

POSITION: ADMINISTRATIVE ASSISTANT - DGO

BASIC FUNCTION OF POSITION

The incumbent oversees and coordinates all secretarial and administrative support activities in the Democracy and Governance (DG) Office. He/she also performs secretarial/administrative/clerical duties to ensure smooth, effective, efficient operations in the office. The incumbent must understand technical aspects of the programs and act as a liaison, specifically with respect to gathering and reporting information. The incumbent reports directly to the Democracy and Governance Office Director.

MAJOR DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE/SECRETARIAL FUNCTIONS: 100% of time

1. Works closely and collaboratively with the Office Director in planning, establishing priorities, organizing, and carrying out secretarial/administrative/clerical functions within the DG Office.
2. Receives and reviews all correspondence/documents (cables, memos, letters, etc.) which must pass through the DG Office and/or are prepared for other functional offices and/or units to ensure correct formatting, punctuation, grammar, spelling, language, form, and content in accordance with accepted USAID practices and ensures all correspondence is properly cleared before distribution or transmittal. Drafts materials consisting of memoranda, letters, cables, forms, charts, tabulations, and official transmittals using computers in conformance with USAID policies and procedures.
3. Receives incoming phone calls and visitors with courtesy, patience, diplomacy, and tact. Thoroughly screens incoming telephone calls to determine appropriate level of required response. Schedules all appointments tentatively, confirming and/or rescheduling as necessary. All appointments are reconfirmed to avoid last minute scheduling conflicts. The incumbent ensures that the DG Office staff are cognizant of scheduled/confirmed appointments and routinely utilizes computer programs to maintain appointments and the DG Office calendar. As the first point of contact for all official visitors/guests in the DG Office, the incumbent ensures all visitors are greeted appropriately and made comfortable.
4. Prepares all documentation for reimbursements for DG Office team members for allowances and other expenses. Facilitates reimbursement through preparing SF-1034 vouchers with supporting documentation for the DG Officer's signature and subsequent transmittal to the Financial Management Office in Bangkok for processing.
5. Provides secretarial/administrative support for high level visitors as appropriate and required. Prepares and updates briefing books, meeting schedules, travel itineraries, arrangements for accommodation, airport arrival/departure and expeditor services, and hotel to office transportation arrangements.
6. Attends weekly scheduled meetings, prepares minutes for approval by the DG Officer and/or his/her designee for distribution within the DG Office.
7. Establishes and maintains automatic logs for incoming/outgoing correspondence. Receives incoming mail, unclassified cable traffic, and periodicals addressed to the DG Office team members. Date stamps and annotates for proper distribution and logging; reproduces file copies to include but not limited to scanning of documents for digital storage/retrieval. Promptly and efficiently moves all correspondence through the office. Tracks and files email documentation as directed by the DG Officer. Maintains easily accessible file systems compatible with file storage requirements. Specific actions performed by the incumbent in direct support of correspondence duties for the DG Office currently include, but are not limited to:

- Receives, reviews, and routes information and documentation to appropriate offices within the USAID mission. Ensures appropriate designation on clearances; including correct individuals listed for clearance and in correct sequence, etc. Retains photocopies of action documents, memoranda, etc. marking due date. Tracks and follows up to ensure responses made by due dates. Revises, edits, and controls quality of outgoing correspondence/documents. Maintains address files.
 - Drafts documentation and correspondence for the DG Office's team members' signature: 1) letters of acknowledgement; 2) concurrence cables; 3) letters of transmittal; 4) USAID-specific memos; 5) other cables as appropriate; 6) letters, correspondence, and memoranda in Burmese and English as required.
 - Types and formats communications in draft and/or final form such as letters, faxes, memos, reports, travel vouchers, etc. in English and Burmese. Prior to submission for approval by the DG Officer, proofreads all communications to ensure proper format and compliance with USAID requirements. Ensures all attachments are included and makes photocopies for file purposes.
8. Time and Attendance: Prepares, submits, and maintains time and attendance data for each pay period for all DG Office staff and keeps in regular communication with the Financial Management Office in RDMA in order to keep abreast of software required to ensure correctness of payroll and leave records.
9. Office Supplies: Prepares requisitions for office supplies, repairs to office equipment, and printing services to ensure supplies are readily available and equipment fully operational.
10. Responds to TDY requests and invitations to official functions. Coordinates functions held by GDO, including but not limited to 1) addressing invitations; 2) confirming guest lists; 3) contacting caterers and organizing menus; 4) arranging logistics.
- 11 Budgetary Information: Gathers/maintains/prepares documentation needed for budget purposes when requested by the DG Officer.
- 12 Responds to TDY requests and invitations to official functions. Serves as the logistical control officer for TDYers ensuring all forms and planning documents have been completed. In addition, ensures that there is space, a log in, and all other check in procedures are completed before the TDYer's arrival. Situates TDYers upon arrival and provides them with needed orientation information. In addition, coordinates functions held by the DG Office, including but not limited to 1) addressing invitations; 2) confirming guest lists; 3) contacting caterers and organizing menus; 4) arranging logistics.
- 13 Provides the DG Office with important briefing materials prior to scheduled meetings. Provides logistical support and makes arrangements for attendance at conferences, meetings, trainings, seminars, site visits, TDYs, etc. including but not limited to: 1) transportation; 2) lodging/accommodations/reservations; 4) RSVP confirmation of attendance; 5) preparation of materials for presentation, etc. Collaborates with appropriate persons within the Mission and with external attendees and offices to ensure logistics for events are planned successfully.
- 14 For official travel, incumbent: 1) prepares in final form required travel requests; 2) assists DG Office staff in preparation and transmittal of Travel Advance Vouchers as appropriate; 3) facilitates the USAID Travel Request process; 4) assists DG Office staff with the preparation and submission of USAID Travel Vouchers (SF-1012), ensuring appropriate supporting reimbursement documentation is attached prior to submission to the Financial Management Office in RDMA; 5) provides support for official and entitlement travel for the DG Office team members' authorized/eligible family members, when necessary.
- 15 Ensures that updated briefing documents, background papers, etc. are provided to the DG Officer and team members for site visits, conferences, functions, meetings, etc.

16 Organizes and updates telephone directories of USAID Mission contacts.

17. Provides translation and interpretation services when necessary.

18. Trains and mentors new administrative staff and provides back up support to administrative staff on leave