures needed to provide continuous support and physical resources to PC/PY Training Center activities during each Pre-Service Training (PST).

1. Ensures the maintenance and repair of office and residential equipment for Technical Trainers in a regular manner maintaining a log to keep track on maintenance dates to calculate future maintenance for photocopiers, air conditioning units, etc. This includes space needs at Training Center premises, procurement of equipment, vehicles, furniture, furnishings and supplies, and their corresponding property management according to the Peace Corps Operations Manual.
2. Incumbent is the Property Officer (PO), appointed by Country Director and is responsible for carrying out functions to safeguard and control all U. S. government property assigned to Training Center. This includes residential for Technical Trainers as well as office personal property. The PO also ensures that staff is aware of the responsibility to protect all property assigned to, or shared by them in the conduct of their duties. The PO is the Country Director's representative for all property and equipment requests, movements, repairs, or sales for the Training Center. Incumbent as the official PO is the only authorized individual to sign for additional furniture or equipment coming into or leaving their Training Center facility.
3. Responsible for the safekeeping of entire property of Peace Corps Paraguay Training Center. Ensures the maintenance and repair of office and residential equipment. Supervises the maintenance up-to-date records on the computerized Property Control system pertaining to assignment of these properties and the submission of the annual report to Peace Corps Office in Asuncion once a year.
4. Once a year after physical inventory is performed by Administrative Assistant and support staff, incumbent verifies Property Inventory Report (PIIR) spreadsheet to ensure accuracy and to submit it to GSO at the Asuncion office to be included in the main annual PPIR spreadsheet report. Also responsible to assess property for disposal on an annual basis and to request needed property via the appropriate process. Keeps files on property inventory with staff signatures to guarantee that physical inventory was made as per Peace Corps rules and regulations, ensures that file and electronic spreadsheet for PPIR is updated at all times.

### **IV. Trainee Support**

Support 136 Trainees per year that arrive at three different sites by ensuring that they have met all local requirements, including those of Immigration and taxes. . Incumbent monitors and supervises determination and

yearly update of Trainee in-country walk around allowances including per diem and host family allowances, devising a market basket analysis and inflation indices to be included in same. approval from AO and CD

1. Support Trainees by ensuring that they have met all local requirements, including those of Immigration and taxes. During group arrival, provides an informative administrative session in regards to currency denomination, safe exchange houses in Asuncion, walk around payments schedules and what it covers, host family payments and what is included, etc.
2. Ensures that Volunteer/Trainee Handbooks contain pertinent and updated administrative information on rules and regulations on walk around payments, per diem, travel reimbursement for activities such as visit future site, PCV visit, etc. Informs and orients Trainees in the financial and administrative area, particularly on travel, allowances and other necessary financial and logistic requirements. Incumbent monitors and supervises determination and yearly update of Trainee in-country walk around allowances including travel allowance rates and host family allowances, devising a market basket analysis and inflation indices to be included in same.
3. Instructs Training Administrative Assistant to coordinate at least one week in advance of group arrival to have Cooperative officials open Trainees' Cooperative accounts while they are in Asuncion for their arrival retreat. Once officials complete paperwork for the opening of local currency accounts, ensure that debit/ATM cards are delivered a week after account opening so walk around allowance payments can be made via deposit in the Cooperative in Guarambare. Provides account detail and guidance to Trainees when these receive their debit cards. Gives them a list of ATM locations and instructions on how to use these local bank accounts.
4. Develops plans for payment schedules at least two months prior to each Training Cycle arrival to ensure all payments are processed on time for future Trainees and Host Families.
5. Coordinates Travel Authorization preparation for each Training cycle ensuring to provide Training AA with the amount to be included in the Travel Authorization form. Incumbent also posts obligation in For Post Financial Management System to ensure funds availability when Trainees arrive in country. This Travel Authorization is used to fund all Trainee travel from arrival to their Training Site Guarambare, PCV visit, future site visit and technical trips during each PST cycle.
6. Coordinates with Training Director, AO, PTO and CD the venue place for Trainees group arrival retreat and Trainees swear-in ceremony. Ensures to have contracts prepared for these events for each training group.
7. In addition, reviews and updates Host Family Manual for every Training cycle only in the sections pertaining to payments and Host Family agreements. Is responsible to coordinate the printing and reproduction of both the Trainee and Host Family manual in coordination with Training Director and Logistic Coordinator at Training Center. Ensures that families understand the payment system and are aware of payment dates. Coordinates the opening of bank accounts for new Host Families in the local Cooperative in Guarambare where Training Center is located to have their payments deposited into their Cooperative bank accounts to comply with Peace Corps policies in regards to cash payments.

