

Mission Notice
US Agency for International Development (USAID)
Mission to Zimbabwe

Mission Notice No: 16-06

Date: June 20, 2016

Open to:

All U.S Mission Locally Employed Staff (LES) – All Agencies

Current employees serving a probationary period are not eligible to apply

All Zimbabwean citizens or legal Zimbabwean permanent residents, with the required visa/permit to work and live in the country (proof of paperwork will need to be provided)

Official Title: Secretary

Office: Executive Office – Human Resources Section

Position Grade: FSN-7

Salary Range: US\$24,041 – US34,861 basic salary grade range

(Candidates may be selected at a lower grade (at the trainee level) and be promoted when eligible and have met the full job requirements of the position)

The US Mission in Zimbabwe provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Opening Date: June 21, 2016

Closing Date: July 6, 2016 (1700 hours local time)

Work Hours: Full time; 40 hours per week

Basic Description of the Position:

The primary function of this position is to provide administrative and other support and clerical services for primarily the Human Resources Office. Incumbent provides the full range of administrative and clerical services in the Human Resources Office for both U.S. and FSN personnel. This includes administrative support for arrival and departure processing for US and FSN personnel, administrative support for basic recruitment processing of FSN personnel, assisting with paperwork for employee benefit processing, preparation of all contracting and benefit actions, assisting with management of training and responsible for all the records management of the Human Resources Office and at times the EXO Office.

Main Duties and Responsibilities

1. Responsible for administration of USAID FSN Personal Services Contracts (PSC). Duties include preparation of documents, photocopying, and other clerical work in the recruitment and selection process for the Mission. Assists the Human Resources (HR) Specialist and HR Assistant with the placements of advertisements for employment opportunities, when required, assists with screening of all applicants and short lists, preparing employment contracts and corresponding HR personnel actions, providing paperwork for orientation and placement. May be required to explain HR forms and requirements to new and existing employees, maintaining employment records and making sure USAID Human Resources reporting requirements are met. Arranges letters and forms for pre-employment medical and security clearances to service providers for prospective FSN employees. Maintains spreadsheets and tracks all contract start and end dates, anniversary dates and other important dates that trigger contracting and personnel actions. Provides employees with complete packages of the required beneficiary and other forms. Tracks and administers paperwork for grievances and disciplinary action cases, making sure the files are documented and all procedures are followed by all parties. Also assists the HR Specialist and HR Assistant in the preparation and management of documentation for U.S. Personal Services Contractors and any GLAAS actions as required. Collates paperwork for classification of new or updated positions. Responsible for all in and out processing paperwork of all employees. Assists in arranging new comers' orientation for US and FSN new employees, books the venue, coordinates logistics for the joint sessions with Embassy and prepares program. **30%**
2. Responsible for all the clerical and administrative work in the Human Resources Office, i.e. preparation of any required communication or documentation related to Human Resources. Prepares correspondence and gathers information for preparation of letters, cables, faxes, and memos, reports going out to the Mission, the Embassy, other missions and Washington, when required. Prepares draft departure and arrival cables. Issues and tracks the necessary arrival and departure checklists for all incoming and outgoing US and local staff. Assists HR Specialist and HR Assistant in all Time and Attendance (T&A) processing as required. Assists the HR Specialist in managing mission wide training requirements for staff. Incumbent provides back up admin and clerical support on all staff training requirements and Professional Development Advisory Committee (PDAC) meetings. Collates all training requests from all offices and populates the PDAC spreadsheet. Arranges PDAC meetings and takes notes in all meetings. Tracks all training, updates schedule when training has occurred and follows-up on all outstanding training issues. Administers Harare hosted external trainings paperwork. Arranges all training venues and liaises with hotel staff to arrange logistics. Communicates logistics with external and internal trainees. **25%**
3. Responsible for entering and updating employee records in WEBPASS and maintaining correct records of employee data in the system. Maintains all staffing pattern spreadsheets, organization charts and staffing analysis worksheets up to date.

Is responsible for all records management in the Human Resources office, including maintaining the subject, chron, and personal files for the U.S. and local employees. Retires files when necessary, prepares the vital records and destruction reports, and reorganizes filing systems according to USAID regulations when required. Also responsible for finalization, issuance and maintenance of Mission's Official Mission Order files. Updates as required, Human Resources specific Mission Orders/Notices and SOPs. **20%**

4. Assists the HR Specialist and HR Assistant in the administration of employee benefits documentation (medical, pension, etc) for USAID FSN employees, prepares paperwork for benefit(s) claims and provision of general assistance in matters relating to employee benefits. Assists the HR Specialist manage all reward management actions. Assists the HR Specialist in co-ordinating the Mission's participation in the Inter-Agency Post Awards programs, as well as the Mission's award program. This includes preparing and updating the required spreadsheet for biannual and monthly on-the-spot, employee of the month award program, printing certificates, and other related administrative work. Liaises with Embassy HR staff all submitting award nominations and certificates distribution. **15%**
5. Provides assistance to the Human Resources Specialist in staff welfare and any of the Human Resources function areas, as deemed necessary. Provides back up to the HR Assistant and EXO Admin Assistant/Travel Assistant, in their absence. **10%**

QUALIFICATIONS:

- A. Education:** Diploma in Business Administration/Business Studies/Human Resources at a commercial college is required.
- B. Experience:** Four years of progressively responsible administrative experience with increased professional levels of responsibility is required.
- C. Language Proficiency:** Level 4 English (fluent knowledge of the written and spoken language) is required.
- D. Job Knowledge:** A good working knowledge of standard office management procedures, records management, and local and US Government regulations relating to administrative duties in an office setting. Must have tact, courtesy, patience, adaptability, resourcefulness, and cooperativeness due to the fact that this position must interact with all Mission staff, Embassy and Washington offices; and at times external clients.
- E. Skills and Abilities:** Proven, demonstrated problem solving skills and ability to work calmly, tactfully and effectively under tight deadlines and heavy workload within agreed upon parameters with minimal supervision or guidance and while exercising sound judgment is required. Must have proven ability to communicate quickly, clearly and concisely – both orally and in writing - in English. Strong written and verbal communication skills are required to manage administrative issues and interact with Executive office and Mission colleagues, Embassy and Washington offices. Ability to work both independently and in a team

environment is a must. Excellent computer skills (MS Word, Excel, Power Point, etc.) are required.

Scoring of the selection criterion detailed above will be done through a written and oral interview.

TO APPLY:

Interested applicants must address all the above qualifications in their application. An application should be addressed to the Human Resources Office and include:

1. An application letter, detailing how the applicant meets the above qualifications. Please type in the letter your response to each item, e.g. Education, and state how you meet the requirement. Failure to do this will result in you not being shortlisted. Your letter must address each of the qualifications listed above.
2. A current resume relevant to the position (no more than 2 pages)
3. Any other documentation that addresses the qualification requirements of the position listed above.

SELECTION PROCESS:

After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise and oral interview.

The final phase of the selection process is the probationary period of one year. Medical and security clearances are also required before employment can begin.

Please note: only short listed candidates will be contacted with the results of the final selection. If you do not hear back from us by August 3, 2016 you were not shortlisted. Due to the great number of applications received, we are not able to contact each applicant.

PLEASE FOLLOW THESE INSTRUCTIONS FOR SUBMISSION:

Both email and hand delivered applications are accepted. Please submit email applications via email to: zimrecruit@usaid.gov.

Please note: Applications should not be more than 1mb in size if emailed.

Applications can also be hand delivered or by courier to:

USAID/Zimbabwe
EXO/HR
No 1. Pascoe Avenue
Belgravia, Harare

OR

Sent via the postal service to:
USAID/Zimbabwe
EXO/HR
P.O. Box 6988
Harare

Please indicate Reference: **16-06 Secretary (EXO/HR)** in the subject line of the application email and in the subject line of your application letter.

Applicants who fail to follow all the application requirements stated above will not be short listed.

Applications should be received no later than **1700 hours (local time), July 6, 2016.**

For any queries, contact the HR Office on 252420 Ext. 235 or 256.

Issued by:
Executive Office

Robert Appiah
Supervisory Executive Officer