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

- Advertisement No.** : USAID/16-19
- Position Title** : Secretary
- Opening Date** : August 31, 2016
- Closing Date** : September 21, 2016
- Number of Positions** : One (1)
- Office** : Office of Program Support (PS)
- 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 Secondary School is required.

Experience:

A minimum one year of progressively responsible experience is required.

Duties:

The position is located in the Office of Program Support (PS). The incumbent is supervised by the Supervisory Program Officer, who functions as the Office Director. The position's principal functions include providing the full range of administrative and secretarial support to the Office Director and Office staff. The incumbent assumes additional responsibilities of the secretary to the Mission Director and Deputy Mission Director during the former's absence and provides regular back up support as required.

Broadly, the incumbent ' s responsibilities will include:

1. Administrative Support

- a) Provides administrative support to the Office Director and general support to the PS office staff.
- b) Assists with Congressional Delegation, VIP and VVIP visits.
- c) Maintains the Office Director's calendar and makes appointments on his/her behalf.
- d) Serves as PS Office Timekeeper.

- e) Drafts short letters as well as short e-mails, fax messages and cover sheets for the Office Director and other staff as directed.
- f) Prepares procurement requests and work orders for the Office Director and other staff as directed.
- g) Maintains current PS administrative documents and logs (e.g., leave schedules, visitors list, upcoming events, etc.).
- h) Assists in preparation and formatting of project documents such as Project Agreements, Annual Reviews and other official correspondence to the Department of Economic Affairs, Government of India.
- i) Drafts correspondence of a non-routine nature on various matters.
- j) Maintains a database with names and telephone numbers of all contacts working with PS staff.
- k) Plans and designs filing systems and sets up and maintains the Office Director's and Program Support office files.
- l) Arranges official local and international travel and prepares travel vouchers for the Office Director, PS staff and Temporary Duty (TDY) personnel.
- m) Undertakes any special assignments to meet PS Office responsibilities.

2. Secretarial Support

- a) Segregates incoming mail which requires the Office Director's attention and ensures deadlines and follow up dates are met.
- b) Reviews correspondence prepared for the Office Director's signature for compliance with regulations, proper distribution, format completeness, grammatical correctness and conformity with the Office Director's style and tone.
- c) Routes division correspondence to other Mission offices for clearance, approval and signature and maintains follow up on documents which need clearance.
- d) Provides reception services for the Office Director, receives visitors, ascertains the purpose of visit and where possible personally furnishes requested information.
- e) Monitors telephone calls, receives and relays telephone messages to the Office Director and other staff members.
- f) Makes arrangements for meetings and conferences, secures and assembles reports and other material for these meetings and conferences.
- g) Translates simple letters and other pamphlets and brochures from Hindi into English and also provides interpreting services when required by the Office Director.
- h) Oversees mail distribution for the Office.
- i) Works with the Executive Office/Information Management to keep PS Intranet up-to-date.

Language:

A high degree of proficiency in speaking, reading and writing both English and Hindi (level IV – Fluent) is required.

Knowledge:

Required Knowledge includes-

- Current knowledge of the Office structure, operating principle/practices, and procedures of western government agencies and private sector organizations;

- Proficiency in Windows-based software including but not limited to MS Word, Excel, and PowerPoint.

Skills and Abilities:

Required Skills and Abilities include-

- ability to plan, manage/prioritize and complete tasks assigned from various sources;
- skills to properly organize and present written or oral reports;
- ability to establish and to maintain administrative support for all PS staff;
- ability to coordinate contacts with all high and mid-level host country and contractor representatives as well as leaders of non-government organizations and other donors;
- ability to work independently with minimal supervision;
- ability to understand and to effectively explain organization's roles, objectives and procedures is essential; and
- ability to be anticipatory & proactive to the PS Office's requirements.

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 the DS-174 application form.

You may also click the link below to access the DS-174 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 position title in Box No. 1 and vacancy announcement number in Box No. 3 of the Application Form.** Applications without reference to a specific advertisement number will not be accepted.

4. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:

- USAID/India website
- Devnetjobsindia.org
- Internal Circulation
- Other (Please specify)

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 who have moved to a new position (anytime after completing their initial probationary period) are required to be in their present position for not less than 120 days before applying for another USG position.

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