USAID | MALI
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Memorandum

DATE: December 24, 2013

FROM: Mourad B. Ali, Acting Supervisory Executive Officer /S/

SUBJECT: Vacant Position: USAID Mali Health Administrative Assistant

TO: US Mission Locally Employed Staff and Other Potential Candidates

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OPENING DATE: **December 30, 2013**

CLOSING DATE: **January 13, 2014**

GRADE LEVEL: **FSN PSC-07 (FCFA 4,542,995 to FCFA7,041,647)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

The U.S. Agency for International Development, co-located with the US Embassy Bamako, is seeking one individual as Administrative Assistant for its Health Office.

Basic Function of Position

The incumbent serves as Administrative Assistant for USAID/Mali/Health Team. The incumbent is expected to be responsible for providing programmatic and administrative support to Health team members. The incumbent assists the team by providing administrative and secretarial support services for the team's activities and ensure the smooth functioning of the Health Office and team in all aspects.

Major Duties and Responsibilities

A. Administrative and Programmatic Support

Filing: Maintain Team files (including electronic Health Public Directory) according to the ADS, ASSIST and Health Team systems.

Correspondence: Reviews incoming correspondence, routing and logging correspondence, drafting, editing and finalizing outgoing correspondence, scanning and making copies of correspondence as needed; as appropriate ensure smooth transfer of key documents from the public drive to ASSIST.

Information Management: Tracks records, files and other documents to ensure efficient management of information among Health Team. S/he is responsible for photocopying documents, or routing tasks to the business center when appropriate to be copied. He/she is responsible for ensuring that reports and other documents are appropriately routed, distributed and filed.

Document Management: Prepare draft MAARDs and other procurement-related documents, in conjunction with the Team's COTR and Activity Managers. Track all documents put in the clearance process within the Mission and with partners. Draft responses to unsolicited requests in the health area received by USAID or the U.S. Embassy and obtain approvals for transmission.

Telephone and Reception: Ensure phones are answered and as appropriate respond, route or draft messages for incoming calls. Assist with making international calls. Request security entry authorization, meet, escort, and orient visitors.

Time and attendance: Prepare timely submission of time and attendance reports for all Team members as required. Coordinate personnel evaluations and leave plans.

Property and Maintenance: Maintain and track office equipment and supplies. Requisition non-expendable property and office supplies as needed; submit maintenance and repair requests.

Software and Computer Support: Provide support in basic software, formatting, document preparation, printer and copier functions, hardware maintenance, spares and consumables availability.

Programmatic Support: Provide programmatic backup support, including providing partners and clients with information on matters and issues which do not involve subjects of specialized or substantive questions. Provide program assistance and develop working relationship with implementing partners and host country officials to facilitate the flow of documentation and information, and to assist with program coordination.

Travel and Logistical Support

Travel Support: Organizes and ensures that travel by team members and implementing partners follow official USAID procedures. Make travel, hotel and motor pool arrangements. Ensure that all required travel documents, such as visas, are prepared. Ensure that all clearances are obtained before travel starts for the staff and contractors. Prepares travel requests and travel vouchers according to official policies.

Logistical Support: Provide logistical support for team members, contractors and TDY personnel. Arrange logistical, administrative or management support such as scheduling and helping to organize meetings, visitor processing and support, and coordinating arrangements and schedules. Coordinate and assist with the organization of meetings, conferences and workshops.

Liaison with the Personnel Office for personnel matters

Maintain current position descriptions and task assignments. Coordinate personnel evaluations and award recommendations. Maintain and report Health Team travel and leave plans.

Minimum Qualifications

To be considered for this position, applicants must meet the minimum qualifications.

1. Mali Local resident at time of hire. U.S. Mission Local Employee Staff and all interested candidates.

2. Completion of secondary school is required. Possession of a Certificate after completion of Business or Secretary School is required.

3. At least 5 years progressively responsible experiences in development assistance, or related work and 2 years of which have been in the position's field. English Level III, French Level IV and proficiency in Mali local language are required.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement.

