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**AFGHANISTAN**

**Solicitation is open to:** Internal Candidates Only  
**Position Title:** Correspondence and Records Assistant  
**Type of vacancy:** Single  
**Opening date:** November 05, 2015  
**Closing date:** November 19, 2015  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-06  
**Vacancy announcement** USAID/306/16/12/OM

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 Correspondence and Records (C&R) Assistant under a personal services contract, as described in the attached solicitation.

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

This position is located in the Executive Office (EXO), USAID/Afghanistan. Under the direct supervision of the C&R supervisor the incumbent performs a variety of C&R related functions with a primarily responsibility of assisting C&R Supervisor in the mission records management program, centralized filing system. The position assists the Correspondence and Records (C&R) Supervisor in managing and carrying out the Records and Correspondence management program for the Mission. The incumbent provides a variety of correspondence processing and control, fax, pouch, electronic country clearance (eCC) and cable receipts, dispatching, files management, reproduction and distribution services for the Mission. Shares in managing the records maintenance, storage, retrieval and disposal functions for the Mission. Controls and tracks all action documents. Assists C&R Supervisor in conducting Records and Correspondence Management workshops for the Agency personnel.

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

- Maintains and ensures the integrity of the central chronological and subject matter files for various offices; maintains mission overseas pouch and courier addresses book. Make rounds of the offices within USAID and distributes mail including delivering and picking up mail from the Embassy mail room, contractors, etc. The incumbent locates and provides files requested by Mission staff, while maintaining its whereabouts, and then follows up to ensure return and refiling. Controls, processes, performs data entry, and distributes Mission electronic country clearance (eCC), correspondence, including cables, letters, and faxes. Assists the C&R Supervisor in keeping a log of incoming and outgoing correspondence through local Communications Tracking System. Searches the C&R chronological files for specific documents or other information requested by Offices.
- Responsible for the proper application of disposal procedures, revises due dates and coordinates proper destruction. Administers the local storage facility to provide a convenient central point to store USAID's inactive records before destruction or shipment to AID/Washington. Coordinates the adequate organization of the boxes within shelves at the local storage facility.

- Dispatch official material (domestic/international) through courier services as required and verifies bills from the vendors for processing payments. Reviews logs and arranges distribution of mail and packages received through courier service and other establishments. Also verifies and process bills for payment through the Procurement Office received from contractors i.e. courier, fax, franking, weighting.
- Provides reproduction services, for internal dissemination, workshops, trainings, meetings and Mission hosted functions as required by the office. Receives reports of problems with shared office photocopiers, scanners and fax machines. Checks machines and makes minor repairs if possible or communicates with the appropriate company/vendor to resolve the problem. Assists in compiling correspondence and other documents for scanning into the reading files and Assist system which is kept electronically. Performs binding, laminating and copy service for the USAID offices as needed.
- In absence of C&R Clerk establishes messenger services schedules and points of pickup and delivery mail/package from the Director's Office and Embassy Mailroom and ensures prompt and timely service also arranges delivery/pick-up of official mail and packages to various diplomatic missions, host government and commercial institutions. Receives, sorts and distributes incoming mail and internal documents according to subject matter, officer responsible for the function or addressee.
- Assists in managing the records maintenance, storage, retrieval and disposal functions of the documentation for the Mission in accordance with the mandatory regulations. Retrieves records from the off-site storage area upon request for Mission personnel. Assigns categories to official records received in accordance with ADS 502 and Handbook 21, Part II. Ensures that all folders contained in each box are of the same year; that folders are properly marked by a folder code; and box numbers assigned to each container going to off-site storage.
- Receives incoming electronic country clearances (eCC) information, cables and other correspondence on a daily basis, maintain database and disseminate information periodically as per the set standard of the office. Sorts and classifies documents and correspondence and files in accordance with pre-established standards. Assists in maintaining the filing system. Responds to requests for information, researches files and provides assistance to staff. The incumbent assists in the conduct of periodic workshops for the Mission's Files Custodians. Provides files maintenance training to new secretaries and participates in the periodic inspection, review of records and files maintained in all Mission offices. Maintains logs and records and drafts other reports as required.
- Serves as the point of contact for Afghan telephone companies and coordinate the activation and deactivation of services, coordinate in resolving phone related service issues, update, maintains and disseminate phone directory to all personnel. Incumbent coordinate with the Financial Management Office for the billing process.
- Coordinate and ensure local files custodians engage and practice proper classification, maintenance and disposition of records and files system in accordance with ADS 502 procedures, USAID/ Washington regulations, procedures, and the Mission plan. Assists and conducts in-house training in USAID Communications and Records management for file custodians and other personnel involved with records management, and preparation of cables and other correspondence. Works with file custodian or designee to properly store, organize, maintain and dispose electronic records. Work closely with the file custodian or designee in maintaining good records management practices when storing electronic documents, and setting-up an electronic filing and retrieval system in the shared drive to organize and preserve electronic files. The electronic filing system should mirror the paper file to some extent using standard naming conventions, but should be less complex and up-to-date.
- The incumbent provides requisitions for supplies and equipment needed for the C&R unit; serves as a backup for the C&R supervisor and performs the functions of the C&R supervisor in his/her absence while ensuring the smooth running of the office.

- Periodically reviews records in the local storage area and selects those that are eligible for destruction or shipment to USAID/W Records Depository for permanent storage. Ensures that correct actions are annotated with disposition actions and files. Maintains updated lists of records kept locally, and retrieves records from local storage, and from AID/ Washington records depository or the Federal Center for USAID offices upon request. Maintains liaison with AID/Washington Information and Records Division (M/AS/IRD) to assure the highest quality in files management.

#### **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** Completion of secondary school is required.

**Experience:** Incumbent must have a minimum of one year experience general and administrative areas that involves: filing, disposition of records, international or local mail services, archiving, duplication and dissemination of records and management services with governmental, non-governmental institutions, public/private companies, donor/non-governmental organizations or diplomatic missions is required

**Language Proficiency:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashto is required. (English language ability may be tested)

**Job Knowledge:** Must be able to understand and interpret routine/complex organizational regulations. Incumbent must have a good knowledge or the ability to understand unclassified records maintenance, and the regulations and system by which these records are kept. Demonstrated knowledge of the organization, functions, personnel, and practices of the activities to which service is needed.

**Skills and Abilities:** The basic function of position calls for technical, administrative and procedural abilities in communications and records. Must have the ability to understand and apply somewhat complex systems and procedures and be able to recommend improvements to enhance efficiency. Must be able to explain procedures and requirements tactfully to Mission personnel. The incumbent may be requested to lift moderately heavy weights.

#### **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: Correspondence and Records Assistant (OM1612)**.

**ANY/ALL application submissions after the closing date of November 19, 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 as RAR file will not be accepted by the system

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