



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 11 - 047

OPEN TO: All Bangladeshi Interested Qualified Candidates

POSITION: Administrative Assistant, FSN-7
(Salary Tk. 41,000 per month)

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade (one
grade lower than the position grade.)**

OPENING DATE: June 29, 2011

CLOSING DATE: July 13, 2011

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Administrative Assistant in the Executive Office (EXO).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

Serves as the Administrative Assistant to the Supervisory Executive Officer (S/EXO) and the EXO team. Performs a variety of administrative and clerical support activities for the EXO Team and S/EXO in order to strengthen the ability of other mission teams to achieve development results through the provision of EXO support and services. Performs a key role in consolidating, packaging, and distributing mission-wide information to avoid redundancy of effort, eliminate errors, provide uniformity of data, and increase efficiency. In addition, provides support in the areas of procurement and travel authorizations as needed.

MAJOR DUTIES AND RESPONSIBILITIES:

1. ADMINISTRATIVE SUPPORT:

As Administrative Assistant to the Supervisory Executive Officer, receives visitors, screens telephone calls, makes appointments, prepares and collects background data when required, and disseminate routine information to assist team in their ability to accomplish strategic objectives. Strives to provide quality resources and optimum working environment conditions through but not limited to the following:

Maintains Supervisory Executive Officer's calendar, makes travel arrangements, assists and/or makes arrangements for meeting and conferences. Composes non-technical correspondences, Locates and assembles information from various reports, briefings, meeting, etc. for use by EXO team. Assists in or completes short non-recurring tasks for the Executive Officer as needed. Performs follow-up with staff members to insure that various commitments made at conferences and meetings are met. Organizes and maintains record files according to the Automated Directive System (ADS) for the EXO Team. Plans and arranges the maintenance and preparation of information needed for budgeting exercises and reports. Organizes the flow of clerical processes in the office. Performs typing, work and data processing. Reviews outgoing correspondence and reports for format, grammar and punctuation accuracy and removes or changes typographical errors. Provides telephone and receptionist services. Prepares routine correspondence, mission announcements and delegations of authority for Office Directors' or Mission Director's signature. In coordination with other offices, updates USAID visitors' arrival/departure log. Updates mission phone list and coordinates the collection of emergency contact information for Mission USDHs, USPSCs and FSNs.



Disseminates and maintains (hard copies and electronic) USAID/Bangladesh Administrative Notices and Mission Orders. Advises employees on how to access and read Mission Orders, ADS, and all remaining Handbooks. Distributes electronic copies via e-mail when new orders have been issued.

Reminds Mission employees of meetings or special activities via e-mail such as Brown Bag Lunch series. In particular, responsible to advise and give instructions and information on procedures to the chief secretaries in each office on administrative matters. Maintains Leave Plan of all members of the EXO Team. Prepares Time and Attendance sheets /serves as a timekeeper in WebTA for EXO staff (17 FSNs, one USDH and one USPSC). Maintains USDH and USPSC Leave Plan. Updates Mission Activity Calendar.

Scans documents for the EXO staff and mission staff. Provides instructions to employees how to use the scanner. Helps two USAID/C&R staff and two USAID drivers prepare documentation in the computer systems for electronic storage and retrieval.

Checks/clears all electronic country clearance cables for EXO signature. Collects official mail from the Mailroom and distributes to OAA, OFM and EXO.

When needed, acts as the back-up for the Executive Assistant to the Director's Office, or other offices upon request.

2. GENERAL SERVICES SUPPORT :

Shares in the responsibility to the Mission in achieving and supporting teams for delivery of overall executive administrative and management support services. Provides logistic support and acts as point of contact for visiting TDY personnel as delegated by the Executive Officer. Advises employees on general support matters – e.g., requisitions for maintenance, including information and instructions on preparation of work order requests, requests for non-expendable and expendable property – and fields general questions. Assists the Procurement Agent in the receipt and review of incoming requests for residential maintenance work and property and keeps an electronic log of their receipt. Assists the EXO Team in obtaining supplies, services and property from State/ICASS cost centers. Issues decisions made by the EXO team to the Mission staff. Keeps record of Team decisions, policies, and procedures and ensures widespread distribution of same for use by employees of all mission teams. Submits i-Services request as needed for transportation, work orders for office space, supplies, and related. Maintains EXO stores of appropriate office supplies.



In the absence of the Travel Coordinator, prepares international and domestic travel orders.

In the absence of the Procurement and Logistics Coordinator, and in coordination with the Training Coordinator, provides logistical support to various events such as retreats, off-site training, seminars and workshops.

3. SPECIAL PROJECTS / OTHER

Collects and prepares a myriad of data for tracking and analysis purposes – e.g., utility bills, cell phone bills, leave reports, and key performance metrics from EXO sections.

Prepares GLAAS requisitions for EXO functions.

The incumbent is responsible for operating USAID information systems and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.



QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** Completion of Higher Secondary (two years of college degree) is required. *(You must attach a copy of your certificate along with your application form.)* Failure to attach a copy of education / training certificates will result in no consideration for those criteria. **15 points**
- 2. Prior Work Experience:** Three to five years of progressively responsible experience in administrative areas is required. **35 points**
- 3. Knowledge:** Must have good working knowledge of administrative and filing procedures. A basic knowledge of “best practices” in administration and logistics is required. **25 points**
- 4. Skills and Abilities:** Must have a minimum of 50 words typing ability per minute and superior skills in using a PC, scanner and productivity improvement software such as the Microsoft Office Suite of products. Advanced abilities in Excel are desirable. Ability to organize and manage logistical and support services effectively. Must be able to maintain effective working relations with management and all levels of the employing agency staff and provide consistent, dependable customer service. Experience with multimedia or an aptitude towards audio-visual equipment is desired.
Typing Speed will be tested at the time of selection. **25 points**

ADDITIONAL SELECTION CRITERIA:

- 1. Language Proficiency:** Level IV: Fluent. At this level 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. The employee should be able to read and understand regulations, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with English and non-English speaking persons alike. English language proficiency will be tested at the time of selection.
- 2.** The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in selecting a candidate.



3. Current employees serving a probationary period are not eligible to apply, unless it would be in the best interest of the U.S. Government.
4. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** Candidates meeting initial selection criteria will be invited to an evaluation for English language and technical skills relevant to the position. Only those candidates that meet the language and technical skills requirements will be invited for an interview. Reference checks will be conducted for the top ranking candidates. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 along with a cover letter. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

All Bangladeshi applicants must complete and sign the application form (OF-612) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.

- I) **A passport size photograph (taken within six months),**
- II) **A copy of educational or trade school certificate.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.



One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope at the South Barrier of the U.S. Embassy

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.