



TITLE: SENIOR EXECUTIVE ASSISTANT
POSITION: FULL-TIME PERSONAL SERVICES CONTRACTOR (PSC)
PAY BAND: MC-4c (\$27.79 - \$43.60)/hour

A. INTRODUCTION

Millennium Challenge Corporation (MCC) is a United States Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry. To receive assistance, eligible countries are required to enter into a public agreement (Compact) with the MCC that includes a multi-year plan for achieving shared development objectives and the responsibilities of each country in achieving those objectives, regular benchmarks to measure progress, multi-year financial plan, and a plan to ensure accountability for the use of MCC assistance.

The MCC is seeking a Full-Time Personal Services Contractor (PSC) to serve as a senior executive assistant to the Department of Administration and Finance's (A&F) front office.

A full-time personal services contractor is similar to a direct hire MCC employee, with a few exceptions. A full-time personal services contractor works 40 hours per week, or 2087 hours per year. MCC pays the employer contribution of FICA, Medicare and reimburses travel costs (if travel is required). The full-time PSC receives a W-2 for income tax purposes. The full-time personal services contractor is neither eligible or covered under the Civil Service Retirement System (CSRS), the Federal Retirement System (FERS), the Thrift Savings Plan (TSP), or any Federal Health or Life Insurance plans. However, you will receive 10 paid federal holidays, as well as 4 hours of sick leave and 4 hours annual leave each pay period.

B. SCOPE OF WORK

The Full-Time PSC, serving as a Senior Executive Assistant, in direct support of MCC's overall mission, will be involved in all aspects of executive level support, staff coordination and office management for the MCC's the Department of Administration and Finance's (A&F) front office. The PSC will perform a wide variety of organizational duties including the development and implementation of work management procedures to ensure that office goals are met. They will also assess unusual circumstances or non-standard situations and develops solutions based on experience and knowledge of existing policies and circumstances.

C. DUTIES

Duties will include, but are not limited to, the following:

- (1) Independently performs administrative management functions that service and/or fulfill a number of organizational requirements. Applies existing and new policies, provides advice on requirements, maintains databases that reflect the fulfillment and status of administrative

requirements and systems, prepares administrative paperwork, and maintains an awareness of the status of the organization's personnel actions.

- (2) Develops, establishes and implements administrative procedures and management systems to improve the work flow and efficiency and ensures that office work load is allocated, reassigned, and prioritized to meet deadlines. Studies, analyzes and develops methods to improve the accuracy, effectiveness and efficiency of administrative and support tasks within the organization. Applies qualitative and quantitative methods toward the assessment and improvement of administrative effectiveness and management processes and systems. Creates and manages recordkeeping and filing systems for all documents. Creates and maintains organizational charts, departmental travel calendars, timekeeping records and travel authorizations and vouchers for the organization.
- (3) Establishes priorities and undertakes work projects upon own determination and evaluation of needs. Receives a variety of requests for material on matters for which the organization is responsible. Determines time and resources needed to address various matters, advising the requesting official, and personally resolving the inquiry or request and following up to ensure completion. Identifies and analyzes critical problems and issues, the timing and sequence of administrative events and milestones, resource utilization and constraints, and coordination of management controls. Develops innovative solutions, documents findings and conclusions, and reports findings.
- (4) Serves as central point of contact for drafting, clearing and finalizing internal administrative procedures and delegations of authority. Screens inquiries submitted, assuming responsibility for answering nontechnical inquiries or securing the desired information when appropriate, and referring other matters to appropriate personnel or obtaining the requested data from other offices. Schedules supervisor's appointments. Secures participation of officials with related interests and responsibilities to assure that plans, arrangements or commitments are carried out as agreed.
- (5) Serves as the organization's liaison with various functional administrative offices such as human resources, budget, contracting and supply. Prepares packages for submission to the various offices and responds to all questions from that office.
- (6) Participates with supervisor or other managers in reviewing office needs, plans, and goals to develop data and justification for review and approval. Reviews reports and resolves discrepancies with the appropriate offices.
- (7) Conducts extensive research and compilation of data from diverse sources; extracting and assembling information, conducting analysis and developing reports or presentations; and uses standard approaches to perform a variety of duties related to special projects involving administrative or program issues.
- (8) Drafts correspondence, recommendations, reports, and memoranda related to management and administrative programs and issues. Provides advice and guidance to managers and employees on questions and situations related to the administrative services provided.
- (9) Acts as the office manager, devising and installing administrative procedures and practices, and ensuring that they are followed consistently in subordinate offices. Instructs unit administrative, clerical, and support staff regarding such matters as correspondence preparation, publications maintenance, and correspondence handling procedures.
- (10) Coordinates extensively with disparate organizational elements to direct correspondence services for the organization, based on knowledge of the agency's mission, function, and substantive programs. The organization has multiple levels of hierarchy and disparate technical functions,

requiring formal administrative controls and different reporting structures to accomplish the work of the organization.

