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AFGHANISTAN

Solicitations open to: Afghan Nationals Only
Position Title: Correspondence and Records Assistant
Type of vacancy: Single
Opening date: August 27, 2016
Closing date: September 11, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-06
Vacancy announcement #: USAID/306/16/56/OM

Female candidates are strongly encouraged to apply

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

BASIC FUNCTION OF THE POSITION:

This position is located in the Executive Office, USAID/Afghanistan. Under the direct supervision of the C&R supervisor the incumbent performs a variety of C&R related functions with a primary 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/Afghanistan 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 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 USAID/Washington. Coordinates the adequate organization of the boxes within shelves at the local storage facility.

- Dispatch of 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 required of 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 application which is kept electronically. Performs binding, laminating and copy service for the USAID.
- 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 applied policies. 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 clearance (eCC) information, cables and other correspondence on a daily basis, maintains 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 contract 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. The incumbent coordinates with the Financial Management Office for the billing process.
- Coordinate and ensure local files custodians in proper classification, maintenance and disposition of records and files in accordance with ADS 502 procedures, USAID/ W regulations and procedures, and Mission Files 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 Branch; 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/W records depository or the Federal Center for USAID offices upon request. Maintains liaison with USAID/Washington Information and Records Division (M/AS/IRD) to assure the highest quality in files management.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A two (2) years college diploma (i.e. associate degree) in warehouse management, records management, business administration, public administration, accounting or book keeping is required. (Education requirement, i.e. a college diploma must be met at the time of application for the subject position).

Work Experience: A minimum of one year responsible experience general and administrative areas that involves: filing, disposition of records, international or local mail services operation, archiving, duplication and dissemination of records and records management services with governmental, non-governmental institutions, public/private companies, donor/non-governmental organizations or diplomatic missions is required. (Work experience requirements must be met at the time of application for the subject position).

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

Knowledge: Must be able to understand and interpret routine straightforward 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 with a **Subject line: Correspondence and Records Assistant (OM 1656)**.

ANY/ALL application submissions after the closing date of September 11, 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> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link)

<http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND

3. A current resume or a curriculum vita that provides the same information found on the DS-174 form.

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 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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