## **V. Program Support**

1. Participates in strategy discussions, presents Training Center needs at the IPBS after discussion with Training Center staff and approval of Training Center Director. Is an active member of the senior staff and participates in weekly meetings to decide on financial and logistical support for each week of PST, retreats and program meetings and acts as the resource management advisor to the Training Center Director and other staff on all aspects of training support, and all other aspects of fiscal, personnel and property administration and logistics needed to carry out and implement country training strategy and Training program needs for each Pre-Service Training project area. When required acts as the Training Director prior written delegated authority from Country Director detailing delegation.
2. Also, provides guidance to Technical and Language Training staff on appropriate ways to perform field trips, technical travel, language activities, etc as sometimes they will be required to pay for some activities to local consultants, to country women who provide meals services, etc. Instructs what an appropriate receipt/invoice should contain, when vendors do not have a receipt and provides them with a copy of questionable and prohibited expenses from OFMH section 46.0 so staff is informed.

3. Approves in-country travel advances for Technical staff as well as Language staff from Training Center Imprest Funds in case they accompany trainees to field trips or when staff is required to purchase materials for activities. Incumbent ensures that sub-cashier uses approved Interim advance form for each staff advance and that advance.

## **VI. Leased Property and Vehicle Maintenance & Repair**

1. Incumbent is responsible to approve and monitor maintenance and repair of Peace Corps Training Center leased properties, such as Training Center office, four Technical Trainers residences and four Project houses including equipment, furniture and furnishings. Responsible for official use, maintenance and repairs of two office vehicles assigned to the Training Center.
2. Incumbent is responsible to coordinate a detailed inventory of Technical Trainers premises before occupancy noting condition of premises such as windows, doors, floors, kitchen counters, number of lamps, pieces of furniture, equipment, etc. This inventory should be included as an attachment to the final lease. Inventory should be dated and signed by Landlord and Lessor.
3. Coordinates bidding for Training Center leases every time these expire. This competition must be documented in the file including copies of newspaper advertisement, offers received, offers considered and final decision for award memo signed by CD or designated staff member.
4. Besides placing newspaper advertisement, incumbent conducts market survey through real estate agents to locate appropriate premises in Guarambare when bidding for Training Center office or residential properties for Technical Trainers, provides list of possible properties to CD and AO for review/inspection. Notifies agent/landlord of desire to inspect/visit and participates in it.
5. Once approval is granted by CD for a specific property, incumbent drafts leases using latest template detailed on Peace Corps Intranet and calculates lease amount. Follows guidance established in MS 733. Once Lease is approved, Incumbent forwards it to landlord for signature. Keeps file with one original copy of each lease for all Training Center leased properties. Posts obligation in For Post as well as processes payments for landlords.
6. Briefs new Training Center staff members on Peace Corps policies related to safety and care when operating Peace Corps vehicles, this includes:
  - Ensures that driver is licensed to operate the vehicle under local laws and regulations;
  - Makes sure that driver is familiar with the operating characteristics of the vehicle, local driving laws and customs, procedures to be followed in case of an accident, and other applicable provisions of this and related manual sections;
  - Driver is not permitted to operate a vehicle that has known mechanical defects or is otherwise unsafe to operate and this should be immediately reported to Incumbent to take appropriate action.
  - Is instructed to use seat belts at all times when the vehicle is in operation;
  - Is instructed not to carry passengers for purposes that do not relate to official Peace Corps business or the authorized use of the vehicle, and not to use or allow the use of the vehicle for unauthorized purposes;
  - Is advised that any traffic law violations and fines, including parking violations, are the personal responsibility of the driver;
  - Maintains an accurate record of vehicle use on the vehicle log forms; and
  - Is instructed to properly secure the vehicle when not in use to avoid theft
7. Responsible for consolidating a report of all Training Center vehicle expenses for every fiscal year in order to forecast vehicle budget.
8. Regularly reviews maintenance vehicles files and vehicle logs to ensure that they contain copies of receipts/invoices for fuel, auto parts, repairs, routine maintenance, car wash, etc. This to ensure proof of

these services. Reviews vehicle logs on a weekly basis making sure to note or check with drivers if any inconsistencies are found. Once reviewed and signed submits to Training Director on a monthly basis for his/her review to comply with Peace Corps MS522.