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

**Advertisement No.**  
USAID/15-01

**Position Title**  
Administrative Assistant

**Number of Positions**  
One

**Office**  
Executive Office (EXO)

**Grade**  
FSN-7

**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 Bachelor's degree in Arts, Commerce, Science, Business Administration, English, Economics, Communications, or any other relevant area is required.

**Experience**  
Three years’ experience in general office and/or personnel administration is required.

**Duties**  
This position is located in the USAID/India’s Executive Office (EXO). The incumbent will serve as an Administrative Assistant for EXO’s Human Resources Division (HR) and General Services Division (GS) and will perform a variety of administrative functions related to personnel and general administration. The incumbent will work under the immediate supervision and guidance of the Administrative Management Specialist, EXO/GS, with inputs from the Human Resources Specialist, EXO/HR.

Broadly, the incumbent’s duties shall include:

- **Administrative Support:** The incumbent prepares the new-employee orientation schedule; assists employees with check-in and check-out procedures, ensures completion of mandatory forms, and assists in obtaining employee ID cards from Regional Security Office (RSO). S/he prepares separation notices/acceptance of resignation letters.

  The incumbent checks the records and verifies the need for medical check-up for each FSN travel, makes arrangement
for medical check-ups for official travel for FSNs to the US and third countries, ensures enrollment under the Health and Accident Coverage (HAC), and maintains necessary records.

The incumbent processes the award certificates after verifying eligibility by reviewing employee records. S/he provides assistance in ensuring employee enrollment in various medical/retirement plans.

The incumbent assists in carrying out recruitment processes by making and/or ensuring logistic arrangements viz., booking rooms, coordinating with EXO/IM (Information Management Division) for computer systems, sending calendar invites to the panel members, scheduling interviews and informing candidates; preparing interview folders; organizing/conducting written exercise.

The incumbent updates database for training announcements and other professional development opportunities in a timely manner and ensuring that it is posted on the USAID/India Intranet.

The incumbent supervises and controls operation of the USAID contracted vehicle and schedule all official transport request for Mission employees once rejected by Embassy Motor pool. S/he will monitor trip sheet and checks logs mileage/hours covered by the contract vehicle for monthly verification. S/he assigns and dispatches contract vehicle, maintain log and directs pick-up and drops of airport duties for FSN employees on Temporary Duty (TDY). S/he coordinates with vendor for additional vehicle for field trip against the approved request. S/he interacts and coordinates emergency vehicle requirement with Embassy motor pool supervisor as and when required.

S/he keeps records of the USAID owned official vehicle for insurance, road tax and fuel consumption etc. S/he prepares bill for collection for personal use of vehicle, reviews trip reports and monitor any unauthorized use of vehicle.

S/he processes official cell phone bills on monthly basis for payment by Regional Financial Management Office (RFMO), and coordinates with service provider for all service related issue faced by the Mission employees.

S/he coordinates cleaning services for USAID office space.

- **Filing:** The incumbent is responsible for creating and maintaining HR staff and subject files -- physical files and e-filing. S/he ensures that file checklist is completed per Office
of Acquisition and Assistance (OAA) guidelines and is updated at all times. S/he maintains an efficient filing system in EXO/GS for efficient office operation and update files periodically.

- **Miscellaneous** - The incumbent provides assistance to HR Office in day to day work like preparing visa assistance letters, employment proof certificates; sending responses to unsolicited applications; making data entries and preparing excel reports, ensuring adequate office supplies, etc. S/he provides assistance in carrying out other HR responsibilities in the absence of HR Assistants. S/he also assists EXO/GS on day to day work including receiving official guests, submitting work orders etc.

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

**Knowledge** : The incumbent should have thorough knowledge of general office administration procedures and practices. S/he should have understanding of HR functions, its administration, and sensitivity and confidentiality involved at every level.

**Ability & Skills** : Required skills and abilities include: excellent inter-personal skills and external & internal customer orientation; excellent communication skills; demonstrated excellent team work aptitude and skills, coordination skills with multiple customers; good computer skills especially Microsoft Office applications – MS Word, Excel, Powerpoint etc. and ability to quickly familiarize and work on other in-house automated systems and database.

**Opening Date for Applications** : February 05, 2015

**Closing Date for Receipt of applications**: February 26, 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/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

   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.