

POSITION: ADMINISTRATIVE CLERK (MGT)

BASIC FUNCTION OF POSITION

The Management Clerk is responsible for providing administrative and clerical services to ensure effective and efficient administrative operations in the Management section.

MAJOR DUTIES AND RESPONSIBILITIES

Drafts Management section correspondence: Drafts diplomatic notes and correspondence letters. Establishes, maintains and retrieves file materials in alphabetical, numerical, or chronological order and maintains the diplomatic note archive system. Copies, collates, scans all diplomatic notes, correspondence letters and incoming notes from the Ministry of Foreign Affairs. Receives, opens and distributes mails and circular notes from different Embassies, UN, NGOs to appropriate Embassy sections. Prepares and send outgoing mail. Assembles documents/materials and delivers to appropriate office, i.e. EXO, PE, CONS, RA, DEA, DAO, GSO, MGT, PAS, IRM, MED, CLO, USAID. Assist Embassy telephone technicians to prepare letter to the Myanmar Post and Telecommunication with regard to changes and/or no changes in telephones numbers annually. Assist telephone technician to prepare diplomatic notes with regards to installation of cables at Embassy off-site locations and housing residences in a timely manner. Prepares letters to Nay Pyi Taw Immigration department and Airport Immigration department for urgent “visa on arrival” requests. Provides necessary documentation to Travel section to expedite visas upon arrival. 40%

Provides administrative support to the Management Specialist and Management Counselor: Receives management section visitors and telephone calls, providing information or assistance in routine matters. Maintains and updates the Management Counselor’s calendar and schedules appointment and meetings. Ensures that Management Counselor is aware of schedules and makes revisions as necessary. Updates Management’s Counselor’s Contacts in Outlook Contact list. Prepares logistics for Management Counselor’s official trips. Processes representation vouchers with B&F. Assists the Management Specialist in preparing year-end gratuities. Order gratuities through the procurement office, and coordinates with courier service for delivery. Assists the Management Specialist with compiling invitation lists for management section contacts for July 4th and other Embassy events. 10%

Maintains supplies: Receives management section supplies requests, orders supplies, receives ordered supplies and distributes to requested sections, i.e. HR, Travel, Housing, Procurement, B&F, MGT, Shipping and EFM MGT Assistants. 10%

Maintains management section Sharepoint sites: Updates all Embassy organization charts and uploads to Sharepoint. Uploads Management Notices, Management Instructions, and other management policies and procedures on Rangoon Intranet Sharepoint site. 10%

Tracks Time and Attendance: Responsible for Time and Attendance and overtime bi-weekly reporting records for MGT section (1 American officer, 2 co-CLOs, 1 CLO Clerk, 1 CLO Assistant, 4 MGT assistants, 1 Administrative Clerk). 10%

Schedules Embassy’s conference rooms and meeting rooms: Updates visitor shared calendar and common leave calendar for Management Team as necessary. 10%

Back up to the Management/Administrative Specialist. 5%

Performs other duties assigned by Administrative Assistant and Management Counselor. 5%