



REF No.: 674-15-1004

Position/Salary Range: Correspondence and Records Manager
FSN-08: R 209,194.00 – R 292871.00 (Full Performance)
FSN-07: R 170,051.00 – R 238,064.00 (Trainee level)
Additional benefits include miscellaneous allowance, medical and pension fund subsidy, housing allowance 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: December 04, 2014

Closing: December 17, 2014

Work Hours: Full-Time; 40 hours/week

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

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 ARE ENCOURAGED NOT to apply as their applications will not be considered.

BASIC FUNCTION OF POSITION:

The Regional Executive Office (REXO) is accountable for a broad range of administrative and technical support to the bilateral Mission as well as its Regional Client Missions: three presence Missions (Angola, Namibia and Madagascar), three non-presence (NPC) countries (Botswana, Swaziland, and Lesotho), as well as Zimbabwe, Mozambique, and Zambia on request.

Communications and Records Unit provides communication correspondence and record support services to the bilateral Mission as well as Regional client Missions on an as needed basis.

MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent is responsible for the organization, maintenance and control of unclassified records and correspondence management program of a large USAID Mission with complex projects. Plans, establishes and maintains a system for centralized and decentralized unclassified records within the Mission. Studies and modifies as necessary, local procedures for the receipt, control processing, distribution and dispatch of unclassified correspondence. Serves as USAID/SA's source of authoritative information concerning requirements for the unclassified records management and correspondence control. Determines need for new files, revised space requirements, modification of procedures, new equipment and other needs associated with records and correspondence management. Conducts periodic inspection or inventory of all record stations to assure that records are maintained in accordance with the prescribed system.
2. Exercises staff direction and control over centralized records, mail and file operations. The incumbent conducts record inventories and inspections of record stations to ensure that proper procedure are being followed. The incumbent is responsible for training of staff in USAID record management procedures, basic customer operations and troubleshooting. Works closely with USAID Mission staff in determining and advising on which records may be filed on a decentralized basis and which must be centrally maintained.

3. Responsible for training bilateral and regional secretarial staff in proper classification, maintenance and disposition of records and files. Conducts courses in record management and in the processing of correspondence.
4. Manages Telkom and MTN communication service and bills for official residential properties and USAID/SA offices. Advises on proper procedures in the receipt, assignment of actions and distribution of all incoming correspondence, including telegraphic and fax communication.
5. The incumbent is responsible for issuing business cards to bilateral and regional mission employees. The incumbent is responsible for applications of new telephone lines and fault reporting.
6. Other duties as assigned up to and including backstopping the receptionist.

REQUIRED QUALIFICATIONS AT THE FULL PERFORMANCE LEVEL:

Education:

Completion of high school (Grade 12) is required. Post high school qualification in records and management is preferred.

Prior Work Experience:

At least two to three years of progressively responsible experience in, records and management is required. One year's experience with U.S. Government Agency is preferred. Two years driving experience is required and one year of supervisory experience is required.

Post Entry Training:

Extensive on-the-job training in USAID policies, guidance, regulations and procedures will be provided in records and correspondence management.

Language Proficiency:

English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. English language written skills will be evaluated in the initial review of an applicant's submission by a review of the cover letter and of the Curriculum Vitae itself as well as in the testing phase. Oral English skills will be evaluated in the interview phase.

Knowledge:

While mastery of USG- and USAID-specific regulations, policies and procedures, as identified below, are required for the incumbent to perform successfully at the full performance level, this knowledge can be acquired on the job. Preferential consideration may, however, be given to those who can demonstrate mastery of some aspects of USG regulations, policies or procedures.

- A good knowledge of USAID regulations, records management, correspondence and records control, Good knowledge Department of State mail handling instructions.
- Good general knowledge of unclassified records maintained by the US Government Agencies and of the systems by which these records are kept.

Skills and Abilities:

If selected for possible interview, an applicant will be required to take an English writing test, a computer test to document mastery of those programs required for successful performance in the position (such as Microsoft Office Suite including PowerPoint and Excel), and any test to confirm technical skills, as deemed appropriate.

Must have demonstrated:

- Ability to participate in the management and supervision of the correspondence and records management function.
- Ability to be tactful yet effective in explaining procedures and requirements to USAID Mission Personnel.
- Good working knowledge of MS Office applications Word, Excel, and Outlook.

Additional Requirements:

- Valid light duty Drivers' license is required

Evaluation Criteria and Weights:

1. Education/Weighted 5%;
2. English Language Skills/Weighted 20% based on application review, written assessment, interview;
3. Prior Work Experience/Weighted 25% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 25% 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; and
 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; and
 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 the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.
 - As positive medical and security clearances are a condition of employment, the selected candidate will undergo a stringent investigation prior to employment with USAID/SA.

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 C & R Manager will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, pension fund and medical aid subsidy. Subject to qualification, compensation for housing and dependents education assistance is also available. 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 Curriculum Vitae 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 will 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.

2. E-mail:

jobapplications@usaid.gov

Point of Contact:

Penny Mamabolo: Tel – (012-452-2058)

Theresa Owusu: Tel - (012) 452-2130

Paula Vernon: Tel: - (012) 452-2028

Only short-listed candidates will be acknowledged.

Closing date for this position: December 17, 2014.

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.