



**Solicitation is open to:** Afghan Nationals Only  
**Position Title:** Secretary  
**Type of vacancy:** Single  
**Opening date:** October 18, 2015  
**Closing date:** November 01, 2015  
**Work hours:** 40 hours (Full time)  
**Vacancy announcement #:** USAID/306/16/01/OED  
**Position Grade:** FSN-06

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 the Secretary to the Office Director or his/her designee in the Office of Education (OED) and provides overall administrative support for the Office.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

The incumbent provides clerical support to OED staff. Duties include but not limited to: telephone and receptionist services; maintaining timecards - leave and attendance records for OED staff; typing; filing; requisitioning office supplies; following up to ensure office equipment is repaired; delivering mail; arranging inter-office meetings; taking notes during meetings; and reserving meeting rooms.

The incumbent will manage communications and records for the OED staff. Responsibilities will include: filing documents and maintaining the filing system; completing the annual record inventory for the office; maintaining OED staff contact sheets as well as implementing partner contact sheets; receiving incoming correspondence and communications; arranging visitor access for appointments; tracking clearance status of key procurement actions and correspondence within the Mission; typing e-mails; reviewing outgoing communication and reports for format; and drafting routine correspondence.

Additionally, the incumbent performs the following administrative duties: locating information for and drafting non-technical reports; making travel arrangements for OED 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 Education. The incumbent will 'cross train' in the areas of procurement and personnel and provide administrative back-up for these sections during times of peak activity, and in the absence of the regularly assigned employees.

## **QUALIFICATIONS/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 governmental, non-governmental organization, diplomatic mission, or private institutions.

**Language Proficiency:** Level III (good working knowledge) speaking/reading of English language and Level III (good working knowledge) speaking/reading of Dari or Pashtu is required.

**Job Knowledge:** 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. Thorough knowledge of memoranda, official letters style and format requirements and office management and administrative policies/procedures for program management are desirable.

**Skills and Abilities:** 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, diplomacy and courtesy to 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 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 [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a **Subject line: Secretary (OED1601)**

**ANY/ALL application submissions after the closing date of November 01, 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.
- Ø Applications submitted with RAR files will not be accepted by our system

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