Qualifications Required:

a. **Education (10%):** Completion of secondary school is required. Possession of Certificate after completion of Business or Secretary School is required.

a. **Prior Work Experience (30%):** At least five years progressively responsible experiences in development assistance, or related work; at least two years of which have been in the position's field of function.

c. **Language Proficiency (10%):** Level III (good working knowledge) English proficiency and Level IV (fluent) French proficiency are required. Proficiency in Mali local Language is required.

d. **Knowledge (30%):** A good working knowledge of the nature and goals of the program to which assigned is required. A sound knowledge of principles, techniques, and practices of the occupational field of specialization is required. Some knowledge of host-country characteristics and development history is required. A general knowledge of programming methods and procedures is necessary, particularly in the area of document dissemination and handling. S/he must have the ability to file electronically documents in using available information system. S/he must have the ability to monitor office/team database where incoming and outgoing information are maintained.

e. **Skills and Abilities (20%):** Must have the ability to establish and maintain counterpart contacts in host-government implanting agencies and related private-sector organizations. Ability to obtain, organizes, analyze, evaluate, and present information and to organize and draft clear concise reports which are principally based on fact but occasionally methodical. S/he must be able to communicate effectively both orally and in writing. S/he is expected to prepare correspondence documents in English and/or French. Proficiency in word processing and spreadsheet applications (Word, Excel, Access, ASSIST) including typing skills in English and French are required. The incumbent must have professional self-confidence to work under minimal supervision and maturity to make down-to-earth judgments. S/he must have good office organizational skills.

Maximum Evaluation Score 100 points.

POSITION ELEMENTS

a. **Supervision Received:** The incumbent is supervised by the Deputy Health Officer. The incumbent should possess skills for working under minimum supervision.

b. **Available Guidelines:** Communications and records manuals, relevant AID Handbooks, ADS, Missions Orders and other guidance available.

c. **Exercise of Judgment:** The incumbent is expected to be familiar with the entire Health Team portfolio, its partners and portfolio. The incumbent must exercise judgment in reviewing correspondence and drafting replies, in monitoring information within the Team by ensuring that each action assigned to one of the sub-offices are dealt with diligence and that the required time is respected. S/he must be able to analyze, interpret, and evaluate the relevance and reliability of information used or provided. S/he must be well organized and be able to present a well written document according to instructions.

d. **Authority to Make Commitments:** None

e. **Nature, Level and Purpose of Contacts:** Employee will have contact with USAID Mali technical and support teams, Health Program implementation partners, Host country officials (particularly in the Ministry of Health, other bilateral and multilateral health donors, USAID/Washington and U.S. Embassy personnel.

f. **Supervision Exercised:** None

g. **Time Required to Perform Full Range of Duties after Entry into the Position:** One year.

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SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site http://mali.usembassy.gov available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;

3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Health Project Management Specialist position. Include any diplomas or certificate to corroborate your curriculum.

4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.

5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All incomplete applications will be rejected.

SUBMIT APPLICATION

Human Resources Management Office - Email: bamakohrmvacancies@usaid.gov

Detailed Statement of duties and the qualification requirements for the position is available at U.S. Embassy main entrance guard booth. (USAID Mali, c/o American Embassy, ACI 2000, B.P 34, Bamako, Mali) and on USAID Mali site, http://mali.usaid.gov

CLOSING DATE FOR THIS POSITION: January 13, 2014

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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FROM: USAID MALI HUMAN RESOURCES MANAGEMENT OFFICE

DATE: 12/24/2013

TO: National Newspaper "ESSOR-REPUBLICAIN-OBSERVATEUR and MALIPAGES"

JOB OPPORTUNITY

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Where to submit application:

1. Email Applications: submit your application on bamakohrmvacancies@usaid.gov

2. Local Address for Application Submission:

Human Resources Management Office
US Agency for International Development
BP 34, Bamako-Mali

Application deadline is January 13, 2014, 17h00 GMT.