



Solicitation is open to: Afghan Nationals Only
Position Title: Secretary (Rover)
Type of vacancy: Multiple
Opening date: August 12, 2014
Closing date: August 25, 2014
Vacancy announcement #: USAID/306/14/69/OM/EXO
Work hours: 40 hours (Full time)
Position Grade: FSN-06

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Secretary (Rover) in the Office of Management (OM).

BASIC FUNCTION OF THE POSITION:

The position is located in the Human Resources Division, Office of Management (HR/OM), USAID/Afghanistan. The incumbent's home office will be the Human Resources Division. However, since the position is that of a Secretary (Rover), the incumbent will be assigned to various offices on an as needed-basis. The position's principal functions include providing the full range of administrative and secretarial support; reviewing office-originated correspondence for correctness and completeness as well as complying with deadlines; maintaining specific tracking systems for documents; and maintaining and updating selected office databases. The secretary ensures that all documents are in final form before passing on to the supervisor for signature including reviewing for completeness, verifying spelling and that all clearances required before the supervisor's signature is obtained.

MAJOR DUTIES AND RESPONSIBILITIES:

Administrative Support

- Provides administrative support to the Office and general support to the other staff members in the office where the incumbent is assigned.
- May assist with VIP and/or VVIP visits to the Mission.
- Maintains the supervisor's calendar and makes appointments on his/her behalf.
- Serves as office Timekeeper, if required.
- Drafts short letters as well as short fax messages and cover sheets for the Offices.
- Prepares procurement requests and work orders for the Office Director and other staff as directed.
- Maintains current administrative documents and logs (e.g., leave schedules, visitors list, upcoming events, etc.).
- Assists in preparation and formatting of documents.
- Drafts correspondence of a non-routine nature on various matters.
- Maintains a database with names and telephone numbers of all contacts.
- Plans and designs filing systems and sets up and maintains office files.
- Arranges official, local and international travel and prepares travel vouchers for the supervisor.

Secretarial Support

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

QUALIFICATIONS REQUIRED:

Education: Completion of Secondary School is required. Post-secondary school diploma in secretarial science and office management, human resources management, public administration, business administration, management or related field is desirable.

Experience: A minimum of six (6) months' work experience in general administrative office work or related activities in the service sector, the development assistance sector, governmental and non-governmental organizations or private sector is required.

Language: Level III (good working knowledge) of English and Level III (good working knowledge) of Dari or Pashtu is required

Knowledge, Skills and Abilities: A current knowledge of the structure, operating principles and practices of western government agencies and private sector organizations is necessary. Knowledge of correspondence formats, file and records management as well as data processing is required. Knowledge of operating entities and personnel in the Government of Afghanistan and the roles of these entities and higher level staff members are major pluses.

The ability to plan, manage/prioritize and complete tasks assigned from various sources is required. The skills to properly organize and present written or oral reports are vital. The ability to establish and to maintain administrative support for all staff is required. The 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 is also required. An ability to work independently with minimal supervision is vital. The ability to understand and to effectively explain USAID/Afghanistan's roles, objectives and procedures is essential.

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 (Rover) (1469)**

ANY/ALL application submissions after the closing date of August 25, 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 applicants are strongly encouraged to apply.**

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