

POSITION: SECRETARY- DIR

BASIC FUNCTION OF POSITION

The incumbent is responsible for all secretarial and administrative support activities related to the Deputy Mission Director and the Resident Legal Advisor in the Mission Director's Office. He/she also performs secretarial/administrative/clerical duties and must liaise directly with the Mission Director's Assistant 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 Deputy Mission Director.

MAJOR DUTIES AND RESPONSIBILITIES

Administrative /Secretarial Functions 100% of time

1. Updates and maintains calendar appointments in DMD/RLA's calendar.
2. Receives incoming phone calls and visitors with courtesy. Thoroughly screens incoming calls and visitors to determine appropriate level of required response. Ensures the DMD/RLA's visitors are registered appropriately through embassy access request system.
3. Maintains logs and reviews all DMD/RLA incoming/outgoing correspondence to ensure correct formatting, language, and content in accordance with USAID practices. Ensures all correspondence is properly cleared before distribution. Tracks and follows up to ensure responses made by due dates.
4. Drafts documentation and correspondence in Burmese and English as required. Drafts official transmittals using computers in conformance with USAID policies and procedures. Proof reads all communications to ensure proper format and compliance with USAID requirements. Ensures all attachments included and makes photocopies for filing purpose.
5. Organizes and maintains easily accessible documentation filing and records management systems. Prepares file plan and vital records for annual submission.
6. Prepares and distributes meeting agenda and briefing materials prior to scheduled meetings. Attends assigned meetings and prepares minutes for approval by DMD/RLA as required.
7. Provides travel and logistical arrangement for DMD/RLA's entitlement travels and their attendance at conferences, meetings, trainings, seminars, site visits, TDYs, etc. which include but not limited to: 1) transportation; 2) accommodations/reservations; 3) visa and/or travel document 4) request/receive appropriate an E-Country Clearance , RSVP confirmation of attendance; 5) preparation of materials for presentation, etc.
8. Provides travel and logistical arrangement for high level visitors, Front Office TDYers and/or contractors. The services include but not limited to 1) confirming travel itineraries and meeting schedules; 2) accommodation and transportation arrangement; 3) airport arrival/departure and expediter services; 4) hotel to office transportation arrangements, 5) computer and working area set up etc.
9. Prepare official Travel Requests (TR) and travel voucher for DMD/RLA, authorized/eligible family members, Front Office TDYers and contractors. Prepare and track DMD/RLA travel plan and budget.
10. Coordinates functions held by the DMD/RLA, including but not limited to 1) addressing invitations; 2) confirming guest lists; 3) contacting caterers and organizing menus; 4) arranging logistics, etc.
11. Responds to TDY/Visitation requests and invitations. 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.
12. Coordinates with ROMA/Office of Financial Management (OFM) in preparing all documentation for reimbursements for DMD/RLA's allowances and other expenses.
13. Prepares, submits, and maintains time and attendance data for the DMD/RLA. Keeps in regular communication with OFM to ensure correctness of payroll, allowance payment, and leave records.
14. Gathers, prepares, and maintains documentation needed for budget purposes when requested by the DMD/RLA.

15. Provides translation and interpretation services when necessary.
16. Updates and maintains telephone directories of USAID Mission contacts and contact list of DMD/RLA activities.
17. Maintain and ensure office supplies are readily available for DMD/RLA office. Responsible for making requisition for goods and services for DMD/RLA activities. Coordinate with appropriate personnel to arrange for service and/or repair of office equipment.
18. Provide back up support to the Mission Director's Administrative Assistant and other Administrative staff on an as needed basis. Trains and mentors new administrative staff when necessary.