- (11) Receives all correspondence for the supervisor. Replies to mail not requiring the supervisor's attention, routing all other matters to the appropriate subordinate unit. Maintains a sophisticated correspondence tracking system to ensure that deadlines are met and assignments are completed. Signs correspondence and certain procedural authorizations in the name of the supervisor when previous instructions have covered them. Screens all publications, directives, and periodicals, bringing items of significance to the supervisor's attention.
- (12) Receives requests from other organizations within the agency for information concerning programs under the supervisor's control. Such material is frequently specialized, sensitive in nature, or difficult to gather because it is scattered in multiple documents. Conducts research as needed from available files and records. Frequently obtains data over the telephone and organizes it into the appropriate format. Assembles the requested information personally or follows up to ensure that subordinates submit required responses within specified deadlines.
- (13) Reviews outgoing correspondence for clarity, consistency, completeness, and compliance to organizational policy. Discusses unsatisfactory correspondence directly with the originator and arranges for rewriting. Contacts top-level officials to develop information and assemble data not readily available for use by the supervisor in replying to correspondence. Develops materials for the supervisor's use in public speaking engagements.
- (14) Manages office operations for an organization with several subordinate levels that are significantly affected by outside conditions such as public emergencies or new regulatory requirements. Makes complex arrangements involving the supervisor's calendar without specific prior approval. On own initiative, arranges meetings by reserving the space, setting the time, and contacting the individuals expected to attend. If necessary, arranges for transportation and lodging for participants. Transmits agenda and background materials to participants, advising them of topics to be discussed.
- (15) Independently determines which staff members should attend meetings or represent the organization at conferences, based on the supervisor's view of such issues. Attends meetings, notes commitments made, informs staff of the commitments, and arranges for staff to implement them. Follows standard procedures for procuring, authorizing, controlling, and justifying office supply purchases.
- (16) Determines the nature and purpose of each telephone call and personal visitor, handling procedural matters personally. Coordinates with subordinate supervisors to gather responses to substantive inquiries. Furnishes readily available information to aid in the discussion when referring technical inquiries to key staff members, and follows up to ensure a timely response. Maintains awareness of the substantive programs of the office and provides information to authorized individuals. Coordinates the work of the office with officials in any of the following: other offices, foreign country offices, other Federal Departments, etc.
- (17) Selects and integrates several types of software, such as spreadsheet, database, word processing, publishing, and graphics applications, to generate specific working documents and forms. Selects an appropriate system, application, and format for producing program support materials to meet specific requirements.
- (18) Provides office automation advice, guidance, and assistance to other staff. Works with users to define required data elements, desired format, and any arithmetic manipulation needed for the specified output. Evaluates the automation needs of the immediate work area and suggests off-the-shelf solutions or participates in documenting the requirements for developing a specialized application.

(19) Performs other duties as assigned.

D. TYPE OF CONTRACT AND PERIOD OF PERFORMANCE

The successful candidate(s) will be offered an Full-Time personal service type contract for a one-year base period, plus options for four additional one-year option periods, based on performance and agency requirements, which may be exercised at the sole discretion of the MCC. Contracts will be Full-Time (2,087 hours per 12-month period) dependent upon MCC requirements.

E. EVALUATION CRITERIA

Applicants will be evaluated against the below criteria.

This position is limited to U.S. citizens or legal, permanent residents, with five years residency history, due to the security background clearance requirement. Applications will be evaluated on:

- (1) Skill applying analytical and evaluative methods and techniques to issues or functions related to office administration.
- (2) Skill in conducting research on administrative projects (human resources, budget, correspondence) to gather all available data, analysis of data and providing reports on the subjects.
- (3) Skill in using several types of software, such as spreadsheet, database, word processing, publishing, and graphics applications to generate working documents and forms.
- (4) Oral communication skills.
- (5) Written communication skills.

G. HOW TO APPLY

Interested parties should submit, by email, to recruitment@mcc.gov, the following package:

- (1) Curriculum Vitae/résumé;
- (2) A brief cover letter that addresses ALL evaluation criteria, as listed in this advertisement;
- (3) Three (3) professional references;

Please include “**Senior Executive Assistant—Full-Time PSC**” in the subject line of your email. The initial cut-off for applications will be **October 25, 2011**; however, the announcement will remain open continuously until the position is filled. Applicants will be reviewed bi-weekly, after the initial cut-off period, until an applicant is chosen or this announcement is closed or cancelled.

Note: Successful applicants will be required to successfully undergo a security background check.