



DATE: January 16, 2014

SUBJECT: JOB VACANCY ANNOUNCEMENT – 2014/01

TO: Open to All Qualified Candidates

JOB TITLE: CORRESPONDENCE & RECORDS ASSISTANT

WORK HOURS: Full time position – 40 hours/week

GRADE: FSN-6 (with the possibility of hiring the employee at a trainee level)

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

BASIC FUNCTION OF POSITION

The primary purpose of this position is to assist the Mission in the processing and maintenance of electronic records and written material, which represent the transactions and business of the mission. The incumbent of this position is responsible for determining and meeting the needs of mission offices and individuals for supplying necessary assistance in maintaining, locating, and disposing of records.

This position involves the processing of commercial mail, and telegraphic communications; the systematic arrangement of records for active and inactive storage; and, the scheduled disposition of records, either by retirement or destruction.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Records Management Functions (60%)

- Directs and manages the C&R Section. This includes controlling the local storage area where the Mission's records are temporarily kept. These records are scheduled for permanent or eventual destruction and/or shipment to USAID/W Records Depository in Washington, D.C. Assures that correct actions are annotated with disposition actions and files. Oversees the storage in inactive files to eliminate unnecessary materials reducing the files to an essential minimum for later retrieval. Prepares annual Mission Records Holding Report to USAID/W;
- Conducts survey of record maintenance and disposition practices in USAID offices/teams whether teams comply with Agency records management guidelines and derives maximum benefits from the use of their records. These surveys are aimed to reduce the number of copies of documents distributed and filled;
- Trains Administrative Assistant and other personal as appropriate in proper classification, maintenance and disposition of records and files in accordance with the new ADS;
- Determines and advises Mission staff on which records may be filled on a decentralized basis and which must be centrally maintained; conducts periodic inspection/inventory of all records stations to assure that records are maintained in accordance with the prescribed system and duplicate files are avoided. Establishes procedures for the destruction of documents

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2. Correspondence management functions (20%)

The Correspondences and Records Management Agent administers the filing system within the Mission. Work includes establishing and maintaining the files system, both centralized and decentralized; mail by routing, logging, and controlling; processing records for active and inactive storage; and, scheduling correspondence courses, and training Admin Assistants for specific mail and files functions and in the proper procedures to be followed throughout the mission. The incumbent will maintain the electronic file management system and will coordinate with mission offices/teams to have the electronic file system complete, accurate, and up to date.

- Plans, organizes, supervises the incoming/outgoing communications, mail and records management systems for USAID/Senegal. Oversees the maintenance and ensures the integrity of the Mission's central chronological files; performs and coordinates the control processing, data entry, and distribution of all mission correspondence, Which includes cables, letters, faxes, local postage and DHL IN AND OUT;
- Establishes procedures and guidelines for prompt and efficient handling of incoming and outgoing communication and mail including logging, determining proper routing and verifying attachments;
- Reads complex an non-routine incoming communications and other correspondence and on the gains of personal knowledge of the organization and functions of various teams assigns actions, provides information copies to teams with a need to know;
- Checks outgoing communications and other mail for proper format, addresses, clearances and authorizations. Follows up on overdue answers by preparing a weekly delinquent report for the USAID teams on the unanswered communications, letters, incoming telegrams, telex messages, incoming facsimile and other correspondence.

3. IT and Administrative Support (20%)

- Assists the IRM division with first level maintenance and user support (move IT equipment, resolve minor hardware /software problems – printers, copier machine, scanner, etc.) and the physical inventory of IT equipment.
- Assists other EXO divisions with administrative duties (manage office supplies, follow up with State on work order requests, backup EXO staff in case of absence, special tasks assigned by the S/EXO, the D/EXO, and the A/EXO).

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

1. **Education:** College studies in Information Management or Library Management is required is required.
2. **Prior Work Experience:** Two years of experience in records and correspondence management, Information management, or library management is required. One year with a U.S. Government Agency is well appreciated.
3. **Language Proficiency:** Level III (good working knowledge) in English is required. Level III in French.



4. Knowledge: Must have a good knowledge of AID/W regulations on correspondence control and files management and a good knowledge of Department of State mail handling instructions. Must have good general knowledge of the unclassified records maintained by the AID Mission and of the system by which these records are kept. Must have a good general knowledge of the organization, functions, personnel, and practices of the activities to which service is provided.
5. Abilities and Skills: The basic function of position calls for administrative and managerial abilities in communications and records. Must have the ability to participate in the management of the correspondence management function by analyzing existing systems and procedures and recommending improvements to enhance efficiency. Must be able to explain procedures and requirements tactfully to AID Mission Personnel.

POSITION ELEMENTS:

1. Supervision Received: Work is performed under the supervision and guidance of the EXO Management Assistant.
2. Available Guidelines: AID ADS chapters on Communications and records, U.S. Postal Service Regulations, Zip Code Book, other USAID handbooks and regulations.
3. Exercise of Judgment: Judgment is required in assigning office action on all incoming correspondence for the Mission; and ensuring correct dissemination of information to Mission through the reading file.
4. Authority to Make Comments: None
5. Supervision Exercised: None
6. Post-Entry Training: None
7. Nature, Level, and Purpose of Contacts: Contacts are maintained with all levels of Mission personnel dealing with correspondences and records. Outside contact with working level counterparts is necessary to a lesser extent.
8. Time Required to Perform Full Range of Duties: Six months

EQUAL EMPLOYMENT OPPORTUNITY: The US Mission in Senegal 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. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity 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.



HOW TO APPLY: all interested applicants including other foreign country national who possess Senegalese Work Permits should submit a complete application package which includes:

- A cover letter
- An OF-612 form (form can be found on this web site: <http://www.usaid.gov/senegal> under “doing business with USAID - Job Opportunities – Application form”)
- a resume

Address To The Supervisory Regional Executive Officer
USAID/Senegal
Route des Almadies
B.P. 49 -Dakar, Senegal

Or by Email address: usaiddakar-hr@usaid.gov

Deadline to receive applications: February 7, 2014

Cleared by:

Samuel Carter, Sup. Regional Executive Officer (EXO):

Date: JAN 16 2014

Abdou Ndiaye, Deputy Executive Officer:

Date: 1/16/14