



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/16-13

Position Title : Secretary

Opening Date : June 15, 2016

Closing Date : July 06, 2016

Number of Positions : One (1)

Office : Office of Partnerships for Innovation (Pi)

Grade : FSN-07

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 and post-secondary secretarial or business training is required.

Experience:

Minimum three years of progressively responsible experience in a Secretarial position is required.

Duties:

The Secretary position is located in the Office of Partnerships for Innovation (Pi), USAID/India. The incumbent will provide the full range of secretarial and administrative support to the staff of Pi, including support for the Agreement Officer's Representative/ Contracting Officer's Representative (AORs/CORs) managing USAID/India projects and programs. S/he will also provide more focused backstop support in the areas of responsibilities listed below. The incumbent works under the immediate supervision and guidance of the Office Director, Pi Office.

Broadly, the incumbent's responsibilities will include:

a. Travel and Transportation Arrangements

The incumbent will make travel arrangements for the Pi staff, the majority of whom are AORs/CORs managing USAID/India projects and programs. S/he will prepare travel orders,

and secures reservations and tickets from travel office. S/he will make hotel and ground transportation arrangements. S/he will prepare requests for advance of cash, and prepare travel vouchers. S/he will make all arrangements for the visa issuance of the traveler, including tax exemption letters from the travel office.

b. Reception, Telephone, and Appointments

The incumbent will provide reception services for the Pi Office, receive visitors, ascertain the purpose of the visit, and, where possible, personally furnish requested information. S/he will arrange appointments with public and private sector officials and other key partners as required. S/he will monitor telephone calls, and receive and relay telephone messages to the Pi staff. The above will require the incumbent to develop and maintain updated, accurate contact databases and mailing lists.

c. Information Management

The incumbent will maintain an active filing system. S/he will plan and design the office filing system for specific areas, and set up and maintain files, particularly those related to the Pi Office's projects. These files will be maintained in accordance with AOR/COR specifications to support the Mission's projects and programs. S/he will locate information on assigned subjects. S/he will contact Mission and key and potential partners' sources to obtain information required relating to USAID programs and activities. S/he will compile and maintain statistics and other information for use by Pi Staff.

d. Correspondence Control

The incumbent will receive, route, and maintain a log of all incoming and outgoing correspondence and documents. S/he will segregate incoming mail, sorting out that which requires the attention of each specific staff member. S/he will ensure deadlines and follow up dates are met. S/he will review all outgoing office correspondence prepared for official signature for compliance with regulations, proper distribution, format, completeness, and grammatical correctness, and assists staff with formatting other outgoing documents. S/he will assemble material on assigned subjects and coordinate with other Mission offices for clearances, approval, and signature. S/he will maintain official files. The incumbent also maintain and distribute calendar of events, and provide visitor lists to the Executive Office (EXO). These duties are executed in furtherance of Pi Office projects and programs.

e. Conferences and Meetings

The incumbent will arrange meetings and conferences, and secure and assemble reports and other material for projects, programs and meetings and conferences as required. S/he will follow up with staff members to insure that various commitments made at meetings and conferences are met. S/he will escort visitors and make arrangements for conference room logistics, including IT set up.

f. Miscellaneous

As needed and in coordination with the existing Secretary, the incumbent will serve as the alternate office timekeeper; maintain time and attendance records, and submit attendance reports to the Office of the Controller. S/he will maintain office supplies. The incumbent also will perform such other tasks as may be required by Pi staff.

Language:

A high degree of proficiency in both written and spoken English and Hindi (Level IV – Fluent), is required.

Knowledge:

Incumbent must have a thorough knowledge of good office management practices, as well as possess a very good knowledge of standard office procedures and practices. S/he must have an excellent understanding of file management, mail handling and correspondence formatting.

Skills and Abilities:

Incumbent must be proficient in keyboarding, including good typing speed ability, and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, etc., and other software programs as designated. The Secretary must be proficient in using the Internet and E-mail including Gmail.

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

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.