

## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 12 - 052**

**OPEN TO:** **All Bangladeshi Interested Qualified Candidates**

**POSITION:** **Administrative Assistant, FSN-7**

(Salary approx. Tk. 48,350 per month).

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

**OPENING DATE:** **June 24, 2012**

**CLOSING DATE:** **July 10, 2012**

**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 **Administrative Assistant positions** in the Office of Food, Disaster and Humanitarian Assistance (OFDHA).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, a 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:**

The Administrative Assistant (AA) serves in the assigned USAID/Bangladesh office; however, s/he may temporarily backstop other Administrative Assistants and is part of a team of Administrative Assistants that support overall Mission goals. S/he is responsible for a wide variety of activities dealing with the administrative function of a USAID office. The AA supports the overall daily and long-term functioning of the office as related to travel, supplies and services coordination of team meetings, correspondence, coordination with other offices, etc. In addition, the AA maintains files on office-related matters such as support on travel, supplies and services, time and attendance reports, coordination of team meetings, and information records management.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

Ensure the management of all office official electronic and hardcopy filing systems in accordance with USAID Agency policies, which includes the maintenance of vital records on a bi-annual basis and the periodic retirement of old files. Oversees and provides support for office document processing, including scanning of documents for electronic filing and/or distribution as well as a large volume photocopy requests. S/he will draft routine, technical and non-technical correspondence, according to established content, procedures or instructions; responsible for proper format, correct punctuation, capitalization, spelling, and grammar for all documents presented to him/her for processing or review.

The Administrative Assistant plays a variety of roles within his/her office. Has the ability to produce Bangla documents for the Mission as needed. Maintains close relations with US Embassy as well as other USAID host country counterparts and implementing partners Coordinates with Embassy-designated personnel to conduct applicable tasks under their responsibilities as needed by USAID to complete procedural requirements. Ensures documents have all of the appropriate signatures needed and required by internal policy and on behalf of the United States Government.

Ensures a consistent point of contact presence for the assigned office, answers phone calls, interfaces with visitors, and answers general inquiries; facilitates visitor entrance and compliance with security processes. Oversees the processing and distribution of all incoming mail, faxes and messages, using judgment to assess the importance and due dates. Maintains and coordinates an office calendar with key deadlines, a leave plan, and emergency contact information. Schedules appointments and makes arrangements for meetings and TDYs, as requested, occasionally serving as Administrative Control Officer.



This position requires strong organizational and time management skills. The AA performs and monitors the following actions:

- Closely supports the office director and/or deputy office director.
- Support the other members of the technical team.
- Contribute to overall team planning environment as well as day-to-day implementation of administrative functions.
- Oversees the office filing plan, both electronic and paper, and completes records inventories as needed.
- Facilitates new employee orientation and employee departures for the office as needed.
- Plans and coordinates events for the office, working with other USAID and Embassy offices and external contacts.
- Coordinate other ad hoc projects as needed.
- Serves as timekeeper for the office's time and attendance.

The AA is responsible for operating USAID information systems consistent with "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 school is required. A higher level of education, such as a university degree, is desirable. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Prior Work Experience:** A minimum of three years of administrative experience and two years of secretarial/clerical, project coordination, or a closely related field is required. Additional experience in a development organization is desirable. **35 points**
- 3. Knowledge:** Must have good working knowledge of administrative and filing procedures. Personal appearance must be appropriate for the position. S/he will meet visitors and must be able to project a friendly and helpful attitude and exhibit polite manners. **25 points**
- 4. Skills and Abilities:** Requires typing a minimum of 35 to 40 words per minute. Should be familiar with office productivity applications such as Microsoft Word, Outlook, Excel, and PowerPoint. Must be familiar with basic PC functions, operations, and techniques. Must be able to follow instructions, be highly organized, personable, and able to develop and cultivate working relationships with all personnel. Must also be able to draft correspondence in English clearly presenting the facts relating to actions to be addressed. Strong interpersonal skills and the ability to handle issues confidentially and tactfully with diplomacy and understanding; possesses strong customer service orientation. **25 points**

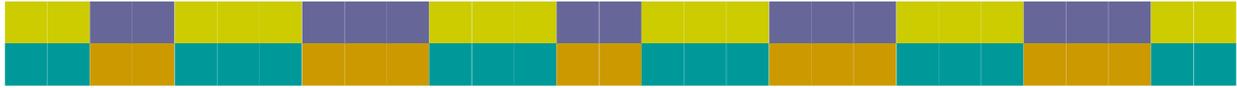
### **ADDITIONAL SELECTION CRITERIA:**

**Language Proficiency:** Level III (as determined by a standardized test of English language proficiency). At this level an employee is required to possess a high degree of proficiency in both written and spoken English.

Current employees serving a probationary period are not eligible to apply.

**NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.**

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.



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.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. 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.***