



Solicitations open to: Afghan Nationals Only
Position Title: Secretary (Rover)
Type of vacancy: Multiple
Opening date: April 30, 2016
Closing date: May 12, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-06
Vacancy announcement #: USAID/306/16/41/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 **Secretary (Rover)** under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

The position is located in the Executive Office-Human Resources Division, (EXO-HR), of the USAID/Afghanistan. The incumbent's home office will be the Human Resources Division. However, since the position is that of a Rover Secretary, the incumbent is assigned to various offices on an as needed-basis. The position's principal functions include providing the full range of administrative and secretarial support; reviewing office-originated correspondence for correctness and completeness as well as complying with deadlines; maintaining specific tracking systems for documents; and maintaining and updating selected office databases. The secretary ensures that all documents are in final form before passing on to the supervisor for signature including reviewing for completeness, verifying spelling and that all clearances required before the supervisor's signature is obtained.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Administrative Support:

The incumbent provides administrative support to the Office and general support to the other staff members in the office where the incumbent is assigned; assists with assigned office's visitors; maintains the supervisor's calendar and makes appointments on his/her behalf. The incumbent serves as office timekeeper for the assigned office, when required. The incumbent drafts short letters as well as short messages and routing cover sheets for memorandums and other communications from the Offices; prepares procurement requests and work orders for the Office Director and other staff as directed. The incumbent further maintains current administrative documents and logs (e.g., leave schedules, visitors list, upcoming events, etc.); assists in the preparation and formatting of documents, drafts correspondence of a non-routine nature on various matters; maintains a database with names and telephone numbers of all contacts and plans and designs filing systems and sets up and maintain office files.

The incumbent arranges official, local and international travel and prepares travel vouchers for the supervisor.

B. Secretarial Support:

The incumbent segregates incoming mail which requires the supervisor's attention and ensures deadlines and follow up dates are met; reviews correspondence prepared for the supervisor signature for compliance with regulations, proper distribution, format completeness, grammatical correctness or conformity with the Office Director's style and tone.

The incumbent routes division correspondence to other Mission offices for clearance, approval and signature and maintains follow-up on documents which need clearance and provides reception services for the Office Director, receives visitors, ascertains the purpose of visit and where possible personally furnishes requested information.

The incumbent monitors the office telephone calls, receives and relays telephone messages to the Office Director and other staff members; oversees mail distribution for the Office.

The incumbent makes the necessary logistical arrangements for meetings and conferences, secures and assembles reports and other material for these meetings and conferences. As needed the incumbent engages in translating simple letters and other pamphlets and brochures from local language into English and also provides interpreting services when required by the Office Director.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A High School Diploma is required (educational requirement must be met at the time of application).

Work Experience: A minimum of six (6) months work experience in general administrative office work or secretarial and customer service support with governmental, non-governmental, public or private organization is required (work experience requirement must be met at the time of application).

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

Knowledge: A thorough knowledge of standard office procedures and practices; standard administrative practices for the operation of senior management offices; protocol and social etiquette in dealing with senior officials and public is required. Thorough knowledge of English grammar, spelling and punctuation; executive correspondence styles; and filing systems required. Incumbent must have competency in using MS Office Suite. Knowledge of correspondence formats, file and records management is required.

Skills and Abilities: The ability to plan, manage/prioritize and complete tasks assigned from various sources is required. The skills to properly organize and present written or oral reports are required. The ability to establish and to maintain administrative support for all staff is required. The ability to coordinate contacts with all high and mid-level host country and contractor representatives as well as leaders of non-government organizations and other donors is also required. An ability to work independently with minimal supervision and to understand and to effectively explain instructions, roles, objectives and procedures is required.

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 (Rover) (OM 1641)**.

ANY/ALL application submissions after the closing date of May 12, 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 and/or
<http://www.state.gov/documents/organization/136408.pdf>.
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, incomplete and inconsistent 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
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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