



USAID | SOUTHERN AFRICA

FROM THE AMERICAN PEOPLE

Reference No.: 674-15-1032

Position/Salary Range: Administrative Assistant
FSN-07: R 208,046.00 – R 291, 250.00 (Full performance - Basic Salary)
FSN-06: R 182,977.00 – R 256,171.00 (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 Environment, Education & Democracy Office (REED)
Pretoria, South Africa

Opening: September 11, 2015

Closing: September 25, 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 USAID/Southern Africa Regional General Development Office (REED) administers a highly complex portfolio of both South Africa bilateral and Southern Africa regional projects valued at \$10-15 million annually. The REED portfolio involves and supports USG foreign policy interests in Southern Africa and is subject to intense Executive Branch and Congressional scrutiny. Geographically REED manages activities throughout the Southern Africa Development Community (SADC), with several projects that extend beyond the SADC member states. The REED portfolio includes projects in democracy and governance, natural resources management (NRM,) education, and special initiatives such as the Women's Justice and Empowerment Initiative and public-private partnerships such as the Play Pumps rural water activity. REED also houses the USAID/Southern Africa Regional Environmental Advisor (REA), and REED staff provides technical support to both presence and non-presence countries in USAID/Southern Africa.

The Administrative Assistant has responsibility for planning and executing administrative functions for USAID/REED in Pretoria under the direct supervision of the Office Chief. In addition to carrying out all administrative functions of the REED s/he is additionally responsible for project support activities including budgets, MAARDs and procurement actions. The incumbent also serves as the Office Chief's Secretary.

Incumbent shall establish and maintain a system for timely and accurate responses to incoming information requests to and other correspondence for the REED.

Major Duties and Responsibilities:

A. Administrative Support

50%

1. Travel: arranges local and international travel for office members as required, including preparation of travel requests, hotel reservations and applications for visas and permits. S/He shall accurately prepare travel vouchers and itineraries.

2. Files Maintenance: maintains all office files and routine programming data in accordance with filing and data storage/retrieval systems established by USAID.
3. Serves as the timekeeper for all staff in the Office.
4. Ensures proper use of the office equipment and ensures they are properly maintained through regular servicing.
5. Keeps abreast of USAID administrative directives and activities as they may apply to the Office and advises Office staff, as necessary.
6. Manages the Mission's internal website (which is the Pretoria Official Files icon in the Mission Applications site) to ensure that electronic documents for each program are scanned and filed correctly and that the originals of official documents are appropriately filed with the Communications and Records Division of the Regional Executive Office, in accordance with USAID rules. This responsibility also includes ensuring that Mission templates and sample documents are up to date and available to assist staff members.
7. Manages the unsolicited proposals process for REED which will include composing and sending letters to inquiring organizations that contact REED for potential funding.

B. Project Support

15%

1. Maintains current lists of program activities by province, within South Africa, and for regional activities by technical office and locations in the region.
2. Prepares MAARDs for the REED according to USAID requirements and obtains relevant clearances.
3. Prepares "success stories" for the activities managed by the REED for use by the Development Outreach Coordinator Office, the Program Office (e.g. for the annual Performance Plan and Reports) and other users.
4. Assists project managers with updating site sheets for REED projects.

C. Secretarial Support

25%

1. Schedules appointments and meetings for staff as requested and maintain an up-to-date contact list of all partner organizations and regular contacts. Incumbent shall circulate, coordinate and reply to invitations to meetings, conferences, seminars, etc. received by office staff and/or circulates them to other relevant offices.
2. Responds accurately and with timeliness to action and information requests from USAID/Washington offices, other missions and other offices within this mission. S/He proofreads all written materials before transmittal for accuracy and drafts and finalizes all correspondence for the signing official.
3. S/He may be called upon to attend or organize meetings/workshops/conferences held by the Office or its partners and prepare notes from these meetings.
4. Coordinates motorpool requests for REED staff.

Required Qualifications at the Full Performance Level:

Education: Completion of High School is required. Post-matric qualification in management, secretarial and/or business related courses is desired.

Prior Work Experience: Two to three years of progressively responsible clerical or secretarial experience is required, and preferably one year with a U.S. Government agency. Experience with arranging regional travel within Southern Africa is essential.

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.
- Good knowledge of regional and global geography is desired.
- In-depth knowledge of Windows '95, MS Word, and Excel is required

Skills and Abilities:

Must possess superior organizational skills, be able to meet the public with tact and discretion and work independently.

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 Administrative Assistant 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

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, Telephone: 012 452 2058

Paula Vernon, Telephone: (012) 452-2028

Gugu Mbambo, Telephone: (012) 452-2225

Only short-listed candidates will be acknowledged.

Closing date for this position: September 25, 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.