

POSITION: ADMINISTRATIVE ASSISTANT

BASIC FUNCTION OF POSITION

The incumbent is responsible for carrying out the administrative and secretarial responsibilities for the Contracting Office and Legal Office to include time and attendance reporting, office supply requisitioning, travel arrangement and logistical support, establishing and following up on procurement action due dates based on an established procurement plan, management and maintenance of official office files, procurement agreements, legal documents, and other functions related to the overall management of the Contracting and Legal offices and ensuring that all periodic and annual reports are prepared and submitted on time, and that distribution of the Contracting and Legal offices' documents and file updates are current and distributed to the appropriate offices.

MAJOR DUTIES AND RESPONSIBILITIES

Office Librarian and Information Tracking and Retrieval (40%)

- Maintains and organizes a complete library of resource and reference material for the Contracting Office and Legal Office, including updated USAID ADS directives and existing AID handbooks, FAR, AAPDs, USAID policies and procedures, Foreign Assistance act, OMB circulars, executive orders and Controller General Decisions and other procurement/Legal reference documents.
- Updates filing lists and performs all filing duties – hard copy and electronic copy. Retires subject and personnel files in coordination with Record Management Regulation and keeps records of retired files. Prepares the mandatory file plan and vital records for annual submission. Performs periodic inspection of material or files to ensure correct placement, legibility and proper condition; convert documents to electronic file for office file storage.
- Enters and upload procurement information and supporting documents in the USAID/W procurement record keeping systems. Reads, classifies and ensures data and /or documents is accurate and recorded properly according to USAID procurement and records management regulations.
- Correspondence and document control. Screens correspondence and documents entering Contracting office and Legal office, and routes them to appropriate personnel. Screens incoming pre-obligation packages to ensure that they contain all supporting documentation needed for review. Is familiar with Delegation of Authority Mission Order to assist in determining when Legal Officer's clearance is required. Maintain a log of incoming and outgoing documents. Liaise with other mission offices regarding status of documents.
- Designs and maintains the information tracking system for Contracting Office and Legal Office activities i.e. procurement activities trackers, budget trackers, comprehensive active activity list, various procurement check-list and other related procurement-trackers. Ensure the information is current and accurate for office use. Establishes and follows up on procurement action due dates based on an established procurement plan.
- Find and retrieve information from files and/or trackers in response to requests from authorized users; answer question about office records and files; search files and records for information and references.

Secretarial and Office Administration (40%)

- Serves as principal timekeeper for the Contracting Office and Legal Office. Coordinate and validate Time and Attendance reports for Office personnel.
- Provides logistical /transportation arrangement on official travel for Contracting Office and Legal Office personnel, eligible family members and/or TDY/VIP visitors, prepares travel request, travel authorization, travel budget tracking, and travel vouchers. Prepares documentation for reimbursements for Office staffs' allowances and other expenses.
- Receives and screens incoming calls and visitors to determine appropriate level of required response.
- Maintains the Contracting Officers/Legal Officer' Calendar appointment and coordinates/facilitates necessary arrangement for meeting, conference, workshop and/or other office function e.g. room set up, transportation and logistics, catering, guest list and RSVP, agenda, briefers etc.,

INTERAGENCY FSN EMPLOYEE POSITION DESCRIPTION

- Maintains and ensures office supplies are readily available for responsible Office. Responsible for making requisition for goods and services for Contracting Office and Legal Office activities, including GLASS requisition. Coordinate with appropriate personnel to arrange for service and/or repair of office equipment.
- Prepares and reviews correspondence prepared for supervisor's signature for compliance with regulations, proper distribution format, completeness, grammatical correctness or conformity with supervisor's style and tone
- Provides non-technical translation / interpretation (English-Burmese, Burmese-English) as needed to assist office members and/or TDYers on administrative-related.
- Provides onboarding arrangement for Contracting Office and Legal Office members and TDYer. Ensures that there is space, a log in, and all other check in procedures are completed before the TDYer's arrival.
- Provides back-up support to the other Administrative staff on a need basis. Trains and mentors new administrative staff when necessary.

Other Procurement and Legal support

(20%)

- Assists Legal office to ensure that all employees fulfill the annual Ethic requirements stipulated by the Agency and to report as such back to GC.
- Assist the contracting office and Legal officer team members in all administrative aspects of their jobs, including information research, document translation, facilitate and assist with preparation of office's trainings and periodic procurement audits, performing less complex contracting and procurement activities, including preparing award documents and associated memoranda for contracts, grants and cooperative agreements.