

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-16-020

OPEN TO: All interested candidates

POSITION: Secretary
USAID Technical Offices

OPENING DATE: October 20, 2016

CLOSING DATE: November 02, 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 Secretary position in one of USAID/Jordan Technical Offices. 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 USAID/Jordan Technical Office (TO) Secretary is responsible for performing administrative, clerical, financial and programmatic support activities for the TO within USAID/Jordan. The incumbent reports to the TO Director, manages the administrative processes of the TO, provides secretarial services, including maintaining the TO Director's calendar and providing administrative and financial support to the full TO team, including preparation of routine correspondence, presentations, reports, schedules, financial documents, briefing materials and public information. The

incumbent also provides administrative support coverage in the Mission Director's Office on an emergency basis and assists other offices with administrative requirements as needed.

Major Responsibilities:

Administrative Support:

Maintains the office director's calendar, keeps current on TO staff calendars, schedules meetings for the office director and the TO Staff; liaises with other offices in obtaining necessary information for meetings; coordinates closely with Mission's front office on correspondence and meetings.

Receives and screens visitors for the TO office, submits necessary access forms in advance, escorts visitors, and alerts meeting participants upon visitor's arrival. Screens and directs telephone calls as appropriate, provides caller and visitors with information of a general nature, and disseminates routine information. Maintains and updates an action list for TO staff to assist them in their ability to accomplish office objectives.

Reviews correspondence and reports for format, spelling, grammar and punctuation accuracy, corrects errors and deficiencies, and ensures timely tracking and response for correspondence, reports, presentations, spreadsheets, and other documents.

Distributes incoming correspondence (mail and documents for clearances) to TO staff, attaching pertinent background materials. Manages the flow of incoming correspondence, official mail, and disseminates it properly to TO and other Mission staff. Reviews and tracks outgoing correspondence.

Organizes and maintains TO files in accordance with the Automated Directive System (ADS), prepares file plans and Vital Records for TO. Supports TO staff in maintaining working files and contacts.

Initiates, manages and updates TO systems, databases, and electronic records including the NGO database, GLAAS requests, Facts Info input, and eContacts. Identifies the need for other electronic or paper-based tracking systems and develops such records.

Supports TO staff in utilizing other USAID electronic systems such as electronic country clearances, eServices, WebTA, and USAID University; liaises with Mission Executive Office and Financial Management staff to troubleshoot these systems, and ensures TO compliance with Mission administrative and other management procedures.

Maintains professional working relationships with other Mission and Embassy offices and technical teams. Serves as timekeeper for the TO Office; collects, reviews, and enters timesheets into the time & attendance system. Maintains adequate stocks of office supplies; requisitions supplies and/or any services for the Office staff.

Coordinates travel arrangements for TO staff as needed in coordination with the USAID travel assistant, motor pool, and other relevant offices. Prepares travel vouchers for TO staff and other documents related to their travel.

Maintains schedules and makes arrangements for conferences, meetings and visitors' schedules as requested. For high-level visits, supports Control Officer on all aspects of scheduling, briefing materials production, and managing visit logistics, in coordination with Mission front office and other staff. Follows up with TO staff to ensure that follow-up actions as agreed at conferences and meetings are met.

Provides translation and interpretation services of non-technical and short technical material into English or from English into Arabic. Serves as note-taker at selected meetings, formats notes appropriately to share with Mission staff, and provides records for the files.

Oversees and supports the work of TO summer interns. Provides secretarial coverage in the Director's Office on an emergency basis and assists other offices with administrative requirements including conference organization.

Qualification Criteria:

1. Completion of secondary school is required. **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

Supporting documentation (i.e. a copy of secondary school certificate AND one of the above required certificates) must be included in the application for eligibility purposes.

2. Minimum of three years of secretarial, administrative and/or office experience is required.
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 have demonstrated experience in preparing correspondence, spreadsheets, reports, and presentations.
- Must have demonstrated skills in operating office equipment, including fax machines, scanners, and copiers.
- Must have demonstrated office management abilities, work within a team, multi-task, perform under pressure, and produce accurate documents.
- Must have demonstrated organization, proof-reading, and basic translation and interpretation skills.
- The incumbent must have demonstrated excellent computer skills in specialized software including Windows and Microsoft Office suite, data analysis tools, and ability to navigate the Internet with ease.

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 your curriculum vitae and copies of certification 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: 06-5906000 ext. 6673/6605.