



## VACANCY ANNOUNCEMENT

No. 2009-010	Date: April 27, 2009	Ref:
Subject:	<b>OFFICE MANAGER</b>	
Location:	<b>ABUJA – FRONT OFFICE</b>	
Applicability:	ALL MISSION PERSONNEL	

**OPEN TO:** In-House LE Staff Employees only

**POSITION TITLE:** Office Manager, FSN-8

**OPENING DATE:** April 27, 2009

**CLOSING DATE:** May 7, 2009

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** FSN: N2,508,876.00 p.a (Starting basic salary on FSN-8 Position Grade)  
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

**NOTE:** Successful internal candidates will be hired in accordance with 3 FAM 7572. Successful external candidates will be subject to one year probation and will begin at FSN-7 depending on experience. Promotion to FSN-8 will be after the completion of one year probationary period and successful performance of duties at the FSN-7 grade level. Recruitment/Position is subject to the availability of funding.

**USAID/Nigeria in Abuja** is seeking to employ a suitable and qualified candidate for the position of an Office Manager in the Front Office.

### **BASIC FUNCTION OF THE POSITION:**

The incumbent serves as the Secretary and personal assistant to the Mission Director, USAID/Nigeria. Performs the full range of secretarial, protocol, and administrative functions essential to the efficient operation of the Office of the Director.

**A copy of the complete duties and responsibilities is available in the Human Resources Office. Contact (09-461-9323).**

Or visit our Mission websites at: <http://www.usaid.gov/ng>

**MINIMUM REQUIREMENTS:**

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. Completion of secondary school is required. At least two years of post-secondary school, business school, or college, including courses in typing, office practices, and word processing is required.
2. Must have at least five years of progressively responsible secretarial and clerical experience. Experience in related work with a USG Agency, other donor organizations, host-government organizations, or a private-sector institution is required.
3. Level IV (fluent) English oral and writing ability is required, and a good working knowledge of one or more local languages is highly desired.
4. General knowledge of office management practice is required.
5. Level II typing ability (40 words per minute) is required. Proficiency in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook and other software programs is required. Must be proficient in using the internet and E-mail.

**SELECTION PROCESS:**

It is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Only successful applicants who meet the minimum requirements will be notified.
4. The Human Resources Office will **NOT** accept applications or resumes **submitted in U.S. Government official envelopes.**

- 6. The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

**HOW TO APPLY:**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. A **type-written application** specifically applying for this position, and addressing the minimum requirements as advertised.
2. A current resume or curriculum vitae, listing all job responsibilities; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter**

**SUBMIT APPLICATION TO:**

The Executive Officer  
USAID/Nigeria  
7 – 9 Mambilla Street  
Off Aso Drive  
Maitama  
Abuja

**POINT OF CONTACT:**

Tel: 09-461-9300 ext. 9323

**CLOSING DATE FOR THIS POSITION IS: MAY 7, 2009**

An Equal Opportunity Employer

Approved:EXO: CDailey  
Drafted:HR: CEdereka  
Cleared:DIR: MMeredit

## **DUTIES AND RESPONSIBILITIES FOR OFFICE MANAGER**

### **13. BASIC FUNCTION OF POSITION:**

The incumbent serves as the Secretary and personal assistant to the Mission Director, USAID/Nigeria. Performs the full range of secretarial, protocol, and administrative functions essential to the efficient operation of the Office of the Director.

### **14. MAJOR DUTIES AND RESPONSIBILITIES:**

- a. Serves as Secretary and personal assistant for the Mission Director, USAID/Nigeria, providing the following representative administrative support services: maintains front Office calendar; organizes meetings as directed, ensuring that other offices scheduling meetings for the Director and/or Deputy Director provide sufficient background and other information for meetings, sends out meeting notices, etc.; makes extensive travel arrangements, prepares trip requests, vehicle requests, and travel vouchers; composes complex non-technical correspondence, and researches and assembles information for various reports, briefings, and conferences; prepares routine reports, briefings, presentations, and analyses; follows up with staff members to ensure that various commitments are met; edits written and products prepared by or provided to the front Office; and, on occasion participates on field trips and out-of-office meetings where spoken English may be misunderstood.
- b. Performs a variety of clerical and procedural duties including: providing telephone, receptionist, and protocol services for the front Office; orders expendable supplies for the Office; files material and maintains the front Office filing system; receives and controls incoming correspondence and communications; prepares work orders for repair of office equipment and systems; and schedules the use of conference rooms in coordination with other Mission secretarial staff.
- c. Manages arrangements for official USAID Receptions (tracking official representation funds). Reports and accounts for all expenses; develops invitation designs and ensures that invitations are distributed; maintains record of acceptances on a master guest list; and, supervises service providers.
- d. Prepares, or assures preparation of, country clearance (eCC) for TDY guests of the Director and Deputy Director, making or following up on hotel reservations and other arrangements, as required.