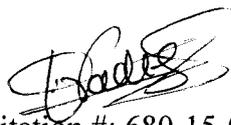




USAID | BENIN

FROM THE AMERICAN PEOPLE

TO: All qualified Applicants
FROM: Nadege Deguenon, Acting EXO lead 
Subject: Job Opportunity Announcement Solicitation #: 680-15-003
Date: November 17, 2014

USAID is accepting applications for the following local-hire position

POSITION TITLE: USAID Secretary (Administrative Assistant)
NUMBER OF POSITIONS: One (1)
GRADE: **FSN 06** (trainee level FCFA 5,604,568 to FCFA 9,943,448)
FSN 07 (FCFA 7,022,842 to FCFA 12,567,262)
OPENING DATE: November 20, 2014
CLOSING DATE: December 10, 2014 at 12:30 p.m Cotonou time
WORK HOURS: Full-time: 40 hours/week

Applicant must be a Foreign Service National or ECOWAS Cooperating Country National (CCN).

Definitions:

Foreign Service National Personal Services Contractor (FSNPSC) employee is a non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part-time, intermittent, or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and who entered in a contract pursuant to the AIDAR, Appendix J.

Cooperating Country National (CCN) is an individual/employee who is a Cooperating Country citizen or a non-Cooperating Country citizen lawfully admitted for permanent residence in the Cooperating Country.

USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

USAID/Benin anticipates awarding one Foreign Service National contract (FSNPSC) as a result of this solicitation, subject to availability of funds. USAID/Benin reserves the right not to award a contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. The US Government is not obligated to make an award or to pay any costs associated with the preparation and submission of an application in response to this solicitation.

I. BASIC FUNCTION OF POSITION:

This position is part of the USAID/Benin Family Health Team (FHT), which includes programming in maternal and child health, family planning, HIV/AIDS, neglected tropical diseases, health systems strengthening, and other public health areas.

The primary purpose of this position is to provide administrative support to the day-to-day activities of FHT. The incumbent reports directly to the Team Leader, although tasks may be channeled directly to her/him from all team members. S/he will provide a variety of services including administrative work, information and document management, translation and communications services. S/he is responsible for FHT office and event management, and the initiation and follow-up of logistical services needed by the Team. Other duties may be assigned as necessary.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Administrative support:

50% of time

- Manages all FHT office correspondence. Receives, reviews and controls all incoming and outgoing correspondence and communications in close coordination with the Correspondence and Records (C&R) Office. Routes correspondence to supervisor or appropriate staff members or Mission units, including information copies as required. Tracks documents which have been sent to other Offices and follows up particularly when their clearance or approval are taking time. Keeps track of all actions forwarded to the Team and advises the relevant team member of assigned action. Prepares a delinquent action list for the supervisor on a weekly basis or more frequently as requested. Records and tracks other pending actions and informs supervisor and other staff regularly as to their status. Makes photocopies as required.
- Prepares routine GLAAS documents, vouchers and Travel Requests for the Team Leader, AORs/CORs and activity managers. Acts as Requestor in GLAAS.
- Maintains the FHT office filing system in accordance with ADS 502. Ensures the integrity of the files by keeping originals and providing copies to the Project Managers for their working files. Works with C&R on disposition of files and records to the Warehouse on a periodic basis as prescribed by the regulations.
- Makes appointments, travel arrangements, and travel vouchers, etc. for traveling team members. Assists in the preparation of expense reports as requested.
- Prepares and secures clearances and signatures for memos, documents and cables.
- Translates short documents from French into English and vice versa.
- Serves as a timekeeper for designated FHT staff. Keeps time and attendance records and submits biweekly time and attendance worksheets to employees and their supervisors for approval and onward transmission.
- Provides logistical support services for all visitors who come under FHT control. Drafts country clearance cables. As necessary, prepares all paperwork to ensure that visitors receive security briefing, have access to the USAID network, are assigned work space, and if required, arrange for

hotel reservations, airport expedition, and transportation arrangements. Provides long term TDYers with a welcome packet.

- Provides equipment and supply management services to FHT. Requests equipment maintenance and supplies through the use of an automated work order system. Requests office equipment, supplies, and services. Maintains an office stock of supplies and tracks their usage to ensure adequate supplies are used properly and readily available.

