



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

Solicitation open to: All Interested Afghan Nationals
Position Title: Secretary (Office Assistant)
Type of vacancy: Multiple Positions
Opening date: December 3, 2013
Closing date: December 17, 2013
Vacancy announcement #: USAID/306/14/24/OAG
Work Hours: 40 hours (Full time)
Position Grade: FSN-06

USAID/Afghanistan is seeking individual for the multiple positions as Secretary (Office Assistant) in the Office of Agriculture (OAG).

BASIC FUNCTION OF THE POSITION:

The incumbent serves as the Secretary to the Director of the Office of Agriculture (OAG) and provides overall administrative support for the Office. The secretarial position is located in a "Level Three" organization, a major organizational unit reporting to a level two official.

The incumbent provides clerical support to the Office Director and other OAG staff. Duties include: telephone and receptionist services; maintaining timecards- leave and attendance records for OAG staff; typing; requisitioning office supplies; following up to ensure office equipment is repaired; delivering mail, arranging inter-office meetings, taking notes during meetings and reserving meeting rooms.

The incumbent will manage communications and records for the Office Director. Responsibilities will include: filing documents and maintaining the filing system; receiving incoming correspondence and communications; fixing appointments; tracking clearance status of key procurement actions within the Mission; typing e-mails- reviewing outgoing communication and reports for format and drafting routine correspondence.

Additionally, the incumbent performs the following administrative duties: locating information for and drafting non-technical reports; making travel arrangements for OAG staff; filling-out and submitting travel reimbursement vouchers; making arrangements for conferences; and organizing the flow of clerical systems for the Office of Agriculture. The incumbent will 'cross train' in the areas of procurement and personnel and provide administrative back-up for these sections during times of peak activity, and in the absence of the regularly assigned employees.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Completion of secondary school is required. Some post-secondary school, vocational training in basic office skills, business school or college training in office management is desirable.

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

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

Knowledge, Abilities and Skills: Thorough knowledge of standard office procedures and practices; knowledge of 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 knowledge of USAID office and administrative policies and procedures for program management are desirable.

The incumbent should have knowledge of basic office skills including: typing, correspondence formats, office procedures, and document filing systems. Competency in using MS Office Suite is required. Adaptability and strong inter-personal and oral communication skills, ability to prioritize tasks, diplomacy and courtesy to maintain cordial and effective contacts with senior U.S., Afghan and other officials and to develop and maintain effective working relation with Mission personnel and other external contacts are required. Sound analytical skills and judgment to evaluate and interpret data, and to determine the

effective methods of reporting and presenting are required. Initiative, flexibility, good organizational skills and demonstrated ability to work under pressure to establish work priorities, to meet deadlines and the varying work needs of the section and to identify and implement appropriate actions to streamline tasks are required.

HOW TO APPLY

Applicants are required 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 (Office Assistant) (OAG1424)

ANY/ALL application submissions after the closing date of December 17, 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 (UAE) 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 curriculum vitae that provides the same information found on the UAE;**

(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 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.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**