



USAID | SOUTHERN AFRICA

Reference No.: 674-15-1003

Position/Salary Range: Mail Clerk
FSN-05 R117,638.00 – R164,696.00 (Full Performance)
FSN-04 R103,259.00 – R144,564.00 (Trainee Level)
Additional benefits include miscellaneous allowance, meal allowance, medical and pension fund subsidy, and housing and dependents' education assistance subject to qualification.

Open To: All South African citizens and permanent residents with valid work permits at the time of application.

Location: USAID/Southern Africa
Regional Executive Office (REXO)
Pretoria, South Africa

Opening: November 13, 2014

Closing: November 28, 2014

Work Hours: Full-Time; 40 hours/week

USAID/Southern Africa, an equal opportunity employer, seeks applicants for the above positions.

Completion of a Matric (Grade 12) and English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. Interested applicants who do not meet this qualification SHOULD NOT apply as their applications will not be considered.

Basic Function of Position:

The USAID/Southern Africa Regional Executive Office (REXO) is responsible for providing Human Resource Management (USDH, FSN, US and TCN PSCs), Information Technology/Data Management, Procurement, General Services, Property Management (both NXP and EXP), Real Property Management, Communications and Records, Travel and Facilities Management services to the bilateral Mission and Southern Africa client Missions, as appropriate.

Under the supervision of the Correspondence & Records (C&R) Manager, the incumbent is responsible for mail and pouch functions and maintenance of the files and records in the C&R Division. S/He assists the C&R Manager in the maintenance of the USAID/SA project files.

For detailed information, request full position description on e-mail – jobapplications@usaid.gov. Please quote title and reference number of advertisement.

Major Duties and Responsibilities:

Under the close supervision and guidance of the Correspondence & Records (C&R) Manager, the incumbent is responsible for, but not limited to, the following duties:

- Receiving incoming correspondence, reviewing and segregating according to subject matter, organization, or addressee;
- Routing incoming and outgoing mail.
- Inspecting outgoing mail for proper addresses, enclosures and preparing for mailing.
- Preparing outgoing, unclassified correspondence and maintaining logs of incoming and outgoing unclassified correspondence.
- Processing outgoing faxes and cables and scanning documents as requested by the various offices.
- Photocopying documents for offices and general distribution.
- Driving a van to pick-up pouch from the Embassy.
- Participating in the retirement, storage, retrieval and destruction of Mission files. Maintaining and disposing chronological files; including:
 - Conducting periodic inspection of records to assure proper maintenance, classification, and disposal and to assure avoidance of unnecessary duplication of records;
 - Performing inventories of records as required;
 - Participating in the training of USAID Mission personnel in records maintenance and the processing of correspondence;
 - Providing training in the preparation for pouch mail;
 - Interpreting USAID/HQ records management regulations for Mission staff;
 - Assisting in the resolution of problems associated with records management;
 - Working closely with Mission staff in determining and advising on which records may be retired;
 - Recommending establishment of new files and/or files categories; and
 - Maintaining liaison with the Embassy and other U.S. Government Agency personnel to coordinate implementation of procedures for correspondence exchange.
- Printing business cards for regional and bilateral mission staff.
- Assisting the receptionist with switchboard duties.
- Sending Mission Notice and Mission Orders through ASIST
- Managing new applications, logging faults and cancellations for residential telephones as well as issuing internal telephone bills to individuals.

Performs other duties as assigned or required.

Required Qualifications at the Full Performance Level:

Education:

Completion of Matric (Grade12) is required. A valid driver's license and at least two years of driving experience is required.

Prior Work Experience:

At least two years of progressively responsible experience in receiving and routing correspondence is required.

Language Proficiency:

English language fluency (Level III English), both in oral and written communications, is a requirement for this position. Level IV knowledge of one local language is desired, in order to communicate with janitors/janitresses, gardeners, occasional laborers, etc.

Knowledge:

General knowledge of personal computers, data entry, facsimile and photocopy machine is required. Good knowledge of USAID organization, projects and functions is highly desirable. Sound knowledge and understanding of driving regulations, Gauteng traffic patterns, and care and maintenance of vehicles, is required.

Skills and Abilities:

General knowledge of personal computers, data entry, facsimile and photocopy machine is required. Good knowledge of USAID organization, projects and functions is highly desirable. Sound knowledge and understanding of driving regulations, Gauteng traffic patterns, and care and maintenance of vehicles, is required.

Evaluation Criteria and Weights:

1. Education/Weighted 5% based on initial application review;
2. English Language Skills/Weighted 20% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 25% based on application review and interview;
4. Knowledge/Weighted 20% based on written assessment and interview; and
5. Skills and Abilities/Weighted 30% based on written assessment and interview.

How the selection will be made:

The successful candidate will be selected based upon the following:

1. A preliminary review of the applicant's submitted package (which includes the Cover Letter and CV) to establish that minimum educational and English writing fluency requirements are met.
 2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
 3. A personal or telephone/DVC interview.
 4. Reference checks.
- USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.
 - The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**
 - Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.** References will only be solicited for those interviewed applicants who are being considered for ranking.
 - Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting

USAID/SA reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Applicability:

This position is open to all South African citizens and **permanent residents with valid work permits** at the time of application. USAID/SA management will consider nepotism/conflict of interest, budget, section need for continuity and residency status in determining successful applications. Current USG employees on probationary status (i.e., within their first year of employment) are not eligible to apply.

Compensation:

The Mail Clerk will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and English language fluency requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

For an application package to be considered complete, please follow the following instructions and submit your application through one of the channels mentioned below:

1. Ensure that your application is accompanied by a **cover letter**,
2. Include a CV of no more than **4 pages**, and
3. Ensure that all communications (including your Cover Letter) includes the Announcement Reference # and the Title of the Position(s) for which you are applying.

Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.

1. P-Net Website:

www.pnet.co.za

Please note that you will be required to register on the site first before you can upload your application material and/or CV to be considered.

OR

2. E-mail:

jobapplications@usaid.gov

jobapplications(at)usaid.gov

Point of Contact:

Penny Mamabolo, Telephone: (012) 452-2058 or

Lydia Mosaka, Telephone (012) 452-2055

Only short-listed candidates will be acknowledged.

Closing date for this position: November 28, 2014 (Close of Business).

The U.S. Mission in South Africa provides 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. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.