



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**Solicitation open to:** All Interested Afghan National  
**Position Title:** Correspondence & Records (C&R) Supervisor  
**Type of vacancy:** Single Position  
**Opening date:** October 28, 2013  
**Closing date:** November 11, 2013  
**Vacancy announcement #:** USAID/306/14/11/OM  
**Work Hours:** 40 hours (Full time)  
**Position Grade:** FSN-07

USAID/Afghanistan is seeking an individual for the position of Correspondence & Records (C&R) Supervisor position in the Office of Management (OM) Section.

## **BASIC FUNCTION OF THE POSITION:**

The incumbent is responsible for the records management program, centralized filing system and administration and supervision of the Mission's unclassified cable traffic and correspondence management functions. The incumbent supervises the operations of the C&R including centralized reproduction facility and procedures governing communications and records. Provide guidance to mission staff on correspondence and Records management. Supervises, guides, trains and instructs the C & R staff in performance of their duties. The incumbent is also responsible for independently managing and supervising the functions of the C&R Branch including the records management, correspondence management, communications system management such as fax, reproduction, mail delivery, cable traffic and other systems oriented communication channels and in supervising and managing the centralized reproduction operations including preventive maintenance and repairs of photocopiers installed in C&R. Maintains log of SBU cables received in the Mission and provides copies of the cables to concerned offices.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Position must be fully conversant and knowledgeable of travel authorized for TDY, PCS, home leave, training, etc., and in addition travel authorized because of the Maintains and controls the Mission records storage scheduled for permanent storage or eventual destruction. Receives inactive files for storage, screens to eliminate unnecessary material to reduce files to minimum essential for retrieval. Maintains retained material in logical sequence in the boxes and the boxes on the shelves and prepares listings. Provides advice and assistance relating to files management and record disposition to file custodians of all offices. Furnishes necessary reference and performs research services when reports and other technical papers developed in the past are needed by the Mission offices and/or contractors from the storage area.
2. Periodically reviews records in the local storage area and selects those that are eligible for destruction or shipment to USAID/W Records Depository for permanent storage. Ensures that correct actions are annotated with disposition actions and files.
3. Conducts surveys of records maintenance and disposition practices in USAID offices to determine whether offices are complying with Agency records management guidelines and are deriving maximum benefits from the use of their records. Prepares Mission

Records Inventory and Disposition Plans and Records Inventory of Rights and Interest Records for submission to USAID/Washington. Incumbent will also be required to train local files custodians in proper classification, maintenance and disposition of records and files in accordance with ADS 502 procedures, USAID/ W regulations and procedures, and Mission Files Plan.

**Correspondence management functions:**

1. Plans, organizes, implements and supervise the incoming/outgoing communications, mail (domestic and international) pouches and records system for USAID/Afghanistan.
2. Establishes procedures and guidelines for prompt and efficient handling of incoming and outgoing communications and mail including logging, determining proper routing, verifying attachments.
3. Reads complex and non-routine incoming communications and other correspondence and on the basis of personal knowledge of the organization and functions of various offices assigns actions and information responsibility.
4. Supervises and controls all incoming action correspondence on an automated system and updates records of action taken. Generates reports on delinquent correspondence and arranges distribution to concerned offices.
5. Checks the format of outgoing cables received from Mission Offices and timely transmits them through the SMART Messaging system installed in C&R.
6. Supervises dispatch of official material (domestic/international) through courier services as required and verifies bills from the vendors for processing payments. Reviews logs and arranges distribution of mail and packages received through courier service and other establishments. Also verifies and process bills for payment through the Procurement Office received from contractors i.e. courier fax, franking, weighting.
7. Responsible for refilling of franking machines on a regular basis and renewal of license and takes the necessary steps to complete the formalities.

**OTHERS Duties**

1. Electronically receives USAID General Notices, Mission Order and Staff Notices, assign numbers and electronically distributes them to the Mission employees. Also archive them on the system for future reference.
2. Deals with the local contractors to keep all equipments functional installed in C&R i.e. photocopiers, fax machines, franking machine, weighting scale and Reva Electricity Car. Provides the spares from warehouse storage or arranges the local procurement of the spares with the help of GSO, if not available in the warehouse stock.
3. Messenger services: Establishes messenger services schedules and points of pick-up and delivery from the Embassy Mailroom and ensures prompt and timely service in the USAID offices within the West Building. Also arranges delivery/pick-up of official mail and packages to various diplomatic missions, host government and commercial institutions using the services of C&R clerk.
4. Gives orientation to the new comers related to C&R activities i.e. records management, correspondence management, ADS, FAM, notices, courier, fax, mail and pouch, photocopying services etc.

## **QUALIFICATIONS REQUIRED:**

**Education:** Completion of Secondary School required. Some formal training in records management desirable.

**Experience:** A minimum of two years of experience providing administrative or customer services in a customer service providing industry, or government/non-governmental institution, or in a private sector is required.

**Language:** Level III (good working knowledge) of speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari/Pashto is required.

**Knowledge, Abilities and Skills:** Knowledge of mail and file processes with a practical knowledge of records disposal procedures. Thorough knowledge of the functions performed within the various segments of an organization to analyze and route the material ability to supervise and direct C & R functions is needed.

Ability to retrieve the required information, files and other material from records depositories; ability to train the employees on work processes, techniques and methods and ability to evaluate the operation of activity to ensure that the required services are being provided efficiently and effectively is required.

## **HOW TO APPLY**

Applicants are required to submit a complete application package which must include all required documents to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) and [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: (OM1411)**.

**ANY/ALL application submissions after the closing date of November 11, 2013 will not be considered.**

## **REQUIRED DOCUMENTS:**

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Universal Application for Employment as a Locally Employed Staff (DS-174)**  
[http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html)  
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or curriculum vitae that provides the same information found on the UAE;**

**(We understand that not all applicants are able to down load 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 only open 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 **Women are encouraged to apply.**

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