



Solicitation is open to: Afghan Nationals Only
Position Title: Secretary
Type of vacancy: Single
Opening date: December 16, 2015
Closing date: December 30, 2015
Work hours: 40 hours (Full time)
Position Grade: FSN-07
Vacancy announcement USAID/306/16/18/DIR

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 **Secretary** under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

The basic function of this position is to provide administrative support to the Office of the Mission Director (USAID/Afghanistan). The incumbent must work closely with his/her counterpart in the entire mission and the U.S. embassy. The incumbent is expected to operate independently, and with minimum supervision, within the policy guidelines and administrative requirements established by the Agency. This position requires a person who is self-motivated, can anticipate administrative problems and can resolve them independently.

MAJOR DUTIES AND RESPONSIBILITIES:

- The incumbent provide administrative, secretarial and office management support to the Office of the Mission Director team which includes but not limited to the Deputy Directors, the Executive Secretary and other offices assigned under the Office of the Mission Director on a day-to-day basis. The incumbent assists in coordinating, organizing and scheduling meetings of the Deputy Director(s) with USAID/Afghanistan, U.S. embassy, Government of the Islamic Republic of Afghanistan (GIROA) and others, as appropriate.
- The incumbent receives and reviews incoming and outgoing correspondence to ensure quality control especially for correspondences provided to the embassy and GIROA. Maintain records of incoming and outgoing correspondences and informs appropriate staff/office for action. Assures deadlines are met in a timely manner and checks for accuracy and quality control in terms of format and adherence to internal guidelines.
- The incumbent provides assistance in making travel arrangements as necessary. Makes complete arrangements for meetings and conferences. Locates and assemble information from various sources for reports, briefings, conferences, etc. Follows up on tasks and other actions assigned in Mission senior staff and general staff meetings. Handle office timekeeping and maintains the office working files system. The incumbent manages communications and records for the Office Director, to include: filing material and maintaining the office filing system; receiving incoming correspondence and communications; reviewing outgoing communication, reports for format, grammar; drafts non-technical correspondence; routes division correspondence to other Mission offices for clearance, obtains approval and signature, follow up on documents which

need clearances; provides reception services for the Office Director, receives visitors, ascertains the purpose of visit and where possible personally furnishes requested information.

- The incumbent performs these administrative Assistant duties: locating information for and drafting non- technical reports; segregates incoming mail which requires the Office Director's attention and ensures deadlines and follow up dates are met; reviews correspondence prepared for the Office Director's signature for compliance with regulations, proper distribution, format completeness, grammatical correctness or conformity with the Office Director's style and tone. Tracks documents on Front Office Tracker Share Point, makes travel arrangements for conferences and other official purposes; organize the flow of clerical systems in the Office.
- The incumbent monitors telephone calls, receives and relays telephone messages to the Office and other staff members; makes arrangements for meetings and conferences, secures and assembles reports and other material for these meetings and conferences and translates simple letters and other pamphlets and brochures from local language into English and also provides interpreting services when required by the Office Director.
- The incumbent performs procurement-related activities of office supplies such as identifying needs, drafting purchase requisitions and ensuring that items are received in good condition and promptly. Also, the incumbent requests and monitors work order requests from time to time. The incumbent should be able to identify and fill out office related administrative forms in the most efficient and expeditious manner.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Completion of high school is required.

Experience: A minimum of two years of progressively responsible experience in secretarial services, administrative support and customer service for an executive management.

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

Job Knowledge: Thorough knowledge of standard office procedures and practices; 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 English grammar, spelling and punctuation; executive correspondence styles; and filing systems are required. Fundamental understanding of development problems facing Afghanistan is required.

Skills and Abilities: The incumbent must be able to function as the confidential secretary for the front office. As such, the position requires excellent interpersonal skills, tact, and courtesy to maintain cordial and effective contacts with senior U.S., Afghan and other officials; and to develop and maintain effective working contacts for obtaining data. Sound analytical skills and judgment to evaluate and interpret data, and to determine the most effective method of reporting and presentation is also required. Initiative, flexibility, good organizational skills and demonstrated ability to work under pressure to establish work priorities, to meet the varying work needs of the Front Office and meet deadlines, and to identify and implement appropriate actions to streamline work is required. Extensive computer experience in MSWord, MSEXcel, and e-mail is essential.

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 (DIR1618)**.

ANY/ALL application submissions after the closing date of December 30, 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 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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