



USAID
FROM THE AMERICAN PEOPLE

AFGHANISTAN

Solicitation is open to: Afghan Nationals Only
Position Title: Secretary
Type of vacancy: Single
Opening date: October 20, 2014
Closing date: November 04, 2014
Vacancy announcement #: USAID/306/15/01/OPPD
Work hours: 40 hours (Full time)
Position Grade: FSN-07

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Secretary in the Office of Program and Project Development (OPPD).

BASIC FUNCTION OF THE POSITION:

The incumbent serves as the Secretary to the Office of Program and Project Development (OPPD) and provides overall administrative support. The incumbent is responsible for coordinating, organizing, and monitoring various tasks necessary for the orderly and efficient functioning of OPPD, including various clerical, administrative, and secretarial supports.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent provides clerical support to the OPPD Office Director and approximately 45 other OPPD staff. Support includes telephone and receptionist services; document management; maintaining timekeeping and leave/attendance records for all Foreign Service Nationals; completing Time and Attendance Sheet for absent U.S. Direct Hires; requisitioning of office supplies; following up to ensure office equipment is repaired; making arrangements for conferences, meetings, and workshops; and creating business cards for staff. The incumbent also provides personal scheduling, logistical, and administrative support to the Director of OPPD.

The incumbent will provide support to OPPD for incoming temporary duty (TDY) and new arrival staff by tracking their arrival dates; providing logistical support in preparation for their arrival by requesting cell phones and Blackberry from the relevant sections; completing necessary forms for staff (e.g. computer access, security briefings/badges); collecting welcome packets; adding staff to office contact lists; and ensuring housing arrangements are made.

The incumbent will serve as an OPPD Office Warden, ensuring accountability for all OPPD staff members. In this role, the incumbent is one of the primary points of contact for all personnel working in OPPD. The incumbent must be familiar with the Post Emergency Action Plan; know where designated assembly areas and safe havens are located; know the location of all emergency exits in the office; and update the office accountability list to ensure that all staff and temporary engaged personnel are listed on the document. The incumbent will also assist in making sure that new employees are familiar with security protocols and have appropriate protective equipment in the event of a security incident.

The incumbent will manage communications and records for OPPD, to include: filing and retiring documents; completing the records inventory for the office; maintaining the office filing system; and receiving/distributing/processing correspondence and communications.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Completion of secondary school is required. Some post-secondary school, business school, or college is desirable.

Prior Work Experience: Incumbent must have a minimum of two years of secretarial/administrative experience in a reputable organization.

Language Proficiency: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashtu is required.

Job Knowledge: Thorough knowledge of standard office procedures and practices; standard administrative practices for the operation of senior management offices; and protocol and social etiquette in dealing with senior officials is required. Thorough knowledge of USAID/Afghanistan's style and format requirements and State Department formats; and USAID office and administrative policies and procedures for program management is desirable.

Skills and Abilities: The incumbent should have knowledge of correspondence formats, office procedures, and document filing systems. Competency in using MS Office package and the ability to prioritize tasks is required. The incumbent must also be able to show initiative, flexibility/adaptability, resourcefulness, and excellent organizational skills. In addition, excellent interpersonal skills, tact, and courtesy to develop and maintain cordial and effective contacts with senior U.S., Afghan, and other officials; and to develop and maintain effective working relationships with Mission personnel and external contacts is required. Sound judgment to prioritize work and make decisions is also required. Demonstrated ability to work under pressure to meet the varying work needs of the section and deadlines is required. Ability to streamline work processes is preferred.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: Secretary OPPD 15/01**

ANY/ALL application submissions after the closing date of November 04, 2014 will not be considered.

REQUIRED DOCUMENTS:

- 1. Cover memo/email outlining your qualifications and experience against the selection criteria.**
- 2. Application for Employment (AE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
- 3. A current resume or a curriculum vita that provides the same information found on the DS-174 form.**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Female candidates are strongly encouraged to apply.**

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**