



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**DATE:** APRIL 29, 2014

**FROM:** HUMAN RESOURCE OFFICE, USAID ETHIOPIA

**SUBJECT:** JOB/VACANCY RE-ANNOUNCEMENT NO. 08/14

**TO:** ALL QUALIFIED APPLICANTS

**TITLE OF POSITION:** SECRETARY (Administrative Assistant) FSN-07

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

**HOURS:** FULL TIME 40 HOURS PER WEEK

**FINAL FILING DATE:** MAY 13, 2014

**SALARY:** FSN-07 (USD 6,212 to USD 11,180) depending on the candidate's earning history, qualifications and experience.

**MAJOR DUTIES AND RESPONSIBILITIES:** The incumbent serves as the Personal Assistant to the Executive Officer (EXO), Deputy EXO and other EXO office staff and performs a full range of secretarial and administrative functions. Also serves as back-up travel assistant. The incumbent is expected to prepares/drafts letters, memorandum and fax/cable communications. Provides Amharic-English and English-Amharic translations of a variety of documents for the Executive Office; maintains the appointment calendar for the EXO and D/EXO. Receives Office of Management Services (OMS) visitors, answers inquiries from the public, governmental organizations, other diplomatic missions and international organizations, and vendors; maintains the bi-weekly attendance and overtime reports of employees under Office of Management Services (OMS). Maintains the mission contacts using Contact Management Database system; submits motor pool, supply and procurement requests for the EXO and maintains proper inventory of the section supplies. Acts as Mission's sub-cashier to make petty cash payments. Maintains lease documents of USAID's residential houses, follows-up on lease payments schedules, prepares payment voucher and submits for EXO's approval and routes to OFM for payment. Reviews and prepares summary of medical claims reimbursement requests of Mission FSNs. Maintains the Mission's cell phones, distributes for new arrivals and accept the cell phones back from departing staff. Maintains proper records of cell phone users. Prepares and distributes phone call memorandum for cell phone usage of Mission employees to claim reimbursement for all personal international calls made and serve as the GLAAS requisition of EXO office.

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

**EDUCATION:** Two years of college education in secretarial, office operations, business administration, or related subject is required.

**EXPERIENCE:** At least five years of progressively responsible experience related to office administrative assistance functions is required, experience with a U.S. Government is desired.

**LANGUAGE:** Level IV (fluent) in English and Amharic (this will be tested)

**KNOWLEDGE, SKILLS, AND ABILITIES:** The incumbent for this position should have sound knowledge of office practice and basic filing systems and should be able to maintain the high level of

confidentiality required by the position. Strong understanding of English grammar and usage. Familiarity in working with MS Office. The ability to take initiative is desired.

**APPLICATION & SELECTION PROCESS:** All applicants must submit a completed form {[Universal Application for Employment \(DS-174\)](#)} to USAID Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications in 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. Female applicants are highly encouraged.

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.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. 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.

NOTE: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [Universal Application for Employment \(DS-174\)](#). 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.