

13. BASIC FUNCTION OF POSITION

Serves as the Financial Clerk/Secretary of the Botswana Transmitting Station. The incumbent uses his/her initiative to perform most the job responsibilities. The incumbent will assist in all areas of administrative and financial functions.

A. ADMINISTRATION

20%

Maintains the Manager's events calendar, advising of station activities and reports pending action to ensure deadlines are met. Coordinates appointments for the Manager, personally handling details, reminding him of scheduled meetings and appointments on a daily basis. Researches and assembles materials needed by the Manager for meetings, conferences, and briefings. Follows up after meetings on specific tasking given to staff members. Maintains a control log ensuring each responsible staff member is aware of assigned completion dates. Provides both verbal and written translations from/to Setswana as required.

Prepares travel authorizations, makes and confirms airlines and hotel arrangements as required for official travel of Transmitting Station. Verifies actual travel information for travel vouchering purposes.

14. DUTIES AND RESPONSIBILITIES

% OF TIME

B. File Management

15%

Maintains the Station's official filing and record keeping systems, including all incoming and outgoing correspondence as directed by the Station Manager, T Station Instructions, the MOA, FAM, FAH, FAR, and other guidelines. Receives and distributes all incoming communications and reviews outgoing correspondence for correctness. Archives files and operational records as required. Establishes and monitors control records for all administratively sensitive correspondence designating action and information responsibilities.

C. Correspondence

15%

Prepares official correspondence, Station Instructions, facsimiles, e-mail messages etc. Takes and transcribes dictation, prepares drafts for Managers edit and/or approval. Types, edits and proofreads correspondence and other documents for correction grammar and syntax for the Manager's approval. Composes replies to non-technical correspondence. Accomplishes tasks using a variety of office equipment including, PC, Printer, typewriter, copiers, digital scanner, facsimiles and calculators. Uses Agency standard software in computer tasks for writing and storing official files. Routes incoming and outgoing e-mail documents on station and network LAN communications systems

D. Reception

15%

Receives official visitors for the Transmitting Station Manager. Routes visitors to appropriate offices. Uses own initiative in responding to inquiries whether made in person or via telephone on subject matter not requiring higher level response. Places phone calls for the Station Manager.

E. Accounting

20%

Maintains controls and analyses a detailed system of internal accounting and ancillary records for General Operating Expenses. Posts all entries by function and resource codes. Maintains current balances in each category at all times. Prepares a periodic status of funds report, based on the balances, for distribution to all units so that expenditures will be kept within plans for the period. Reconciles Regional Finance Centre Report of obligations with station records and coordinates with the Finance Management Centre as necessary.

Reviews all local preparation of purchase requisitions for appropriateness of funds expenditures and accurate fiscal data. Determines if funds are available and recommends approval/disapproval to supervisor and Station Manager.

May assist in Compiling, preparing, and submission of Value Added Tax refund claim form to the Botswana Government through the Embassy for both official and qualified Foreign Service Officer VAT refund claims.

F. Budget and Finance

15%

Enters obligations and liquidations against allotments. Routinely provides computer based data on salaries and expenses for quarterly financial plans: calculation of going rates or prior year totals. Advises on status-of-funds reports, projecting fixed cost increases or rate of exchange fluctuations.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of secondary school and training in secretarial duties and a certificate in accounting are required.

b. Prior Work Experience:

Minimum of four years administrative experience (secretarial and accounting) is required.

c. Post Entry Training:

Review of FAM/FAH, Manual of Operations, Transmitting Station Instructions and keep abreast of administrative circulars and instructions. Appropriate FSI courses as necessary.

d. Language Proficiency: List both English and host country language(s) by level and specialization:

Level IV (Fluent) in both English and Setswana are required.

e. Job Knowledge:

A good working knowledge of all administrative functions.

f. Skills and Abilities:

Must be able to set priorities. Must possess analytical ability in the preparation of statistical reports and financial plans. Good communication and writing skills are necessary. Must have a minimum typing ability of 30 words per minute. Must have a good working knowledge in the use of general office equipment and Microsoft Office programs. Must have and maintain a valid Botswana driver's license.

16. POSITION ELEMENTS

a. Supervision Received:

Receives broad general direction from the Administrative Admin Specialist.

b. Supervision Exercised:

NONE

c. Available Guidelines:

TSI, Station Management Instructions; FAMS; MOA; DOS and State directives; Standardized Regulations and Federal Acquisition Regulations (FAR).

d. Exercise of Judgment:

Exercise considerable judgment in Administration, financial planning, contracting and procurement, inventory, and vouchering.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

Contacts are made with counterparts at the Financial Services Center regarding obligation of funds, contracting and procurement, transportation and other functions. Daily contact with transmitting station management at all levels.

g. Time Expected to Reach Full Performance Level:

Upon completion of six months orientation and training, the incumbent will demonstrate fully successful performance levels in all areas.