



USAID | AFGHANISTAN

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Solicitation is open to: All Interested Afghan Nationals
Position Title: Office Assistant
Type of vacancy: Single Position
Opening date: February 20, 2014
Closing date: March 05, 2014
Vacancy announcement #: USAID/306/14/41/OFM
Work hours: 40 hours (Full time)
Position Grade: FSN-7

USAID/Afghanistan is seeking an individual for the position of Office Assistant in the Office of Financial Management (OFM).

BASIC FUNCTION OF THE POSITION:

The incumbent is responsible for coordinating, organizing and monitoring the administrative work necessary for the orderly and efficient functioning of the Financial Controller's Office. The incumbent will also be responsible for providing various secretarial duties and clerical financial duties pertaining to the Phoenix Voucher Tracking Systems. The incumbent provides administrative and secretarial support to nine (9) US Direct Hire (USDH), seven (7) Third Country Nationals (TCNPSCs), and twenty (20) Foreign Service National (FSN) employees of the office.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Administrative:

1. Responsible for the maintenance and submissions of all USDH American Employees' Time and attendance (webTA) system within established deadlines and answering related questions or following-up with appropriate AID/W offices on T&A issues;
2. Manages, assigned responsibility and distributes work within the Controller's Office for all operating expense and project related documents and correspondence;
3. Designs and organizes filing systems, classifies and codes material for filing, maintains and retires official files of the Office in accordance with established guidelines in coordination with the Communications & Records Office and maintains a current and up to date data base for the control of all documents and written communications received by the Controller's Office and initiates follow-up when needed;
4. Composes correspondence, reports, cables, memorandums, etc., from oral instructions or in accordance with standard office procedures.
5. Gathers necessary background information, supporting documentation/communication and prepares reports on administrative and project related matters for meetings involving the Controller and Deputy Controllers, and follows-up with staff members to insure that various commitments made at meetings are met;
6. Locates and assembles information for various reports, briefings, etc.;
7. Manages office supplies and maintenance requests for office, submits requests for office supplies and ensures and follows-up to ensure requests are completed in a

- timely manner;
8. Keeps current on new procedures such as directives, notices, and instructional materials pertaining to administrative practices and clerical procedures required in the performance of duties;
 9. Processes ECC (electronic country clearances) and coordinates Temporary Duty (TDY) and permanent arrivals with the Regional Security Office (RSO), and any other Embassy and USAID sections, as necessary.
 10. Organizes the flow of clerical processes in the office and checks correspondence, bills, vouchers, and receipts for presence of signatures, proper nomenclature, accuracy of fiscal data, etc.

B. Secretarial:

1. Prepares in final form various reports, letters and other documents and answers routine correspondence required of the Controller's office;
2. Maintains Controller's and Deputy Controller's calendars with authority to commit to meetings and provides the Controller and Deputy Controllers with updates on calendar commitments as they occur when meetings have been committed to in the Controller's absence, specifically ensures s/he is fully briefed on the reason for the meeting and gathers necessary supporting documentation, as the situation warrants;
3. Screens phone calls and visitors, and ensure they are directed to the correct staff and, as instructed, provided information requested or referring callers and visitors to others.
4. Ensures all TDY staff in the Controller's Office have been assigned a work and living space during their TDY periods, along with necessary e-mail and other computer related support as well as ensuring accommodations have been made and that the individual(s) is/are being met.
5. Performs routine translation duties in connection with day-to-day office activities.

C. Financial:

1. Serves as Phoenix Document Control Clerk in entering all vouchers (approximately 1,800 per year) for processing into the Phoenix Voucher Tracking system which, records, receipts and monitors the flow of all disbursement documentation (vouchers/invoices) and payment thereof. Creates and modifies reports from selected Phoenix data when required.
2. Performs other financial related tasks as directed by the Controller.

QUALIFICATION/EVALUATION CRITERIA:

Education: Completion of Secondary School is required. Some post-secondary school, Business School, or College education, which provides courses in secretarial science, typing, office management, word processing, or stenography is desired.

Prior Work Experience: Two years of progressively responsible secretarial and clerical experience within the private sector, governmental and non-governmental organization is required.

Language Proficiency: Level III (Good working knowledge) of English language and Level IV (Fluent) speaking/reading of Dari or Pashto is required. **(English language proficiency may be tested).**

Knowledge: Knowledge of filing system and correspondence procedures and format is required. Incumbent must have proficiency in using Microsoft Office suite.

Abilities and Skills: Ability to use shorthand at 80 w.p.m. and typing proficiency at 50 w.p.m., ability to use office equipment is desired. Incumbent should have the ability to work in demanding and stressful situations.

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: Office Assistant (OFM 1441)**

ANY/ALL application submissions after the closing date of March 05, 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 curriculum vitae 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 proceed further through the process.)

Note:

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is open to Afghan Nationals only.
- 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 applicants are encouraged to apply.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY