



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

- Advertisement No.** : USAID/15-16
- Position Title** : Secretary
- Opening Date** : October 20, 2015
- Closing Date** : November 10, 2015
- Number of Positions** : One
- Office** : Health Office (HO)
- Grade** : FSN-06
- 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 clerical experience is required.

#### **Duties**

The incumbent provides a full range of administrative support to the 20+ staff members in the Health Office (HO), USAID India. The incumbent will be an integral member of the HO administrative team. The incumbent is supervised by the HO Deputy Director.

The incumbent is a member of the HO Administrative Team, comprising of the HO Program Management Assistants (PMA), the Lead Secretary, and one additional Secretary. As a member of the team, the incumbent works with the team to provide support for the office, coverage for the office, support for key meetings, identifies solutions to problems, and makes the team work more effectively.

Broadly, the incumbent's duties shall include:

#### A. Document Preparation and Maintenance

1. Operating various software packages for preparing and printing documents such as letters, memos, reports as well as appropriate graphic packages for generating

presentation materials.

2. If required, taking action on incoming documents on behalf of the supervisor and other staff members; Drafting routine letters; Preparing other documents such as memos, letters and proofreads all prepared documents.
3. Typing a variety of documents and correspondence, handwritten or typewritten rough drafts of memoranda, reports, statistical material, letters and e-mails.
4. Drafting accurate minutes of staff, technical and other meetings held by the divisions and when necessary, on behalf of the HO.
5. Receiving and routing the HO incoming and outgoing correspondence and documents; Segregating incoming mail which requires attention. Securing necessary files and background material to facilitate review; Ensuring deadlines and follow up dates are met.
6. Reviewing outgoing correspondence prepared for HO Staff members' signature for compliance with regulations, proper distribution, format, completeness, grammatical correctness or conformity with supervisors' and other staff members' style and tone; Assembling materials on assigned subjects; Routing correspondence to other sections and mission offices for clearance, approval and signatures; maintaining follow up on documents which need clearance.
7. Maintaining HO files and keeping all files in current order, maintain file directory, and able to readily retrieve files on request; Periodically cleaning out files and clearing outdated or duplicate materials so that files are maintained in good working order; Maintaining file list for HO for sending it to USAID/W on a yearly basis; Preparing Time and Attendance on behalf of the Lead Secretary, as requested; Preparing visitors' list for inclusion in the Mission's visitors list; in coordination with the HO administrative team, maintaining contact database for HO.

B. Travels, Reception, Telephone and Appointments

Making travel arrangements including the preparation of travel orders and other related documents; Preparing and computing per diem vouchers for supervisor and other staff member's.

Receiving and escorting visitors to the office, ascertaining purpose of visit and, where possible, personally furnishing requested information; Arranging and controlling appointments for HO staff members.

C. Liaison Functions

Performing liaison functions with several key partners – including the Government of India and state governments as appropriate, private sector partners and others. This includes maintaining regular contact with all parties to set up periodic

appointment, arrange for exchange of various documents, and other assignments as appropriate. Maintaining an up-to-date computer database of key contacts.

The incumbent serves on the administrative team within the HO, which coordinates administrative services across all divisions in the HO.

D. Preparation of Briefing Materials

Responsible for formatting and preparation of briefing materials for high level visitors for this requires coordination with other offices within the Mission and with the Embassy to collect all materials and follow-up as necessary to fill in information gaps. Responsible for final copy preparation of briefing materials and maintenance of briefing books within the Office for ready reference and retrieval.

E. Logistic Support

Providing logistic support and coordinating the travel and administrative requirements of the teams coming to India for working on different aspects of the projects managed by the HO.

F. Miscellaneous

Maintaining statistics and other program information for use by supervisor and other staff members; Drafting routine type of correspondence; Preparing requisition for Office supplies. Arranging for reproduction services. Reserves rooms for meetings and conferences. Coordinating with GSO office regarding office equipment and other services. Acts as alternate time and attendance keeper with the Lead Secretary.

**Language**

Fluency (Level IV) in English and Good Working Knowledge (Level III) in Hindi is required.

**Knowledge**

Incumbent must have thorough knowledge of: (i) work program of the office; (ii) office procedures and practices; (iii) duties, priorities and commitments of the supervisor and staff members; and (iv) English grammar.

**Ability & Skills**

Required ability & skills include:

- (i) ability to type at a minimum speed of 40 wpm and maintain a high degree of accuracy;
- (ii) ability in setting up and maintaining working files;
- (iii) ability to be flexible and maintaining a positive attitude.

**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/1861/Application%20for%20Employment%20-%20Form%20DS-174\\_0.doc](http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc)

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

2. Submit **electronic copies** of applications to: [indiaper@usaid.gov](mailto: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.