

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> <b>KIGALI</b>	<b>2. AGENCY</b> <b>USAID</b>	<b>3a. POSITION NO.</b> <b>C50036</b>
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**    Yes  No

**4. REASON FOR SUBMISSION**

a. Reclassification of duties:

Position No. \_\_\_\_\_, \_\_\_\_\_ (Title \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade))

b. New Position

c. Other (explain) \_\_\_\_\_

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Administrative Assistant, Health Office- FSN 0105			10/21/13
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b>	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b>  USAID/Rwanda	<b>a. First Subdivision</b>  Health Office
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<b>b. Second Subdivision</b>	<b>c. Third Subdivision</b>
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<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____  Typed Name and Signature of Employee                      Date(mm-dd-yy)	<b>10. This is a complete and accurate description of the duties and Responsibilities of this position.</b>  _____  Typed Name and Signature of Direct Supervisor                      Date(mm-dd-yy)
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<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>  Director of Health Office  _____  Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  Signature of Executive Officer  _____  Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)
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**13. BASIC FUNCTION OF POSITION:**

The Job holder serves as the Administrative Assistant and Office Manager providing support services to the Health Office. The incumbent is the key focal point for all communications between office staff, USAID/Rwanda, and all other organizations. He/she carries out day-to-day administrative support activities and clerical duties required by the Health Office including assistance to Activity Managers, COTR/AOTR, as required. S/he ensures all routine administrative reports, time cards, and other routine administrative documents are submitted on time. Maintains all

official files for the Health Office. He/she reports directly to the Supervisory Health Development Officer.

#### **14. MAJOR DUTIES & RESPONSIBILITIES**

##### **a. Document Preparation Duties – 30%**

Using MS Word and/or other processing software, types a variety of documents including but not limited to letters, reports, inter-office memoranda, faxes, etc. Such material is processed in final form from handwritten or typed rough drafts. Presents material in final form, usually but not always on official letterhead stationery, and using correct spelling, grammar, and punctuation. Assures that materials for Office Director's signature are in proper format, typographically correct, and include all appropriate attachments. Prepares the weekly meeting agenda for the Health Office in consultation with the Office Director, Deputy Director, and other staff.

##### **b. Correspondence Control Duties – 25%**

Serves as the central recipient of all incoming and outgoing correspondence for the Health Office. Sorts all incoming mail which requires the attention of the Office Director, routing all other correspondence to appropriate Office staff for action and/or distributes correspondence within USAID and the Embassy as appropriate. Assures all outgoing office mail and correspondence is sent out on time. Provides the main ideas of incoming correspondence written in French and/or Kinyarwanda. Acts as lead files custodian for the Office. Maintains, or assures maintenance of, all Office files and records in chronological or subject-matter order, in accordance with the USAID Handbook on Communications, and established Mission procedures. Prepares new files as required, and withdraws specific files according to established procedures.

##### **c. Office Management Duties – 15%**

Prepares and follows up approval of travel documents (international and local), expense reports, MAARDs, vouchers, cables, purchase requisitions, and other documents as requested. Acts as lead time-keeper for the Office, and prepares and submits T&A reports. Updates and maintains the Office's leave plan including in-country TDY travel. Maintains list of implementing partners, GOR contacts, and development partners contacts. Controls the flow of incoming and outgoing documentation, including tracking and record keeping. Drafts replies to routine correspondence in accordance with specific instructions from the Office Director.

##### **d. Receptionist Duties – 20%**

Receives and relays telephone calls and messages. Serves as the central focal point for all written and voice communication. If and as possible, personally provides information requested and, if not, decides if the communication should be referred to another staff member. Receives visitors, ascertains purpose of visit, and, where possible, provides requested information or refers caller to another office or individual when the nature of the business does not require the attention of the Office Director. Maintains the Director's appointment calendars. Makes appointments and exchanges routine information at the highest level of the GOR, USG, other donors, contractors, NGOs, etc.

##### **e. Support Duties – 10%**

Makes arrangements for staff's travel including transportation and hotel reservations; prepares country clearances for Staff (as needed) and distributes visitors' country clearances for approval, making transportation and hotel reservations for visitors may be required; reserves rooms for all health meetings and coordinates with IT to make sure the rooms are appropriately arranged as necessary; facilitates the entrance of visitors to the Embassy by arranging for badges and escorts; and arranges transportation for meetings held outside the Embassy as needed.

Controls office supplies for the Office, and prepares requests for their replenishment. Maintains the Office supply

cabinet, or monitors its maintenance, and issues supplies as requested by office personnel. Ensures all copy machines, printers, and scanners are in good working order. Changes toner in copiers as needed. Requisitions GSO assistance for any repairs needed.

Performs other duties as assigned or required.

#### **15. MINIMUM QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- **Education:** College degree with technical training in secretarial or business school is required, and should include courses in typing, office practices, word processing, office management, etc.
- **Prior Work Experience:** At least three years of progressively responsible secretarial/administrative and clerical experience is required.
- **Post Entry Training:** Basic computer training including software applications for Word Processing. USG secretarial and office management courses, subject to course offering and availability of funds. On-The-Job Training in A.I.D filing and correspondence preparation.
- **Language Proficiency:** Excellent French and English Level IV, fluent knowledge of oral and written English is required. Fluency in Kinyarwanda is also preferred.
- **Job Knowledge:** A general understanding of Rwanda's economic, social, and political situation is required. Must have good knowledge of correspondence formatting and reporting procedures, mail handling, and timekeeping procedures.
- **Skills and Abilities:** Level 2 typing ability (minimum of 40 words per minute) is required. Must have demonstrated administrative, secretarial and clerical skills. Proficiency in operating word processing equipment and knowledge of spreadsheet software required. Must be able to work under pressure and have good interpersonal relations skills.

#### **16. POSITION ELEMENTS:**

- **Supervision Received:** The incumbent reports to the Health Office Director. Assignments are made orally and in writing. The work is subject to review to ensure compliance with USAID policies and procedures.
- **Available Guidelines:** Guidelines available include the USAID Automated Directive System, Department of State regulations, Foreign Affairs Manuals, USAID Handbooks, Mission Orders, USAID Fact Sheets, notices, E-mails, and other sources.
- **Exercise of Judgment:** Considerable discretion is needed in representing the Health Officer in daily contacts with outsiders. Incumbent must exercise judgment in prioritizing work, determine priorities for signature of documents and deciding when supervisor can/should be interrupted.
- **Authority to Make Commitments:** Incumbent will only have authority to make commitments relative to assigned duties.
- **Nature, Level and Purpose of Contacts:** The incumbent will have regular contact with all levels of Mission staff. Occasional contacts will be made with host government officials, representatives of international organizations, and representatives of implementing partners.
- **Supervision Exercised:** This is a non-supervisory position.
- **Time required to perform full range of duties after entry into the position:** One year