



Vacancy announcement #: USAID/306/15/31/OPPD

Solicitation is open to: Afghan Nationals Only

Position Title: Secretary (Office Assistant)

Type of vacancy: Single

Opening date: July 30, 2015

Closing date: August 12, 2015

Work hours: 40 hours (Full time)

Position Grade: FSN-07

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as a **Secretary (Office Assistant)** under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

The incumbent serves as the Secretary to the Office of Program and Project Development (OPPD) and provides overall administrative support. The incumbent is responsible for coordinating, organizing, and monitoring various tasks necessary for the orderly and efficient functioning of OPPD, including various clerical, administrative, and secretarial supports.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent provides clerical support to the OPPD Office Director and approximately 45 other OPPD staff. Support includes telephone and reception services; document management; timekeeping, leave/attendance records for all Foreign Service Nationals; completing WebTA for absent U.S. Direct Hires; requisitioning office supplies; following up to ensure office equipment is repaired; making arrangements for conferences, meetings, and workshops; and creating business cards for staff. S/he also provides personal scheduling, logistical, and administrative support to the Director of OPPD. Specifically incumbent will have the following duties:

A. Administrative duties:

Responsible for the maintenance and submissions of all USDH American Employees' Time and Attendance (webTA) within established deadlines and answering related questions or following-up with appropriate main time keeper in the Office of Financial Management on Time and Attendance issues.

The incumbent manages, and distributes delivered work within the Office of Program and Project Development staff, for all documents and correspondence; 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 database for the control of all documents and written communications received by the Office, and initiates follow-up when needed.

The incumbent composes correspondence, reports, cables, memorandums, etc., from oral instructions or in accordance with standard office procedures. Gathers necessary background information, supporting documentation/communication and prepares reports on administrative and

project related matters for meetings involving the OPPD Staff, and follows-up with staff members to insure that various commitments made at meetings are met.

The incumbent locates and assembles information for various reports, briefings, etc.; 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; 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; processes Electronic Country Clearance (ECC) requests and coordinates temporary on duty (TDY) and permanent arrivals with Regional Security Office (RSO), Embassy/HR, General Services Office (Housing and Motor pool), USAID Executive Office and any other Embassy and USAID sections, as necessary. The incumbent organizes the flow of clerical processes in the office; checks correspondence, bills, vouchers, and receipts for presence of signatures, proper nomenclature, accuracy of fiscal data, etc.

B. Secretarial duties:

The incumbent prepares in final form various reports, letters and other documents and answers routine correspondence required of OPPD; maintains Office calendars with authority to commit to meetings and provides the supported staff with updates on calendar commitments as they occur when meetings have been committed to in the Office Director's or his/her designee's absence, specifically ensures s/he is fully briefed on the reason for the meeting and gathers necessary supporting documentation, as the situation warrants. The incumbent screens phone calls and visitors, and ensures they are directed to the correct staff and, as instructed, provided information requested or referring callers and visitors to others.

The incumbent will provide support to OPPD for incoming temporary duty (TDY) and new arrival staff by tracking their arrival dates; providing logistical support in preparation for their arrival by requesting cell phones and Blackberries from HR; completing necessary forms for staff (e.g., for computer access, security briefings/badges); collecting welcome packets; adding staff to office contact lists; and ensuring housing arrangements and accommodations have been made and that the individual(s) is/are being met. The incumbent performs routine translation duties in connection with day-to-day office activities.

The incumbent will serve as an OPPD Office Warden, ensuring accountability for approximately 45 OPPD staff members. In this role, the incumbent is one of the primary points of contact for all personnel working in OPPD. The incumbent must be familiar with the Post Emergency Action Plan; know where designated assembly areas and safe havens are located; know the location of all emergency exits in the office; and update the office accountability list to ensure that all staff and TDY personnel are listed on the document. S/he will also assist in making sure that new employees are familiar with security protocols and have appropriate protective equipment in the event of a security incident.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Completion of two years college diploma education in secretarial science, vocational studies, management, business administration, public administration or related discipline is required.

Prior Work Experience: Incumbent must have a minimum of three years of secretarial/administrative experience in a reputable organization to include but not limited to: diplomatic missions, non-governmental/governmental organizations, public/private institutions.

Language Proficiency: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of 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; that requires practical use of protocol and social etiquette in dealing with senior officials is required. The incumbent should have knowledge of correspondence formats, office procedures, and document filing systems. Competency in using MS Office package and the ability to prioritize tasks is required.

Skills and Abilities: The incumbent must also be able to show initiative, flexibility/adaptability, resourcefulness, and excellent organizational skills. In addition, excellent interpersonal skills, tact, and courtesy to develop and maintain cordial and effective contacts with senior U.S., Afghan, and other officials; and to develop and maintain effective working relationships with Mission personnel and external contacts is required. Sound judgment to prioritize work and make decisions is also required. Demonstrated ability to work under pressure to meet the varying work needs of the section and deadlines is required. Ability to streamline work processes is required. Incumbent must have intermediate level of competency in using Microsoft Office Suite software: such as MS Word, Excel, Access, Power Point and Outlook. Basic level understanding of Afghan Government operations is required.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to AFPakjobs@usaid.gov with a **Subject line: Secretary (Office Assistant) (OPPD1531)**

ANY/ALL application submissions after the closing date of August 12, 2015 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 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.

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