



**Vacancy announcement #: USAID/306/15/35/OIG**

**Solicitation is open to: Afghan Nationals Only**

**Position Title: Secretary**

**Type of vacancy: Single**

**Opening date: Aug 10, 2015**

**Closing date: Aug 23, 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 under a personal services contract, as described in the attached solicitation.

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

The incumbent serves as a Secretary to the Director for Office of Inspector General for Afghanistan (OIG/Afghanistan), performs a variety of clerical, administrative, budgeting, and protocol services in a high-profile and politically sensitive country. Plans and coordinates major engagements, VIP visits, and other work-related functions. Works as the key liaison with the USAID/Afghanistan's Office of Management (e.g. Procurement Assistant, property management staff, etc). The incumbent is responsible for the efficient management of the daily schedules of the Director and Resident Agent In-Charge, and their associated support resources that are needed to ensure that business appointments and commitments are efficiently and effectively fulfilled. The incumbent plans, coordinates, and organizes in-country and international travel requirements, both official and personal, for the Director, Resident Agent In-Charge, and remaining OIG staff concluding with the preparation of travel vouchers and payment processing. The incumbent will work with auditors to issue final audit reports; Will keep track of recommendations until final resolution, and will be responsible for inventory and budgeting, both preparation and monthly tracking.

### **Office Management:**

The incumbent transmits instructions on behalf of the OIG Office Director and Resident Agent In-Charge (RAC) to staff members, follows-up with staff members to ensure that commitments are met, and keeps them informed of current plans and activities; tracks important documents, particularly those requiring urgent attention, to assure they are properly assigned for action and that concerned action offices are engaged. The incumbent uses initiative and sound judgment in screening telephone calls and referring important actions to office chiefs ; efficiently assigns routine matters independently to the staff; schedules appointments, handles principal telephone business, monitors the timely preparation of materials needed for meetings, trips, audit report preparations and issuance; receives, reviews and controls and assigns incoming and outgoing correspondence. The incumbent establishes and maintains office filing system, updates manuals and handbooks, and organizes paperwork flow for the office in a manner which allows quick retrieval of materials; maintains records of leave and time and attendance for all US staff and locally engaged staff, and serves as the OIG primary timekeeper for the Web-Time and Attendance system and works with auditors to issue final audit reports, and keeps track of recommendations until final resolution.

**Scheduling:**

The incumbent arranges appointments with host government officials, USAID partners, donors and private sector officials for both OIG Director, and other office personnel as required. Maintains the automated meeting calendar, and arranges meetings and promptly addresses potential scheduling conflicts, particularly as regards entrance and exit conferences. Ensures that sufficient travel time is allowed to prepare for meetings and that any known security issues are factored into the travel plan. Recommends and advises OIG Director of calendar entries and/or changes and reminds them of scheduled appointments.

**Information Management:**

The incumbent independently drafts correspondence for approval and responds to routine correspondence within area of authority and prepares official correspondence for signature, and arranges for prompt delivery of correspondence. Maintains a superior knowledge of English and Dari grammar, spelling, punctuation, formatting and diplomatic protocol requirements. Eliminates typographical errors from outgoing correspondence and ensures that current formats for all types of telegrams, memos, and letters are regularly updated and disseminated to Mission staff. Maintains a hardcopy filing system for the OIG files on all major business in the Mission, and coordinates with the Systems Administrator regarding OIG electronic records and data. Requisitions office supplies and repairs to office equipment. Regularly updates telephone listing of important contacts and business addresses. Sorts, safeguards, prioritizes incoming mail, and alerts responsible parties to priority action items. Responds to routine inquiries on behalf of OIG Director and RAC. As needed, translates messages and correspondence arriving in local language into English in order to direct actions to appropriate offices. Maintains OIG's electronic document tracking and approval system called Intranet Quorum. Also coordinates in-country travel requests for OIG staff. Make travel arrangements for OIG on a regular basis and for outside visitors as needed. This includes coordinating hotel and travel reservations, travel requests, vouchers, e-country clearances, and enters information into USAID's automated travel system (E2 Solutions).

**Budget presentation:**

The incumbent provides budgeting services for the Director, including budget preparation, presentation, execution and financial management policy. Responsible for evaluating the relationships between major program changes and the financial status of organizations, ensuring adequate funds for program coverage, and preparing reports, forms and schedules. Provides financial advice to the Office Director or his/her designee for proper program planning and effective decision-making.

**Administrative support:**

Using a high degree of discretion and good judgement, the incumbent regularly troubleshoots and resolves internal and external problems of an administrative nature, and coordinates with the appropriate USAID/Afghanistan or embassy offices. Keeps OIG Director and RAC well-informed to avoid surprises and potential embarrassment to them, counterparts and contacts. Provides key support to OIG/Washington and the Executive Office for the efficient preparation and management of the annual evaluation process for all US and locally engaged staff; provides guidance to staff on protocol issues related to events and document preparation.

**Travel and E2 Solutions:**

The incumbent prepares travel authorizations and other travel documents in E2 Solutions if appropriate. Makes domestic and international travel arrangements for the OIG staff. Assures arrangements for large meetings, and local conferences are made, including meeting rooms, ground transportation, etc. Maintains travel voucher files.

## **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** Two years college diploma in secretarial science, management, business or public administration or in any other related field is required.

**Experience:** A minimum of three years of progressively responsible experience as an office secretary, an administrative assistant, or office manager is required.

**Language:** Level III (Good working language) speaking/reading of English language and Level III (good working knowledge) speaking/reading of Dari and/or Pashtu is required. **(English language proficiency may be tested).**

**Knowledge, Abilities and Skills:** Competency and knowledge of personal computer operations and Microsoft Office Suite and associated functionality of calendar scheduling, and Outlook e-mail. Knowledge of administrative concepts and practices affecting subordinate section/units. An understanding of the social mores of the host country. Well-developed skills in work flow management, document preparation, office management, reporting requirements, correspondence filing and archiving, scheduling with calendar and telephone procedures. Ability to analyze office procedures, determine needs, and organize data and procedures without instruction is needed. Must have the ability to gather information and draft complex correspondence independently within scope of personal authority; sound judgement to analyze information and take appropriate actions (phone calls, prioritizing work, etc.). Uses courtesy, patience, adaptability, initiative, cooperativeness, resourcefulness and good judgement in determining priorities and making decisions. Ability to work under pressure to meet deadlines is required

## **HOW TO APPLY:**

Applicants are requested to submit a complete application package which must include all required documents to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a **Subject line: Secretary (OIG1535)**

**ANY/ALL application submissions after the closing date of Aug 23, 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://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.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**