

MANAGEMENT NOTICE

To: All Mission Staff **Date:** 02/18/09
From: Tom Ray, Supervisory Executive Officer **No:** 007/09
Subject: **Vacancy Announcement – Secretary**

USAID/Mozambique is recruiting for a Secretary within the Acquisition and Assistance Office. This position is being advertised within the Mission and outside through the “Notícias” newspaper and is open to all employees who meet the stated qualifications. This position is a Foreign Service National (FSN) position classified at the FSN 7 grade level. The employee will work 40 hours per week and will work under the general supervision of the Contracting Officer.

Basic Function of Position:

The incumbent will provide secretarial and clerical support services to the Acquisition and Assistance Office, and will directly support the Contracting Officer in coordination of responsibilities. He/she will perform a variety of administrative tasks such as: facilitating the flow of documents for clearance; following-up on outstanding actions; writing complex, non-technical correspondence for review by the supervisor; preparing charts, tables using spreadsheets as requested by the supervisor; maintaining the supervisor’s calendar; coordinating all the arrangements for meetings and conferences and maintaining the filing system.

Required Qualifications:

The employee must have the following qualifications:

- Completion of Secondary School.
- Minimum of five years progressively responsible secretarial/administrative experience in an international, NGO, or donor organization office environment.
- Fluency in English and Portuguese speaking, reading and writing.
- Excellent command of standard office routines and practices.
- Must be able to efficiently proof-read/edit routine correspondence, recommending correct word usage, grammar and punctuation in both English and Portuguese. Must be able to communicate clearly and concisely with other staff members and the general public. Must have strong organizational and interpersonal skills; a high degree of integrity and honesty and ability to prioritize work and meet demands of an active, high-workload office. Must be proficient in computer applications, including Word, Excel, Outlook and Internet.

Selection Process:

Candidates will be evaluated based on relevant knowledge, experience and abilities demonstrated in their application materials, recommendations from references, previous employers and interviews. This is a local position and compensation will be in accordance with

the Local Compensation Plan. Closing date for applications is **March 5, 2009**. Interested candidates should forward a cover letter with CV in English to: USAID, Office of Administrative Management, Human Resources Specialist or by e-mail: mz_recruiter401@usaid.gov by **March 5, 2009**. Only candidates selected for interviews will be informed in writing of the Selection Committee's final decision.

EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF HIV/AIDS STATUS.

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