



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: JUNE 29, 2016

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 04/16

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: ADMINISTRATIVE ASSISTANT

LOCATION OF WORK: U.S. EMBASSY, ENTOTO ROAD

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: JULY 12, 2016

SALARY: FSN-7 (USD 9,659 to USD 17,387) depending on the candidate's earning history, qualifications and experience.

BASIC FUNCTION OF POSITION: The incumbent serves as an administrative assistant for the supervisory program officer and performs a full range of secretarial and administrative functions for the Program (PRM) Office staff. The incumbent also serves as the point of contact for the mission unsolicited proposals.

1. Provide Administrative Support
 - a. Prepares/drafts letters, memoranda and fax/cable communication,
 - b. Receives visitors and answers inquiries from mission staff, the public, host government and non-governmental organization offices.
 - c. Assists in the preparation and editing of reports, briefing papers and other PRM documents.
 - d. Facilitate travel and other logistical arrangements for PRM Office and TDY staff and consultants working with PRM.
 - e. Supports the entire PRM office secretarial and administrative functions like typing final documents and ordering supplies.
2. Respond to all incoming unsolicited concept papers and proposals within an agreed upon timeframe. Consistent with the Mission Order on the subject, and criteria established by the front office and program office, conduct an initial triage of all unsolicited applications and proposals and draft response letter within appropriate timeframe of the proposal's receipt in the mission. As required, update the statement on the mission's policy for unsolicited concept papers/proposals for the mission's website.
3. Coordinate with the mission's development outreach and communications office to track program fact sheets and provide information to update the mission's website or fulfill other information requests. Maintain a full range of electronic and hard copy files relating to the activities and functions of the program office and the mission's programs/activities.
4. Performs various other tasks in support of the function of the program office activities as may, from

time to time, be assigned.

MINIMUM QUALIFICATIONS: In order to qualify, the applicant must possess the following:

EDUCATION: Secondary schooling is required. Diploma in secretarial science and office management is desired.

EXPERIENCE: At least five years of experience in administration or secretarial services is required, of which at least three years must have been in the U.S. Government agency.

LANGUAGE: Level IV (Fluent) spoken and written English and Amharic is required.

KNOWLEDGE, SKILLS, AND ABILITIES: The incumbent for this position should have sound knowledge of office practice and filing systems and should be able to maintain the high level of confidentiality required by the position. The incumbent must have strong computer skills and familiarity working with MS Office Suite. Excellent oral and written communication and interpersonal skills are essential. Should be a self-starter with strong organizational skills.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form [[Universal Application for Employment \(DS-174\)](#)] along with the credential documents to USAID Ethiopia, Human Resources Office via the email address addisusaidjobs@usaid.gov. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

For your application to be considered, the following documents must be submitted:-

- Letter of Application/Cover Letter;
- Completed and Signed Application for Employment Official Form–DS-174 found here [Universal Application for Employment \(DS-174\)](#);
- Current Resume/CV;
- Copies of credential documents (i.e., degree, training certificates, etc.);
- Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say – Vacancy 04/16 ADMINISTRATIVE ASSISTANT;
- Please submit the application only once; and
- Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at local Ethiopian time 5 p.m.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

The USAID mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.



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NOTE:
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APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [Universal Application for Employment \(DS-174\)](#). THE FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel. : 251-11-306002
Fax : 251-11-242438
Website:
<http://www.usaid.gov/ethiopia>

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030