



**Solicitations open to:** Afghan Nationals ONLY  
**Position Title:** Secretary  
**Type of vacancy:** Multiple  
**Opening date:** January 22, 2015  
**Closing date:** February 05, 2015  
**Vacancy announcement #:** USAID/306/15/15/OSSD  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-06

The United States Agency for International Development (USAID) in Afghanistan is inviting applications from Afghan Nationals for the position of **Secretary** in the Office of Social Sector and Development (OSSD).

**BASIC FUNCTION OF THE POSITION:**

The incumbent serves as the Secretary to the Education Team, which is part of the Office of Social Sector and Development (OSSD) and provides overall administrative support for the Team and Office.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the Education Team Leader or his/her designee, incumbent provides administrative and clerical support to the OSSD/Education team. Duties include but are not limited to: providing secretarial support to all OSSD personnel; answering phones; managing calendars; provide receptionist services; requisitioning office supplies; maintaining timecards; leave and attendance records for the section personnel; ensuring office equipment is functioning and properly maintained, receiving and disseminating mail messages; arranging inter-office meetings, taking notes during meetings and reserving meeting rooms. Incumbent will also be working in organizing the flow of clerical processes in the office; filing documents and maintaining the filing system; receiving incoming correspondence and communications; arranging visitor access for appointments; tracking clearance status of key procurement actions within the Mission; reviewing outgoing communication and reports for formats; and drafting routine correspondence.

Additionally, the incumbent performs administrative duties such as: locating information for and drafting non-technical reports; making travel arrangements for OSSD staff; filling out and submitting travel reimbursement vouchers; making arrangements for conferences; arranging food and beverages for selected meetings; and organizing the flow of clerical systems for the Office of Social Sector and Development. The incumbent will 'cross train' in the areas of procurement process/ procedures, personnel support and provide administrative back-up for these sections during times of peak activity and in the absence of other employees of the section.

**QUALIFICATION/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 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.

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; and diplomacy and courtesy to maintain cordial and effective contacts with senior U.S., Afghan and other officials and to develop and maintain effective working relations 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 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 **(OSSD1515)**

**ANY/ALL application submissions after the closing date of February 05, 2015 will not be considered.**

## REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment 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 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 advance in 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.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**