



Solicitation is open to: Afghan Nationals Only
Position Title: Secretary
Type of vacancy: Single
Opening date: February 07, 2016
Closing date: February 21, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-07
Vacancy announcement USAID/306/16/25/OEG

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 incumbent serves as Secretary for USAID/Afghanistan Office of Economic Growth (OEG) and will report to the Office Director, Office of Economic Growth.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Secretarial Functions:

The incumbent provides a full range of secretarial support to the OEG Office Director, Deputy Director and his/her staff, as well as several key secretarial support activities to ensure a smooth, effective and efficient operations within the OEG Office to include:

- Receives incoming telephone calls and visitors with courtesy. Screens incoming telephone calls to determine appropriate level of required response. Exercises independent judgment in responding to routine requests for assistance/information. On sensitive and/or substantive issues, obtains as much detail as possible and relays this information to the supervisor before transferring the calls.
- Plans, establishes priorities, organizes and carries out the secretarial and clerical functions such as arranging meetings, preparing necessary documents for the meetings, arranging of all OEG staff meetings and note preparation, maintaining and updating OEG leave plan and organization chart, maintaining and updating OEG web and intranet sites, dealing with USAID/Afghanistan contractors regarding receiving, reviewing, processing and submitting documents, customizing letters, as well as making scanned copies of action document within the OEG Office.
- Time and Attendance Function: Prepares, submits and maintains time and attendance (T&A) records/data for each pay period (for all categories of staff). Records hours worked (including overtime); holidays, administrative, sick and annual leave taken; and compensatory time earned. Ensures all required supporting documentation (leave requests, overtime and compensatory time authorization forms, etc.) is accurately prepared and included as part of the T&A packet for submission.
- Prepares requisitions for office supplies and equipment on a regular basis to ensure office supplies are readily available and equipment is fully operational. Prepares work orders as needed to request repair and/or routine maintenance of equipment located in the OEG Office.

B. Communications and Records Functions:

The incumbent manages communications and records for OEG, to include:

- Creates and maintains official files for OEG in accordance with Agency-specific Records and Management policies, procedures and performs daily filing of incoming/outgoing OEG-specific correspondence.
- Prepares new file folders at the end of fiscal year and prepares appropriate shelf listings to retire old files to storage or disposal, as appropriate.
- Prepares and maintains all files for OEG for the annual file plan and vital records submission.

C. Administrative Management Support Duties/Responsibilities:

- Types and formats a variety of communications in draft or final form as letters, faxes, memoranda, non-technical reports, etc. in English.
- Prior to submitting for approval, the incumbent proofreads all typed communications and correspondence to ensure correct formatting of documents, correct punctuation, capitalization, paragraphing, spelling, grammar, language, form and content in accordance with United States Government (U.S.G) and/or Agency-specific requirements and practices.
- On own initiative drafts and prepares in final form a wide variety of official correspondence for the OEG supervisors review and signature, to include but not limited to: 1) official letters; 2) USAID/Afghanistan-specific memos; 3) similar routine correspondence as requested.
- Specific actions required by the incumbent in direct support of travel coordination and arrangements for the OEG team, duties/responsibilities include but are not limited to: 1) prepares travel requests and obtain required approval including the use of travel management/arrangement system (E2) as appropriate; 2) arranges travel itinerary and ensures OEG staff receive tickets and travel documents in a timely manner; 3) assists OEG staff in the preparation of travel vouchers, claims for authorized allowances and reimbursements and other authorized expenses as occurred; 4) Makes all official travel arrangements for all categories of staff as necessary (i.e. R&R, RRB, Temporary Duty (TDY), Home Leave, Medical Evacuation, Training, etc.); 4) Receives and reviews approved "Travel Authorization" for accuracy.

Submits the Electronic Country Clearance (E-CC) for OEG staff.

- The incumbent also is responsible for all arrangements for newcomers and TDY visitors such as office/cubicle set up; cell phone requests; computer access requests etc.
- Coordinates with USAID/Afghanistan's Executive Office in order to get the necessary documents and equipment's for newcomers and TDY visitors as well as other necessary documents and equipment for OEG team.
- Cooperates with the OEG Budget team in granting the fund cite through OPS Master in coordination with OPPD Budget Specialists
- Prepares actions through the Global Acquisition and Assistance System (GLAAS) for new Personnel Service contracts and modifications for the OEG Office.
- Assists the Budget Team in a variety of sensitive procurement related duties, such as serving as the OEG requestor for (GLAAS), creating APP and requisitions in GLAAS for OEG team, coordinating with the Mission's Office of Assistance and Acquisition (OAA), Office of Financial Management (OFM), and other administrative or technical offices, and with any other required procurement actions.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Completion of high school is required.

Experience: A minimum of 3 years of progressively responsible experience in the field of secretarial/administrative management is required.

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: Must have a thorough knowledge of general clerical practices and procedures. Must be thoroughly versed in English grammar, spelling and punctuation.

Skills and Abilities: The ability to work effectively in a diverse team environment and adapt to the existing work environment is required. The incumbent must be able to work calmly, tactfully and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily administrative management duties and responsibilities. Excellent interpersonal and communications skills are required to develop and maintain collaborative and effective working relationships within the Mission. The incumbent of this position is expected to have a high degree of computer literacy and is required to have: 1) the ability to follow oral instructions and to organize priorities and follow through on all assignments with minimal oversight; 2) accuracy in typing (40 words per minute); 3) strong proof reading skills; 4) a strong focus on "attention to detail"; 5) demonstrate proficiency in word-processing, spreadsheets, databases, and other computer programs (excel, power point, etc.) and typing various correspondence (i.e. memorandum, letters, reports, etc.) as well as standardized documents and forms is required.

The incumbent must be able to communicate effectively and accurately with: 1) all categories of USAID/Afghanistan Mission employees; 2) other appropriate Embassy and other U.S.G. offices and support staff when appropriate and/or necessary; and 3) the general public. The incumbent is required to be able to prepare concise documents as/when required, to include but not limited to: 1) minutes of any OEG meetings; 2) staff meetings; 3) OEG wide email communications; 4) translation of incoming correspondence or documents as/when required. Duties/responsibilities of the position required incumbent to prepare reports and correspondence in a professional and competent manner requiring little or no editorial changes.

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 (OEG1625)**.

ANY/ALL application submissions after the closing date of February 21, 2016 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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