



USAID | INDIA

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USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position.

- Advertisement No.** : USAID/14-17
- Position Title** : Secretary (Rover)
- Number of Positions** : One
- Office** : Executive Office (EXO)
- Grade** : FSN-6
- Location** : The position is based at New Delhi.
- Working Hours** : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- Education** : Completion of secondary school is required.
- Experience** : Two years of progressively responsible secretarial or other appropriate clerical experience is required.
- Duties** : The Secretary (Rover) position is assigned to the USAID India, Executive Office, Human Resources Division (EXO/HR). The Executive Office is primarily responsible for the administrative management for the Mission, including personnel management and training, travel, communications and records, information resource management, and general services.

The incumbent will serve as a roving secretary, who provides back-up support for various offices in the USAID/India Mission. S/he will be expected to perform the full scope of tasks of the replaced Secretary within a very short period requiring the incumbent to maintain their office management skills at a high level.

The incumbent will work under the supervision of the Human Resources Specialist, and/or the supervisor to whom temporarily assigned.

Broadly, the incumbent's duties shall include:

- **Secretarial Duties:** Provide typing and computer support for all USAID/India Offices, as required, including preparation of cables, letters, memorandum, faxes, and other documents; review correspondence and other documents for appropriate format, errors, and/or punctuation; maintain filing and record system, search information and/or documents, etc.; arrange appointments and meetings; relay instructions to staff members; make hotel reservations and trip arrangements; make and distribute copies of documents; act as interpreter in meetings; and, provide other services as required.
- **Receptionist Duties:** Receive and screen telephone calls and visitors; place long distance calls; verify appointments with appropriate Mission Staff; receive and transmit faxes; maintain records of FAX transmissions; and, keep appropriate records.
- During times when the incumbent is not assigned to any other office, s/he will provides secretarial/administrative support to the Human Resources Division and assist with filing (including electronic filing), interview scheduling, data management, and visitor escorting.

Language : Fluency (Level IV) in English and Hindi is required.

Knowledge: Good knowledge of secretarial responsibilities and office management is required.

Ability & Skills : Tact; diplomacy; good interpersonal skills; good communication skills; ability to be a team player; ability to develop effective work relationships with supervisors and other staff in various offices; good computer skills in MS Office applications; Level-II typing ability (40 words per minute).

Opening Date for Applications : December 29, 2014

Closing Date for Receipt of applications: January 16, 2015 at 1700 hours

To Apply:

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

http://www.usaid.gov/sites/default/files/documents/1860/ds174_0.pdf

Applications not submitted in the specified form will not be accepted.

2. Submit **electronic copies** of applications to: indiaper@usaid.gov

Or

Print copies of applications to:

Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

3. **Applicants must specify the advertisement number and position title in Column 1 of the Employment Form.** Applications without reference to a specific advertisement number will not be accepted.

Notes:

Probationary Period: FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees desiring a change after the initial probation period will be required to be in their present position for not less than 120 days.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

Age Requirement: Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National (FSN) employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.