

14. MAJOR DUTIES AND RESPONSIBILITIES (CONT'D)

% OF TIME

A2. Review documents submitted for the Deputy Mission Director's signature to ensure that they are grammatically correct, free of spelling or typographic errors and adhere to format. Ensure changes, new procedures and decisions made by the Deputy Mission Director are communicated to the responsible office in a timely manner.

A3. Maintain Deputy Mission Director's calendar and schedule of appointments for meetings and conferences with Embassy staff, the Government of Uganda, officials of other donor agencies, implementing partners, other public and the private sector organizations. Ensure that priority meetings are scheduled, changes are made and communicated in time with all concerned, and that conflicting bookings are avoided at all times.

A4. Set up meetings and track appointments to ensure enough time for the Deputy Mission Director to prepare for day-to-day activities and perform other priority work. Remind the Deputy Mission Director to ensure his/her promptness.

A5. Control access to the Deputy Mission Director by screen telephone calls and visitors, refereeing to other offices, when based on considerable personal knowledge of the organization, objective and lines of communication. Keep track of calls to be returned and using judgment and initiative, place calls when appropriate and in a priority order.

A6. Assemble correspondence, reports, briefers, and other pertinent background materials for the Deputy Mission Director use in speeches, presentations and conferences.

B. SPECIAL FRONT OFFICE FUNCTIONS

30%

B1. Prepare invitations and ensure they are promptly dispatched with agendas or other related materials.

B2. Prepare correspondence and documents of a non-technical or non-substantive nature as requested by the Mission Director. Research for background materials and data from offices and other staff.

B3. Prepare requests for Motorpool transportation within and outside Kampala for the Front Office and visiting personnel as well as hotel reservations for visiting personnel.

B4. On a recurring basis, order and maintain an adequate stock of supplies at all times, arranges orders for office use.

B5. Maintain Front Office important information lists including guest lists, current telephone lists, implementing partners and activities lists, frequently us GOU, donor, POV/NGO and other contact for easy referral.

B6. Coordinate representational functions.

B7. Screen publications, directives, periodical and newspapers. Communicate this information to Front Office staff and maintain a file of correspondence and notes on significant events.

C. ROVING SECRETARY DUTIES

40%

C1. Perform and coordinate a variety of secretarial, clerical, and administrative duties especially when the Front Office Administrative Assistant and other Office Managers are on vacation or sick leave and also during particular busy periods.

C2. Using automation, draft or prepare in final varied documents, with a high standard of accuracy to reflect professionalism of the respective office and the Mission.

C3. Maintain a system of working files for the Front Office as well as other offices when assigned.

C4. Manage time and attendance and leave schedules for the Front Office as well as other offices when assigned.

15 DESIRED QUALIFICATIONS

- a. Education: Completion of secondary school is required. Training in Secretarial or business administration and other studies leading to a certificate in computer applications advantageous.
- b. Prior Work Experience: Three years of progressively responsible work experience in a position which provided an opportunity for on-the-job training in protocol and diplomatic customs matter.
- c. Post Entry Training: On the job training in USAID procedures and regulations i.e. ADSes and automated word processing systems. Other training in computers software programs as available.
- d. Language Proficiency: Level IV ability (proficiency) written and oral communication skills is required.
- e. Knowledge: A good knowledge of the GOU protocol guides, general etiquette and protocol source references and USAID general secretarial and office practices, regulations on unclassified correspondence control and handling and files management. Good knowledge of the English grammar, spellings and punctuations, good sense of document formats and layouts as well as mail handling instructions. Must have knowledge of the USAID organizational functions, personnel and practices of the activities to which service is provided.
- f. Skills and Abilities: Minimum of level II typing ability. Must be familiar with computer software such as Word, Excel, Power Point, etc. Must be devoted to accuracy in overall work approach or willing to learn fast. Must project professional, courteous, and client oriented skills to successfully handle and facilitate both telephone and visitors to the office(s) and perform in a cross-cultural and interagency environment.

16 POSITION ELEMENTS

- a. Supervision Received: Receives general direction from the Front Office Administrative Assistant. Supervisory guidance is frequently not available; incumbent is expected to accomplish work assignments on his/her own initiative. Other Division Chiefs will provide supervision of a specific nature.
- b. Supervision Exercised: None. However the incumbent reviews documents prepared by others to ensure they adhere to format, grammatical and punctuation standards.
- c. Available Guidelines: Agency guidelines consist of the ADSes, Mission Orders, regulations, General Notices, position description, FSN Handbook, instructions on correspondence and clerical procedures, personal knowledge of the organization, and supervisor's preferences at any given time.
- d. Exercise of Judgment: Exercises wide latitude in judgment and initiative in carrying out all responsibilities i.e. when to take action, when to refer the action to another office, when to consult the supervisor or to prioritize action. Exercises considerable tact and diplomacy when dealing with GOU, foreign protocol offices, other Embassies and Mission personnel.
- e. Authority to Make Commitments: While having no commitment authority per se, incumbent is fully authorized within AID policy guidelines to establish priorities in the execution of position duties and responsibilities such as directing incoming and outgoing communications to proper action officer, recognizing and rank priority actions.
- f. Nature, Level, and Purpose of Contacts: Frequent contacts are those made daily with all levels of Mission personnel, Embassy, USAID implementing partners, other people from the public including, GOU officials, international and local organizations, vendors, to pass on/obtain information, to make appointments, hotel bookings, communicate instructions, verify actions and commitments, etc.
- g. Time Expected to Reach Full Range of Duties: 52 weeks.