

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 04/2016
OPENING DATE: 02/09/2016
CLOSING DATE: 03/01/2016
POSITION TITLE: SECRETARY/ADMINISTRATIVE ASSISTANT TO DEPUTY MISSION DIRECTOR, FSN-7
SALARY: KZT 2,978,668 p.a. (starting gross salary per year)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asia (USAID/CA), Almaty, Kazakhstan

MAJOR DUTIES: The incumbent serves as Secretary to the Deputy Mission Director and provides administrative support to other members of the Director's Office (DO), including Regional Legal Officer: 1) manages documentation flow to ensure timely processing, appropriate formatting and proper routing; 2) prepares correspondence to embassies, USAID/Washington, other USG agencies, host country counterparts, implementing organizations and other donors; 3) schedules meetings and organizes/maintains calendars; 4) makes travel arrangements and prepares/processes travel documentation for Director's Office staff; 5) monitors travel and leave plans of key Mission staff and prepares updates for the Director's Office; 6) coordinates with technical, support and country offices to schedule and prepare for Director's Office involvement in internal/external meetings, public events, outreach events, fields trips, etc.; 7) provides interpreting and translation services; 8) establishes and maintains Director's Office filing system in accordance with regulations; 9) receives and responds to phone calls and visitors to the Director's Office; 10) coordinates schedule and logistical arrangements, and provides administrative support for senior staff from Country Offices and USAID/Washington visiting Almaty; 11) provides administrative and other support to Regional Legal Officer and Legal Specialist; 12) serves as the Director's Office Time Keeper and manages time and attendance process; 13) in coordination with the Mission Director's Secretary, manages various overall office functions including preparing training plans, troubleshooting IT issues, procuring supplies and providing assistance in planning, managing and implementing office events, USAID official receptions and other special events; 14) provides back up for the Mission Director's Secretary; 15) other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, skills and experience (55%):** University degree. Minimum two years of progressively responsible secretarial and clerical experience. Good knowledge of correspondence and reporting procedures, records file, management, mail handling, timekeeping processes, etc. Good knowledge of administrative requirements and procedures, preferably with international organizations. Proficiency in computer applications (MS Office, Google, internet, etc.), word processing, and good telephone skills. Typing Proficiency Level II (40 words per minute).

- **Teamwork/Interpersonal and Communication Skills (30%):** Excellent communication skills (verbal and written). Strong interpersonal skills. Incumbent must be highly organized, be strongly customer service oriented, able to effectively work in a team environment and under pressure.

- **Language skills (15%):** Level IV (Fluent) knowledge of English and Russian is required. Fluency in Kazakh other regional Central Asian language is desirable.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Packages should be received by **COB Tuesday, March 1, 2016** via e-mail: almaexo_hr@usaid.gov (preferred) or mail to the Executive Office (EXO)/Personnel, USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan. A copy of the Position Description is available in EXO/Personnel (tel.: (7-727) 2507612/17, ext. 6353).

USAID/CA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.