



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**Solicitation is open to:** Afghan Nationals Only  
**Position Title:** Secretary (Office Assistant)  
**Type of vacancy:** Single Position  
**Opening date:** November 20, 2014  
**Closing date:** December 04, 2014  
**Vacancy announcement #:** USAID/306/15/10/OAA  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-07

The United States Agency for International Development (USAID) in Afghanistan is inviting applications from Afghan Nationals for the position of Secretary (Office Assistant) in the Office of Acquisition & Assistance (OAA).

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

The incumbent is responsible for coordinating, organizing and monitoring the work necessary for the orderly and efficient functioning of the Office of Acquisition and Assistance, as well as providing clerical and administrative support, and maintaining and updating various data bases of the office.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **A. Administrative:**

1. Responsible for the submission of the Office's time and attendance within established deadlines;
2. Establishes and maintains the official agreement files of the office in accordance with established guidelines and maintains a current and up to date data base for the control of all documents and written communications received by OAA and initiates follow-up when needed;
3. Gathers necessary background information, supporting documentation/communication and prepares reports on administrative and project related matters for meetings involving OAA;
4. Manages office supplies and maintenance requests for the office by submitting requests and following up to ensure requests are completed in a timely manner;
5. Accepts, tracks and maintains all Modified Acquisition and Assistance Documents received by OAA. Maintains and assigns all Requests for Proposal and Application numbers and maintains and updates the Award Data Base.
6. Prepares, reviews and submits travel and other vouchers for OAA staff to OFM as needed.

### **B. Secretarial:**

7. Prepares in final form various reports, letters and other documents and answers routine correspondence;
8. Maintains OAA's calendar with authority to commit to meetings and provides the Supervisory Contracting/Agreement Officer and other members of the Office with updates on calendar commitments as they occur when meetings have been committed to in the member's absence, specifically ensures s/he is fully briefed on the reason for the meeting and gathers necessary supporting documentation as the situation warrants;
9. Screens phone calls and visitors, and ensures they are directed to the correct staff and, as instructed, provides information on routine questions that occur;
10. Ensures all temporary duty (TDY) staff in OAA have been assigned a work and living space during their visit with the necessary e-mail and other computer-related support, as well as ensuring accommodations have been made and that the individual(s) is/are being greeted.

#### **QUALIFICATION/EVALUATION CRITERIA:**

**Education:** Completion of Secondary School required. Some post-secondary School, Business School, or College, which provides courses in typing, office, practices, word processing, and stenography is desired.

**Prior Work Experience:** Two years of related secretarial, clerical and/or office management experience is required.

**Language Proficiency:** Level III (Good) speaking/reading of the English language and Level IV (Fluent) speaking/reading of Dari or Pashtu is required.

**Knowledge:** Knowledge of filing systems and correspondence procedures. Good understanding of general office management skills, secretarial and administrative matters. Good presence and general etiquette in order to interact with a wide range of individuals. Excellent knowledge of computerized programs such as MS Word and MS Excel.

**Abilities and Skills:** Ability to manipulate word processing documents and quantitative spreadsheets. Ability to interpret documents in English and Dari. Good ability in using all office equipment such as faxes, scanners, printers, copy machines, etc. Ability to establish priorities, organize a large and varied workload in an efficient and timely fashion, and develop procedures for the successful implementation of work assignments. Good communication skills.

#### **HOW TO APPLY**

Applicants are requested to submit a complete application package which must include all required documents to [AfghanUSAIDjobs@state.gov](mailto:AfghanUSAIDjobs@state.gov) with a **Subject line: Secretary (Office Assistant) (OAA-1510)**

**ANY/ALL application submissions after the closing date of December 04, 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://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 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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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**