B. Program Support:

30 %

- Receives visitors and phone calls requesting information about USAID/Benin's health portfolio. Answers questions or provides information within her capability or refers callers to the supervisor, one of the staff or to another Office or Team. As directed or in response to incoming requests, arranges appointments and conferences with Mission and Government of Benin (GOB) officials, Embassy and other U.S. Government officials, officials of other donor agencies, contractors and others. Reminds supervisor and staff of appointments and re-schedules in cases of conflict.
- Arranges meetings and conferences as requested and provides support to other FHT events. Negotiates costs with appropriate partners and vendors regarding the use of meeting facilities or coffee breaks. Types agendas, notifies participants (within the Mission by e-mail and others by fax) and follows up to confirm attendance. Attends meetings to take notes and prepares summaries to include who attended, topics discussed, agreements reached, issues identified and tasks assigned.
- Prepares program related documentation in final form and routes through the Mission for clearance and signature. Prepares reports, tables and spreadsheets, faxes and other documents in draft and final form for the Team Leader and other FHT staff. Ensures that all are in proper form, consistent with standard requirements. Ensures that format, spelling, grammar, punctuation and phraseology of completed work are correct. This includes program documents such as Strategic Objective Agreements, Action Memos,
- Implementation Letters. At times, hand carries urgent documents or correspondence to the Ministry for clearances. Locates, obtains and tracks appropriate clearances and signatures. Maintains the sequential numbering system for Implementation Letters.
- Conducts routine Internet website searches for information for FHT programming, and/or activity management (ADS or other USAID or State regulations for example) as requested by the Team members.
- Assists FHT to manage unsolicited funding requests. This includes maintaining a system for logging in letters received, drafting routine negative responses and filing the completed correspondence file.

C. Information Management:

20%

- Establishes and maintains the official files for FHT (e.g., Agreements, Correspondence, Program Documents, Contractor Deliverables, Administrative Documents). Works under supervision of the Team Leader to ensure that files are maintained in compliance with USAID requirements.

- Utilizes automated document management tools to electronically categorize, store, and retrieve official documents. Ensures hardcopies of official documents are properly filed, controlled, and retired.
- Serves as FHT focal point for searching, retrieving, and distributing copies of official program files. This includes ensuring that official files which are widely used as references are scanned and made available electronically to all FHT staff. Exercises care and discretion in maintaining the integrity of FHT documents and information.
- Attends meetings and prepares minutes when requested.

III. QUALIFICATIONS AND EXPERIENCE:

a. **Education:**

Completion of a high school education is required. Completion of college or university studies in a social program or completion of a post-secondary secretarial program such as a BTS Bilingual secretarial program is highly desirable.

b. **Prior Work Experience:**

A minimum of three years of progressively responsible administrative support and related experience is required. At least two years should have been in a senior secretarial or program support position in a corporate, local or international organization. Previous experience must demonstrate ability to achieve full proficiency in this position.

c. **Post Entry Training:**

The incumbent must complete USAID new employee orientation courses along with required Agency courses as assigned. Training in computer software applications is available on line or from in-house staff as needed.

d. **Language Proficiency:** *(List both English and host country language(s) proficiency requirements by level and specialization)*

A minimum of a good working knowledge of English is required (Level 3). This includes having a good working knowledge of both written and spoken English. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff members and the general public, including both English speaking and non-English speaking persons.

A minimum of fluency in French (Level 4) is required. This includes possessing a high degree of proficiency in both written and spoken French, including the ability to translate English into precise and correct French, in addition to being able to write draft documents that have been translated from French into English. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance is attached to proper word meaning.

e. **Job Knowledge:**

Must possess knowledge of office management, document management, scheduling, and planning tools and procedures. Must learn USAID requirements in order to correctly apply these

for preparation and processing of correspondence and obligations documents, file maintenance, contract management, and budget planning. Must understand Mission operations and the FHT's functions.

f. Skills and Abilities:

Minimum requirements for this position include ability to use computers effectively, and have a working knowledge of Internet use. This also includes proficiency in word processing and basic skills in using spreadsheets. The position requires basic analytical skills which enable the incumbent to understand and correctly apply mandatory policies and regulations. The position requires careful execution of numerous tasks with attention to detail. The ability to organize activities and manage time is essential. The incumbent should be a self-starter and willing to learn and apply new skills to improve professional and technical performance in the position. The incumbent must have strong interpersonal skills, and is expected to relate to staff within FHT, the Mission and to all vendors, counterparts in GOB ministries, and staff of USAID partners with tact, courtesy and professionalism. The incumbent must exercise judgment appropriately and know when to refer an issue to the supervisor or to another senior member of Mission management staff for resolution.

