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Memorandum

DATE: June 25, 2015

FROM: Debbie Jackson, Supervisory Executive Officer

SUBJECT: Vacant Position: USAID/Mali Secretary

TO: All Malian Citizens and Local Residents at the time of application.

OPEN PERIOD: **Monday, June 29, 2015**

OPEN PERIOD: **Monday, July 13, 2015**
(5:30pm Bamako time)

GRADE LEVEL: **FSN PSC-08, Full Performance Level (FCFA 7,724,440 to FCFA 11,972,872)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade)
FSN PSC-07 Trainee Level, (F CFA 5,898,117 to FCFA 9,142,089)

NUMBER OF POSITION: One (1) Vacancy

All previous applicants are welcome to apply.

The U.S. Agency for International Development is seeking one individual as Secretary for the Office of the Director.

Basic Function of Position

This position is located in the Office of the Director, USAID/Mali. The incumbent serves as the Secretary for the Office of the Director and is responsible for performing a variety of administrative, secretarial and clerical support duties.

Major Duties and Responsibilities

A. Office Management (70%)

The incumbent is responsible for providing and performing various administrative services. S/he reeeives and screens incoming telephone calls to determine appropriate level of response; prepares access requests for the Office of the Director's visitors; meets, greets, and escorts visitors within the US Embassy premises. S/he arranges courtesy calls, meetings and appointments for the Office of the Director and provides technical information to inquirers within scope of knowledge and authority or refers them to other Mission staff as appropriate. S/he arranges appointments for other visiting USAID officials and delegations of high importance as necessary. In addition, to perform these functions, the incumbent shall maintain a complementary/working relationship with the Program Office Program Assistant to ensure seamless coverage, for example, when meeting visitors or escorting visitors within the Embassy, coordination with the Program Office Assistant will be essential to ensure the Front Office is not left uncovered.

The incumbent manages the Office of the Director's calendar(s) and daily schedule, ensures all appointments and meetings are confirmed and avoids scheduling conflicts, including being cognizant of and scheduling events as needed on the Mission-wide calendar. The incumbent ensures the Mission Director (MD) and the Deputy Mission Director (DMD) remain cognizant of the dates & times of scheduled appointments and routinely utilizes the online calendar software (and equipment iPADs, etc.) to maintain and manage appointments on a continuing basis. S/he brings to the attention of Senior Management important issues and/or information that may need to be addressed. S/he is responsible for preparing and/or collecting appropriate briefing materials in advance of scheduled meetings and appointments.

The incumbent attends Senior Staff and other meetings as instructed by the Mission Director and/or the Deputy Mission Director. S/he prepares minutes of these meetings and ensures appropriate distribution upon approval by the Mission Director and/or the Deputy Mission Director. S/he reviews correspondences (tone, format, grammar and punctuation to assure consistency and accuracy) prepared for the Office of Director's clearances or signatures; receives, logs and controls incoming and outgoing correspondences. Ensures these correspondences are in the reading files. Prepares memorandums, letters, cables and other correspondences. Translates or interprets basic incoming documents if necessary.

The incumbent is also responsible for managing office requisition supplies and submission of GLAAS and ILMS requests for the Office of the Director. Incumbent is responsible for presentation and maintenance of the front office space, working in conjunction with the Executive Office or GSO as needed. Incumbent is also responsible for organizing when outside visitors meet with the MD and/or DMD, refreshments such as coffee, tea, water etc. as appropriate, and management of representational funds in coordination with the Executive Office.

B. Travel Coordination (20%)

Prepares and submits in-country and international travel requests for the Office of the Director. Coordinates travel approval with the Regional Security Office and arranges transportation in coordination with the Executive Office. Prepares itinerary and includes all required information/document for each in-country site and International travel as required. Serves as Travel Arranger in the e2 Travel Management System and prepares vouchers.

Regarding day-to-day travel of the MD and DMD, ensure oversight/supervision and communication/coordination with the MD's driver and/or motor pool. As the Secretary maintains the agenda and coordinates with all the outside meetings and events that MD or DMD will attend, the Secretary will provide guidance and supervision to ensure the MD driver is abreast of the agenda and any last minute changes/updates. Close collaboration between the two will be essential for daily management and coordination of travel.

C. Event Management (10%)

The incumbent coordinates with the Executive Office on all functions and events (logistics, security, catering, invitations, etc.) hosted by the Mission Director and/or the Deputy Mission Director. Prepares and sends out invitations, maintains guest lists, follows-up on RSVP and maintains relevant information on guests for future reference/use. S/he also collects, assembles, and summarizes materials and briefing packages. Manages the event secretariat and drafts, collates and circulates event proceedings. Ensures staff members' commitments made and actions agreed for these events are met.

Also, ensures the Office of Director is informed of social and staff events (birth, death, marriages, etc.)

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. Possess Malian citizenship or local residency at the time of application;

2. At least two years (DUT or equivalent) of full-time post-secondary study at college or university in Secretarial, business administration.

3. A minimum of three years of progressively responsible experience in the field of office management, executive secretarial/administrative management required, preferably with U.S. Government Agencies, the private sector, or Private Voluntary Organizations (PVOs) devoted to development in Mali.

4. Must speak English and French fluently, and be capable of drafting error free routine correspondences in English-Level IV and French-Level IV required. Given the nature of the position, effective written and oral communications are required.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

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Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the position title.

Qualifications Required:

a. Education: At least two years (DUT or equivalent) of full-time post-secondary study at college or university in Secretarial, business administration. (20%)

b. Prior Work Experience: A minimum of three years of progressively responsible experience in the field of office management, executive secretarial/administrative management required, preferably with U.S. Government Agencies, the private sector, or Private Voluntary Organizations (PVOs) devoted to development in Mali. (25%).

c. Language Proficiency: Must speak English and French fluently, and be capable of drafting error free routine correspondences in English-Level IV and French-Level IV required. Given the nature of the position, effective written and oral communications are required. (15%)

d. Job Knowledge: Must have knowledge of good office practices, general knowledge of International Organizations, Malian Government practices and good knowledge of U.S government, including USAID Mission structure and activities is preferred. A good knowledge of the structure of Malian government, other bilateral development agencies and international organizations in Mali and the region is preferred. Extensive knowledge of specific office procedures and policies, English/French grammar, spelling, punctuation, paragraphs and sentence structure (syntax) is required. (20%)

e. Skills and Abilities: Demonstrated proficiency in typing various correspondence formats (i.e. cables, memoranda, letters, reports, faxes, etc.) and complex program documents is required. The ability to work effectively in multicultural and diverse environment is required. The ability to effectively perform under pressure and demonstrate extreme flexibility for multitasking. Solid leadership, communications and interpersonal skills and the ability to maintain strict confidentiality are critical. Excellent interpersonal and communications skills are required to develop and maintain collaborative and effective working relationships within the Agency and with State and other USG counterparts, host country officials, Implementing Partners and other International organizations. Demonstrated ability to communicate properly using tact and diplomacy with high ranking officials, and exercise a high degree of discretion in processing sensitive communications. (20%)

Maximum Evaluation Score 100 points

Position Elements

a. Supervision Received: The incumbent reports to the Mission Director or his/her designee (ie: Deputy Mission Director). H/she will have the capacity to work independently. The incumbent must be able to establish priorities, adhere to and meet deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up.

b. Supervision Exercised: None. However, the incumbent is expected to provide guidance to the Mission Director Drivers, as well as mentoring and guidance to other Mission Office Secretaries.

c. Available Guidelines: USAID relevant policies and procedures (Mission Orders and Notices, Foreign Affairs Manual, Automated Directives System, Standardized Regulations, FAM…)

d. Exercise of Judgment: Must decide on appropriate action office for all visitors, phone calls or correspondence which comes to the Director's office and use best judgment in maintaining Mission Director and his/her Deputy's calendars to avoid conflicts, overlaps, etc. and decide in some cases on appropriate persons for attendance at meetings depending on subject matter to be discussed.

e. Authority to Make Commitments: Makes routine commitments on behalf of the Mission Director and/or the Deputy Mission Director with regard to their schedules. Complete authority to determine specific needs and requests office equipment and supplies.

f. Nature, Level, and Purpose of Contacts: Position has a great deal of interaction with all levels of US Mission personnel, USAID/Washington, State and other USG counterparts, medium to high level host country officials, Implementing Partners and other International organizations.

g. Time Required to Perform Full Range of Duties after Entry into the Position: Six months.

SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following required documents:

1. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Secretary position.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;

3. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.

4. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

PLEASE NOTE THAT ALL REQUIRED DOCUMENTS MUST BE IN ENGLISH, OTHERWISE APPLICATION PACKAGE WILL BE CONSIDERED AS INCOMPLETE AND WILL BE REJECTED.

HOW THE SELECTION WILL BE MADE

The successful candidate will be selected based upon:

1. A preliminary review of the applicants submitted package to establish that minimum education and English language average requirements are met.

2. Test could include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint, and any technical skills test that might be deemed appropriate may be required.

3. Interviews may be required.

4. Reference checks.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum education and English language requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to possibly be tested and interviewed. Applicants will be contacted for testing (Step 2) and interview. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list.

Following the interviews (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 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.**

SUBMIT APPLICATION

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov

Detailed statement of duties and the qualification requirements for the position is available on the following websites: http://www.usaid.gov/mali/partnership-opportunities/local-vacancy or http://mali.usembassy.gov/job-opportunities.html

CLOSING DATE FOR THIS POSITION IS: July 13, 2015 at 5:00pm

The US Government (USG) 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. The USG also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.