

POSITION: ADMINISTRATIVE ASSISTANT (PDO)

BASIC FUNCTION OF THE POSITION

The incumbent is responsible for all secretarial and administrative support activities in the Program Office. He/she performs all 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 program reporting and gathering information. The incumbent reports directly to the Program Officer.

MAJOR DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE / SECRETARIAL FUNCTIONS: 80% of time

1. Works closely and collaboratively with the Program Officer in planning, establishing priorities, organizing, and carrying out secretarial/administrative/clerical functions within the Program Office.
2. Receives and reviews all correspondence/documents (program documents, cables, memos, letters, etc.) which must pass through the Program 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, letter correspondence, 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 Program Office staffs are cognizant of scheduled/confirmed appointments and routinely utilizes computer programs (MS Outlook) to maintain appointments and the Program Office calendar. As the first point of contact for all official visitors/guests in the Program Office, the incumbent ensures all visitors are greeted appropriately and made comfortable.
4. Prepares all documentation for reimbursements for Program Office team members for allowances and other expenses. Facilitates reimbursement through preparing SF-1034 voucher with supporting documentation for the Program 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, arrangement 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 Program Officer and/or her designee for distribution within the Program Office.
7. Establishes and maintains automatic logs for incoming/outgoing correspondence. Receives incoming mail, non-classified cable traffic, and periodicals addressed to the Program 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 Program 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 Program 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; 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 Program 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 Program Officer, proofreads all communications to ensure proper format and compliance with USAID requirements. Ensures all attachments 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 Program Office staff and keeps in regular communication with the Financial Management Office 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 Budgetary Information: Gathers/maintains/prepares documentation needed for budget purposes when requested by the Program Officer.
 - 11 Responds to TDY requests and invitations to official functions. Coordinates functions held by PDO, including but not limited to 1) addressing invitations; 2) confirming guest lists; 3) contacting caterers and organizing menus; 4) arranging logistics.
 - 12 Provides the Program 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; 3) RSVP confirmation of attendance; 4) 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.
 - 13 For official international travel, incumbent: 1) prepares in final form required travel requests; 2) assists Program Office staff in preparation and transmittal of Travel Advance Vouchers as appropriate; 3) facilitates the USAID Travel Request process; 4) assists Program Office staff with preparation and submission of USAID Travel Vouchers (SF-1012), ensuring appropriate supporting reimbursement documentation is attached prior to submission to the Financial Management Office;

- 5) provides support for official and entitlement travel for the Program Office team members' authorized/eligible family members, when necessary.
- 14 Ensures that updated briefing documents, background papers, etc. are provided to the Program Officer and team members for site visits, conferences, functions, meetings, etc.
- 15 Organizes and updates telephone directories of USAID Mission contacts.
- 16 Provides translation and interpretation services when necessary.
17. Trains and mentors new administrative staff and provides back up support to administrative staff on leave.

TraiNET/VCS Administration 20%

TraiNet is an official USAID database for the management and reporting to Washington, Congress and other USG agencies of all U.S., third-country, and in-country training. Establishment and maintenance of the database is a function of the PDO. The database must be accurate and current as it is used for informing decisions on training areas, continuing country-level needs, and candidate selection. Experience has shown that training of host country nationals is one of the best investments of foreign assistance dollars. Following the return to their respective countries, trainees are often promoted into leadership positions including those at critical policy-making levels.

The incumbent Administrative Assistant is expected to proficiently manage the TraiNet data base and overall TraiNet/Visa Compliance System (VCS) for participant training. Responsibilities may include but not limited to:

- Organizing and managing TraiNet classes for USAID/Burma technical staff and USAID program implementation partners;
- Collecting and entering required participant trainee information into the VCS and tracking the visa review and approval process;
- Coordinating with USAID/Washington Central Bureaus, such as EGAT and Embassy Consular Offices to ensure visa requirements are met and approved in a timely manner, and relevant data on each participant trainee is submitted for inclusion in the U.S. Embassy Official files;
- Liaising with appropriate technical offices and their implementing partners to ensure that all participants meet the required language proficiency skills to successfully participate in their respective areas;
- Providing detailed information and recommendation relating to individual participant eligibility to the VCS J-1 Visa approver (R1);
- Generating management accountability reports that provide analyses and new insights into investments and outcomes under each USAID-funded training activity; and

Facilitating technical offices and their participating contractors to respond to a full range of questions, concerns and comments on the TraiNet/VCS system.