



# USAID | SOUTHERN AFRICA

**Reference No.:** 674-15-1031

**Position/Salary Range:** Secretary  
FSN-07: R208, 046.00 – R291, 250.00 (Full performance - Basic Salary)  
FSN-06: R182,977.00 – R256,171.00 (Trainee level - Basic Salary)

**Additional benefits include miscellaneous allowance, medical and pension fund subsidy, and dependents' education assistance subject to qualification.**

**Open To:** South Africans and South African permanent resident permit holders.

**Location:** USAID/Southern Africa  
Regional Economic Growth Office (REGO)  
Pretoria, South Africa

**Opening:** September 09, 2015

**Closing:** September 18, 2015

**Work Hours:** Full-Time; 40 hours/week

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

**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 Economic Growth Office (REGO) is accountable for activities focusing primarily on strengthening private sector competitiveness, improving the trade, investment and business enabling environment, and increasing access to development finance. The Office provides support to activities in the USAID Southern Africa region including South Africa.

The Secretary/Administrative Assistant provides secretarial/clerical and administrative support to the Regional Economic Growth Office in implementing the economic growth portfolio.

**Major Duties and Responsibilities:**

**A. Secretarial/Clerical Support to the REGO Office Chief and team members:**

**(40%)**

1. Screen telephone calls for USAID/Southern Africa (Pretoria) Regional Economic Growth Office (REGO), receive and route or respond to calls regarding all activities under the REGO.
2. Screen incoming correspondence for appropriate action and routing.
3. Liaise with other technical and support offices at USAID/Southern Africa (both Pretoria and Gaborone), US Embassy, Consulates, and South African Government offices at the request of leaders in REGO. Arrange and coordinate meetings as needed.
4. Maintain office calendar for team members; accept/decline official invitations for REGO Chief.
5. Maintain and update official contact list. Maintain office visitors' list and transmit to EXO and Embassy for informational purposes.
6. Maintain REGO Action list and prepare minutes for meetings when requested.

7. Maintain tracking list of all contracting actions (e.g. MAARDS) for REGO.

**B. Administrative Support:**

**(50%)**

1. Maintain hard copy and electronic filing systems for REGO correspondence, activities and program/project documents, as well as general subjects for REGO using USAID procedures. This includes assisting with development, organization and maintenance of REGO documentation center.
2. Requisition office supplies and arrange for printing services for REGO staff.
3. Prepare Country Clearance Cables for clearance and transmission as well as any needed Requests for Country Clearance needed by REGO and affiliated staff.
4. Arrange official travel as outlined by REGO staff – make reservations (air, hotel, and car rentals), prepare Travel Requests, GTR, car vouchers, and coordinate transport with Motor Pool or private companies (e.g., Airport Link), prepare/route Travel Authorizations (TAs) for signatures. Prepare travel expense claims/travel vouchers for REGO staff as requested.
5. Coordinate seminars, workshops and conferences; assist in official visits as needed.
6. Collect Time and Attendance Forms from Staff, route for approval signatures as needed and act as Official Time Keeper for the REGO.

**C. Other job related duties as assigned (10%)**

**Required Qualifications at the Full Performance Level:**

**Education:** Completion of secondary school is required. Some post-secondary or business school courses in typing, office processes and word processing is highly desirable.

**Prior Work Experience:** At least three years of professional experience as a clerical or administrative assistant, secretary for a public or private organization is required, preferably including at least two years or more as a Secretary with USAID or a similar U.S. Government or donor agency.

**Post Entry Training:** On the job training.

**Language Proficiency:** Level IV (fluent) written and oral English proficiency is required.

**Knowledge:**

- Must have good knowledge of USAID correspondence procedures, instructions, regulations and policies as well as a thorough understanding of office management and work planning.
- Must demonstrate good grammar, spelling, and punctuation.

**Skills and Abilities:** The Secretary must have a demonstrated, thorough knowledge and/or professional experience in the following areas:

- Proficiency in word processing, spreadsheet and E-mail software, preferably Word 97, Excel 97 and Outlook; familiarity with PowerPoint is desirable.
- Internet communications, including the World-Wide Web (access and use).
- Ability to independently prioritize goals and execute tasks.
- Office management skills; organizational/systems experience; and interpersonal skills and personal maturity is critical.
- Be able to relate well to a variety of professionals and to prioritize efforts to serve all interests.
- Ability to maintain clear and open office communication is essential.
- Be able to work effectively within a team environment and relate well to all members of the team.

**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 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;
  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 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 South African permanent resident permit holders. 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 Secretary 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 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 CV of no more than 4 pages,
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](http://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](mailto:jobapplications@usaid.gov)

**Point of Contact:**

Penny Mamabolo, Telephone: 012 452 2058

Theresa Owusu, Telephone: (012) 452-2358

Lavinia Denation, Telephone: (012) 452-2054

Only short-listed candidates will be acknowledged.

Closing date for this position: September 22, 2015 (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 further equal employment opportunity in all personnel operations through continuing enhancement programs.

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.