



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: MAY 21, 2015

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 09/15

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: ROVING SECRETARY

LOCATION OF WORK: U.S. EMBASSY ENTOTO ROAD

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: JUNE 5, 2015

DURATION: 6 MONTHS

SALARY: FSN-6 (USD 6,938 to USD 12,494 per annum) depending on the candidate's earning history, qualifications and experience.

MAJOR DUTIES AND RESPONSIBILITIES: The incumbent serves as the Roving Secretary, providing the full range of secretarial and administrative assistance services in various offices in the absence of the regular secretaries. When not otherwise in such duties, serves as a secretary in the Office of Management Services.

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

EDUCATION: Completion of secondary school is required; post-secondary course in secretarial training is highly desirable.

EXPERIENCE: At least three years of experience directly related to secretarial/administrative as well as through experience in the use of basic Windows computer software packages is required.

LANGUAGE: Level IV speaking and written English and Amharic required. English test will be given.

KNOWLEDGE, SKILLS, AND ABILITIES: Incumbent should have a sound knowledge of office practices and basic filing systems and must have previous training and experience in MS Office software. The incumbent must have demonstrated adaptive skills since the position requires the incumbent to move from office to office during the course of a year. The position is established at a level that requires the incumbent be fully versed in all aspects of secretarial and administrative assistant responsibilities.

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 or submit at the back gate of the U.S. Embassy located at Entoto road between the hours of 7:30 am and 5:00 pm 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.

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 IS 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.