USAID | MALI
FROM THE AMERICAN PEOPLE

Memorandum

DATE: November 07, 2014

FROM: Debbie Jackson, Supervisory Executive Officer

SUBJECT: Vacant Position: USAID/Mali Roving Administrative Assistant

TO: All interested candidates.

OPEN PERIOD: **Monday, November 17, 2014 to Monday, December 01, 2014 (5:00 p.m. Bamako time)**

GRADE LEVEL: **FSN PSC-07 (FCFA 5,898,117 to FCFA 9,142,089)**
(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).

NUMBER OF POSITION: **One (1) Vacancy**

The U.S. Agency for International Development is seeking a Roving Administrative Assistant to support USAID/Mali Mission Offices.

Basic Function of Position

This position is located in the Human Resources Management Office (HRM). The primary purpose of this position is to serve as a year round Administrative Assistant providing Mission-wide support to the different offices/teams as the need arises, and as such, perform a comprehensive range of procedural, administrative and secretarial functions. The primary function is to provide program, administrative and secretarial coverage for Administrative Assistants who are on leave. Additionally, he/she will support Offices/Teams with occasional clerical and administrative tasks as the need arises and schedule permits. Mission-wide clerical and administrative tasks will be coordinated by Human Resources Management Office. Moreover, he/she will provide full clerical and administrative support the Human Resources Office at times when there's no replacement.

The Roving Administrative Assistant must be multi-talented and able to assist with a variety of administrative tasks.

Major Duties and Responsibilities

The Roving Administrative Assistant position includes the following:

a. **Administrative and Programmatic Support (70%)**

- Filing: Maintains team/office files according to staff needs and the ADS.
- Correspondence: Assists with reviewing incoming correspondence, routing and logging correspondence, drafting, editing and finalizing outgoing correspondence, and making copies of correspondence as needed.

- Information Management: Track records, files and other documentation to ensure efficient management of information within the office. Responsible for small copying tasks, or routing tasks to the business center, if appropriate. Responsible for ensuring that reports and other information and documentation is appropriately routed and distributed.

- Document Management: Track all documents in clearance within the Mission and with outside partners. Assists program assistant in tracking MAARDS and other contract documents.

- Telephone and Reception: Ensures phones are answered and either responds, routes and drafts messages for all incoming calls. Assists with placing international calls. Receives escorts and orients visitors.

- Time and attendance: Ensures timely submission of Time and Attendance reports for US Direct Hires (USDH), Third Country Nationals and Personal Services Contract (PSC). Coordinates personnel evaluations, training and leave plans.

- Property and Maintenance: Maintains and tracks office equipment and supplies. Requisitions non-expendable property and office supplies as needed; submits maintenance and repair requests.

- Software and Computer Support: Serves as one of the offices/teams' resident software troubleshooter and liaises with the Information Systems' office. Provides support in basic software, formatting, document preparation, printer and copier functions, hardware maintenance, spares and consumables availability. S/he will assist primary TraiNet users and those responsible for interviewing and screening contractors and grantees Visa applications for U.S. trainings.

- Programmatic Support: Provides programmatic backup support, including providing partners and clients with information on matters and issues which do not involve subjects of specialized or substantive questions. May assist as needed by providing program assistance once adequate competency is developed. Develops a working relationship with partners and appropriate officials to facilitate the flow of documentation and information, and to assist with program coordination.

b. **Travel and Logistical Support (30%)**

- Travel Support: Organizes and ensures that travel by all office/team members and implementing partners follow official USAID procedures. Makes travel, hotel and motor pool arrangements. Ensures that all required travel documents (e.g. Visas) are prepared. Prepares country clearances for official staff. Prepares travel requests and travel vouchers according to official policies.

- Logistical Support: Provides logistical support for office/team members, contractors and TDYers as requested by the supervisor. Arranges logistical, administrative or management support such as scheduling and helping to organize meetings, visitor processing and support, and coordinating arrangements and schedules. Coordinates and assists with the organization of meetings, conferences and workshops.

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

1. US Mission Local Employee Staff and other potential candidates;

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

3. 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 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 position.

Qualifications Required:

1. **Education (20%):** Completion of secondary school is required. Possession of Certificate after completion of Business or Secretary School is required.

1. **Prior Work Experience (25%):** 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 required.

4. **Language Proficiency (15%):** Level III & IV written and spoken English and French are required.

5. **Knowledge (20%):** A good working knowledge of the nature and goals of the program to which assigned is required. A sound knowledge of USG principles, techniques, and practices of the occupational field of specialization is required. Some knowledge of host-country characteristics and development history. A general knowledge of USG programming methods and procedures is necessary, particularly in the area of document dissemination and handling. Must have the ability to file electronically documents in using available information system required. S/he must have the ability to monitor office/team database where incoming and outgoing information are maintained.

6. **Skills and Abilities (20%):** Must have the ability to establish and maintain counterpart contacts in host-government implementing 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. Ability to coordinate the work of lower-level employees, when required by the assignment. 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 including typing skills in English and French are required. The incumbent must have professional self-confidence and maturity to make down-to-earth judgments.

Maximum Evaluation Score 100 points.

POSITION ELEMENTS

a. Supervision Received: The incumbent will work under the direct supervision of the Human Resources Specialist. S/he is expected to work under minimal supervision.

b. Available Guidelines: Communications and records manuals, Mission Orders and Notices, USAID Automated Directive System (ADS) and other useful guidance.

c. Exercise of Judgment: The incumbent is expected to exercise judgment in reviewing correspondence and drafting replies, in monitoring information within the each team/office by ensuring that each action assigned are dealt with diligence and within the timeframe. 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: Incumbent will have contact with USAID/Mali different offices/teams and Embassy personnel. Contacts will include US, Third Country National, Foreign Service National Staff, Mission external administrative and technical partners, lower level personnel in the host government and the private sector to obtain relevant and accurate information. Incumbent is expected to assist Mission's visitors on temporary Duty.

f. Supervision Exercised. None.

g. Time Required to Perform Full Range of Duties: One year.

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 at **http://mali.usembassy.gov/media/words/ds-174-application-for-les-and-efm-employment.docx** .

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

2. A **resume** or **curriculum vitae** (CV) 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 (public Health) position.

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 uncompleted applications will be rejected.

SUBMIT APPLICATION

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

Detailed statement of duties and the qualification requirements for the position is available on the following websites: http://www.usaid.gov/mali/partnership-opportunities/local-vacancy or http://mali.usembassy.gov/job-opportunities.html

CLOSING DATE FOR THIS POSITION IS: December 01, 2014 at 5:00pm

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.