



Solicitation is open to: Afghan Nationals ONLY

Position Title: Secretary

Type of vacancy: Single

Opening date: September 21, 2014

Closing date: October 02, 2014

Vacancy announcement #: USAID/306/14/73/ODG

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 Democracy and Governance (ODG).

BASIC FUNCTION OF THE POSITION:

The basic function of this position is to provide administrative support to the Director of the Office of Democracy and Governance (ODG), USAID/Afghanistan. The incumbent must work closely with the ODG staff and his/her counterparts across the entire mission and the U.S. Embassy.

The incumbent is expected to operate independently, and with minimum supervision, within the policy guidelines and administrative requirements established by the Agency. This position requires a person who is self-motivated, can anticipate administrative problems and can resolve them independently.

MAJOR DUTIES AND RESPONSIBILITIES:

- Provide administrative, secretarial and office management support to the ODG Director and staff which includes, but not limited to, the Deputy Office Director, Technical Team Leaders and their respective personnel on a day-to-day basis. Assist in coordinating, organizing and scheduling meetings of the Office Director with USAID/Afghanistan, U.S. Embassy, the Government of the Islamic Republic of Afghanistan (GIRoA) and others, as appropriate.
- Receive and review incoming and outgoing correspondence to ensure quality control especially for correspondence provided to the Embassy and GIRoA. Maintain records of incoming and outgoing correspondence and inform appropriate staff/office for action. Assure deadlines are met in a timely manner and check for accuracy and quality control in terms of format and adherence to internal guidelines. Act as an ODG file custodian.
- Provide assistance in making travel arrangements as necessary. Make complete arrangements for meetings and conferences. Draft and/or compose routine correspondence. Locate and assemble information from various sources for reports, briefings, conferences, etc. Follow up on tasks and other actions assigned in Mission senior staff and general staff meetings. Handle office timekeeping and maintain the office working files system.
- Perform procurement-related activities for the office such as identifying needs, drafting purchase requisitions and ensuring that items are received in good condition and promptly.

Request and monitor work order requests from time to time. Identify and fill out office related administrative forms in the most efficient and expeditious manner. Respond to ODG Information Technology support requirements.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Completion of high school is required. A Bachelor's Degree, preferably in Secretarial Science, Business Administration, Management or relevant social sciences field is desirable.

Prior Work Experience: At least two years as an administrative assistant and/or secretary for a Management Executive is required.

Language Proficiency: Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading Dari and/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 English grammar, spelling and punctuation; executive correspondence styles; and filing systems required. Thorough knowledge of USAID/Afghanistan's style and format requirements and State Department formats; USAID/Afghanistan office and administrative policies, and procedures for program management is desirable. Thorough familiarity and understanding of the entire USAID/Afghanistan portfolio; and fundamental understanding of development problems facing Afghanistan is required. Knowledge of standard USAID/Afghanistan computer software and Afghanistan Government operations is desirable.

Skills and Abilities: Ability to function as the confidential secretary for the ODG Office Director. As such, the position requires excellent interpersonal skills, tact, and courtesy to maintain cordial and effective contacts with senior U.S., Afghan and other officials; and to develop and maintain effective working contacts for obtaining data. Sound analytical skills and judgment to evaluate and interpret data, and to determine the most effective method of reporting and presentation is also required. Initiative, flexibility, good organizational skills and demonstrated ability to work under pressure to establish work priorities, meet the varying work needs of the ODG Director, meet deadlines, and identify and implement appropriate actions to streamline work is required. Extensive computer experience in Word, Excel, and e-mail 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 (ODG1473)**

ANY/ALL application submissions after the closing date of October 02, 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

Point of contact: Questions concerning this Notice may be forwarded to KabulAIDHR@usaid.gov.