

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-16-017

OPEN TO: All interested candidates

POSITION: USAID Secretary
Executive Office

OPENING DATE: August 18, 2016

CLOSING DATE: August 31, 2016

WORK HOURS: 40 hours/week

POSITION GRADE: Foreign Service National (FSN) Grade-07

ANNUAL SALARY: Min. Step 01 (JD9,998) Max. Step14 (JD16,498)

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for a USAID Secretary in the Executive Office (EXO). This is a Personal Services Contract (PSC) position, grade FSN-07. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The qualified selected candidate may be employed at a trainee level until reaching the position's full performance level.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-07 level. USAID/Jordan may select more than one candidate with this solicitation.

Basic Function:

The Executive Office Secretary is primarily responsible for performing administrative and clerical support activities for the Executive Office (EXO) Team in USAID/Jordan. The incumbent schedules meetings and events for the EXO team staff, and provides secretarial services, such as maintaining calendars, circulating the incoming and outgoing mail for the S/EXO and the Deputy EXO, preparing routine correspondence, presentations, reports, schedules, briefing materials and public information and reviewing all documents requiring the signature of the S/EXO for accuracy and completeness. In this support role, s/he increases the effectiveness and efficiency of the Executive Office and strengthens the ability of other mission teams to achieve development results in Jordan.

Major Responsibilities:

The incumbent acts as a focal point on all general clerical and administrative duties to the Executive Office team. The incumbent manages the Supervisory Executive Officer and Deputy Executive Officer calendars, circulates and manages the incoming and outgoing mail for the Executive Office, prepares routine correspondence, presentations, reports, schedules, briefing materials, and disseminates routine information to assist teams within the Executive Office in their ability to accomplish their tasks. The incumbent provides quality customer service and promotes collaborative working environment conditions. The incumbent provides translation and interpretation services of non-technical material into English or from English into Arabic.

The incumbent is the designated Global Acquisition and Assistance System (GLAAS) requestor for the Information Technology (IT) team, the logistics support team, and will provide GLASS assistance to both the Procurement and Human Resources Teams when their requestors are unavailable and/or during busy seasons.

The incumbent is the main Time Keeper for the Executive Office Teams. S/he collects, reviews, maintain, and enter timesheets into the Time & Attendance system (WinTA). The incumbent is also the Time Keeper for EXO American Staff on (WebTA). Under this capacity, the incumbent maintains the leave schedule for all members of the Executive Office. The incumbent is responsible for maintaining leave plans for all American Staff members across the USAID/Jordan mission; such information is critical for the Executive Officers and front office to plan coverage among American Staff.

The incumbent reviews and drafts electronic country clearance cables for EXO approval. S/he is in charge of making sure that all country clearances are getting proper attention. The incumbent maintains adequate stocks of office supplies, and takes necessary actions to request supplies for the Executive Office through the Department of State Integrated Logistics Management System ILMS.

The incumbent extends administrative and logistical support as needed to all Executive Office Teams (Information Technology, Human Resources, Travel, Logistics Management, Procurement, and Training). Assistance includes but is not limited to: escorting visitors, submitting access requests, assisting in trainings' preparations, attending to filing needs, submitting Motor Pool requests, processing vouchers, submitting and processing travel requests in coordination with USAID/Jordan travel assistants, and preparing travel vouchers for EXO Team staff.

The incumbent is considered the point of contact for following up on cross-functional tasks among the EXO teams, such as: updating google documents that involves obtaining information from various sections within the Executive Office.

The incumbent maintains the Executive Office electronic and hard copies filing system, prepares File Plans and Vital Records for the EXO Team.

The incumbent provides secretarial coverage in the Director's Office on an emergency basis and extends administrative support to the Mission's support and technical offices as needed.

Qualification Criteria:

1. Certificate of Completion of secondary school, AND at least one of the following is required:
 - a. Certificate of completion in an Office Management training program (minimum nine months program); or
 - b. Certificate of completion in an Executive Secretarial-Program (minimum nine months program); or
 - c. Completion of a University degree

Copies of certification (i.e. Government Secondary School Certificate plus a, b and/or c) should be attached for eligibility purposes.

2. Three years of progressively related experience in administrative assistance duties. Experience working in multi-cultural organizations is also required.

Note: Additional experience will NOT be substituted for Education.

3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; or else, candidate will be tested again.

4. Skills and Abilities:

- Must be able to operate in a highly functioning diversified team and maintain excellent interpersonal skills
- Must be able to provide excellent customer service in a manner that maintains smooth and effective working relationship with all Mission Staff
- Must have demonstrated ability to work well under pressure, multitask, organize, proofread, and prioritize and organize multiple competing tasks
- Must have demonstrated excellent computer skills in specialized software including Windows and Microsoft Office suite, data analysis tools, ability to navigate the Internet with ease, and must have demonstrated skill to operate office equipment
- Must demonstrate high level of professionalism in attitude and appearance
- Must have demonstrated ability in managing time and competing demands, dealing with frequent changes, delays or unexpected events, prioritizing and juggling tasks to meet critical deadlines, follow instructions and respond to management directions
- Must have demonstrated excellent experience in documents' quality control and written communication skills. The incumbent must demonstrate a high level of attention to details, accurate data compiling and analysis
- Must be able to continuously monitor own work to ensure quality

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply.

Interested applicants for this position should submit the following as a complete application package to Email: ammanresumesusaid@usaid.gov

- a. A current curriculum vitae,*
- b. Copies of educational certification for eligibility purposes,*
- c. Filled and signed Universal Application for Employment (DS-0174).
- d. Any other documentation (e.g. awards, recommendation letters, trainings).

***Failure to submit (a and b) will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.**

For emails with several large attachments, please divide your attachments on two or three emails (e. g. in the subject heading write part 1 and attach some of the documents and for the rest of the attachments please attach them on another email(s) as required and write the sequence of parts in the subject heading)

Note: Application forms can be accessed from the Embassy web site:
<https://jo.usembassy.gov/jobs/>

Benefits and Allowances:

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Jordanian Social Security
- Mission Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6876.