IV. POSITION ELEMENTS

a. Supervision Received:

The incumbent is supervised by the FHT Team Leader, who provides instructions on an as-needed basis and reviews finished work for compliance with policy and procedures. Incumbent is responsible for carrying out day to day functions with minimal supervision. S/He also receives assignments from other FHT members.

b. Supervision Exercised:

No supervisory responsibilities

c. Available Guidelines:

Automated Directives System (ADS) handbooks, Mission Orders, Mission Notices, USAID Strategy documents, Project documents.

d. Exercise of Judgment:

Incumbent is required to exercise judgment and discretion in establishing work priorities, and communicating with USAID staff, partners and GOB counterparts. Must develop strong customer services skills.

e. Authority to Make Commitments:

Incumbent does not have the authority to make a financial or programmatic commitment on behalf of the U.S. government.

f. Nature, Level, and Purpose of Contacts:

Incumbent coordinates with Embassy officials, personnel of other Mission staff to get information, to make arrangements, to organize events, respond to inquiries and to handle documents. Contacts are with working level counterparts in the Ministry of Health, other donors and partners to exchange information. S/He provides non-technical information about USAID/Benin's health program to partners, and members of the public. S/He provides

information about FHT programs and procedures to Mission staff, and partners orally and in writing.

g. Time Expected to Reach Full Performance Level:

1 year

V. QUALIFICATIONS AND EXPERIENCE, TECHNICAL KNOWLEDGE, SKILLS AND EVALUATION FACTORS:

a. Education: 5 points

Completion of a high school education is required. Completion of college or university studies in a social program or completion of a post-secondary secretarial program such as a BTS Bilingual secretarial program is highly desirable.

b. Prior Work Experience: 20 points

A minimum of three years of progressively responsible administrative support and related experience is required. At least two years should have been in a senior secretarial or program support position in a corporate, local or international organization. Previous experience must demonstrate ability to achieve full proficiency in this position.

c. Language Proficiency: 25 points

Level III English and level IV French are required. Good skills in oral and written communication in both French and English are required.

d. Knowledge required by the Position: 25 points

Must possess knowledge of office management, document management, scheduling, and planning tools and procedures. Must learn USAID requirements in order to correctly apply these for preparation and processing of correspondence and obligations documents, file maintenance, participant training, contract management, and budget planning. Must understand Mission operations and the FHT's functions as a program office.

e. Skills and Abilities 25 points

Proficiency in word processing and spreadsheet applications including typing skills in English and French is required. The ability to draft standard correspondence of the general nature is needed. The incumbent must have professional poise, maturity and self-confidence to make pragmatic judgments.

VI. INSTRUCTIONS TO APPLICANTS:

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. **Applications should be in English. Applicants must submit a CV, an OF-612 form and should write a cover letter. Applicants who do not submit a CV, an OF-612 form and a cover letter in the application will not receive further consideration.** Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications and a written test followed by an interview if applicable.

After candidates' applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, prior work experience and relevant skills will receive further consideration. The recruitment committee will identify a short list of candidates

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who will be invited to complete a written exam followed by an interview. After reviewing all results, the recruitment committee will make a determination of candidates who have the requisite qualifications and experience to successfully fulfill the position. **Applications must include the names and contacts information for at least three references** and USAID may seek additional contacts for reference check as appropriate or determined necessary. At least one should be the current immediate supervisor or have been an immediate supervisor.

Candidates who do not wish to have current employers contacted must state this in the application; however such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews.

Application forms: Optional Form 612 can be obtained from the USAID website <http://www.usaid.gov/sites/default/files/OF612.pdf>. If you encounter problems downloading the form, please contact Ms. Nadege Deguenon at ndeguenon@usaid.gov or Mr. Laurent Kpadonou at lcpadonou@usaid.gov for a copy of the form. Applicants should retain for their record copies of all enclosures that accompany their applications.

Please reference the number of this solicitation when sending your application. Submissions made via e-mail MUST be PDF format. Electronic submissions will be accepted.

Electronic submissions are authorized and are to be sent to: ndeguenon@usaid.gov and lcpadonou@usaid.gov. Please quote the number and position title of this solicitation on the subject line of your e-mail application.

For those who wish to send hard copies of their application by mail, see the mail address below:

USAID/Benin,
Executive Office (EXO)
Rue Caporal Anani Bernard
American Embassy
01 BP 2012
Cotonou, Republic of Benin

N.B: Mark submissions "PSC 680-15-003" on the application.

Applicants are requested to provide their full mailing address and contact information (telephone and e-mail where available). No response will be sent to unsuccessful applicants.

VII. COMPENSATION

The position grade is FSN 07. However compensation will be negotiated at trainee level within the range of the market value at Grade FSN-06 based upon the candidates past salary. Applicants falling at the FSN 06 will receive an annual salary increase of one step each year up to the maximum step FSN 06 upon fully successful performance. If during the 12 months' probation period, performance is rated unsatisfactory by supervisor and supported by the Mission Director, contractor will be terminated for convenience according to the Local Compensation Plan (LCP). They may move to the higher grade FSN-07 after one year, if they are more than fully successful and experienced to perform all duties and responsibilities associated with the position. Salaries

over and above the market value will not be entertained or negotiated. Only salaries and the benefits listed in the local compensation plan (LCP) will be paid. USAID/Benin would like to reiterate that this position has been classified as an FSN position and in no event will this status change to an off-shore hire during the contract term, including extensions, if any.

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