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**UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT**

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No. 067-2014

August 11 2014

OPEN TO: All Interested Candidates

POSITION: Administrative Clerk – (0011857E)

OPENING DATE: Monday, August 11 2014

CLOSING DATE: Monday, August 25, 2014

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC – 6 Col. \$25,071,132.00 – Col. Ps. \$40,113,816.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time. The application form may be requested via e-mail at: BogotaHR@usaid.gov or BogotaHRApplicationForm@state.gov
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applications should be delivered directly to the U.S. Embassy (as instructed below). **Please note:** the Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the HR Office immediately if you are contacted by a third party and/or asked to pay a fee.

SUBMIT APPLICATION TO:

American Embassy
c/o **USAID** Human Resources Section
Carrera 45 No. 24B-27 (Post 2)
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking for an individual for the position Administrative Clerk for the Executive Office.

BASIC FUNCTION OF POSITION

This position is located in the Executive Office, USAID/Colombia, Bogota. The primary purpose of this position is to be in charge of the USAID receive, planning and issue of both non-consolidated operating expense (OE) and project funds nonexpendable property (NXP) and expendable supplies (EXP). Informs the ICASS service provider of all physical movements to and from all USAID occupied space in order to

have all EXP and NXP properly inventoried in both USAID computerized inventory and ILMS. Receives and fills requests for supplies and equipment for offices and residences. Ensures that minor repairs and maintenance are performed to offices and residences. This position is appointed to be the Receiving Clerk for the Mission. In conjunction with the ICASS Storekeeper, conducts spot checks inventories of non-consolidated NXP and equipment and reconciles discrepancies. Recommends and assists in the disposal of property by means of public sales or other approved methods in conjunction with the Embassy. Is responsible for the annual inventory of property managed by USAID. Ensures that Residences are ready prior to U.S. arrivals and is in charge of housing utilities and rent payments. This position is responsible for the follow up to all procurement actions done thru ARIBA until service/items are delivered to the Mission.

MAJOR DUTIES AND RESPONSIBILITIES

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

A. Serves as receiving agent for the Mission, prepares reports and has the authority to reject supplies that do not fulfill Mission requirements. This position maintains records of all property managed by USAID for each residence and office area in Barscan. Assist the IT unit in the issuance of equipment and controls access to all USAID occupied warehouse space. Helps maintain NXP program by notifying the ICASS service provider of office or residential moves.

B. Receives inventories and issues all EXP supplies for the Mission. Prepares request for the procurement of insufficient or out of stock items, obtains approval and submits monthly procurement plan to the ICASS service provider. Also stores and catalogs records brought to the warehouse in accordance with records maintenance and disposal procedures in Section 202 of the Automated Directives System.

C. Ensures all utility services and leases are properly paid. Works in conjunction with the ICASS service provider to ensure that there are no disruptions in services provided to USAID paid leases. Is the main contact with the utility company's billing offices to ensure accurate invoicing and move of accounts from one agency to another when apartments are reassigned. Works closely with building administrations to ensure that other services provided thru their administrations are billed correctly to the mission.

D. Ensures that residences are ready and clean prior to arrival of U.S. Staff. This includes preparation of request and coordination with the ICASS service provider. Upon arrival, ensures that all property documents are signed by the employee acknowledging receipt. Ensures that all appliances are connected and working correctly. Issues welcome kit items based on the size of the family that will occupy the apartment, and return it to the warehouse two weeks after the arrival of the household effects of the employee. Helps Off-shore staff with connections of TV Cable, telephone lines and internet at their apartments by means of providing current quotations and contacting providers to schedule installations. Ensure that services paid directly by these personnel and properly closed before their departure.

E. The incumbent is responsible for the follow up of all procurement actions that mission requests thru the ARIBA system, to ensure that the action is moving smoothly and service/item requested will arrive timely and accurately to the mission. Ensure that invoices are correct and reflect the service/item received.

F. Performs minor maintenance works in residences. Office and warehouse. Provides back up to Correspondence and Records Office when required. Performs other related miscellaneous duties as assigned.

REQUIRED QUALIFICATIONS

Note: Candidates who do not meet these required qualifications will not be considered.

Education: Completion of secondary school is required.

Prior Work Experience: From three to four years progressively responsible experience in administrative, clerical and warehousing operations is required. Must demonstrate experience in basic finance and acquisition process.

Knowledge: Must have knowledge of general payment process and financial management skills, warehousing functions, and service standards. Must have knowledge of local lease agreements and utility company's billing processes.

Skills and Abilities: Must be familiar with computer data input and word processing. Ability to operate hand and battery-operated fork lifts and other materials handling equipment to store, issue and dispose of USAID property. Must have ability to work with both local and American staff; be polite but firm and tactful when decisions must be made limiting access to goods. Organizational skills are strongly required.

Post Entry Training:

On-the-job training in Bar-scan, ILMS (ARIBA) and Asset Management software. GLAAS training is required. Basic security awareness, occupational safety training, and computer training as required.

Language Proficiency:

Level III English ability is required. Must be Level IV (fluent) in Spanish.

POSITION ELEMENTS

Supervision Received:

Supervised by the Supervisory Management Specialist. Supervision is usually general, but special instructions and assignments are received from time to time.

Available Guidelines:

ADS Section 534, 14FAM 190-227, USAID Self-Study Training Manual Personal Property Management and Guidelines for USAID Bogotá shared warehouse. Housing handbook.

Exercise of Judgment:

Judgment is required in issuance, storage and evaluation of equipment, furniture and other items, recommending disposal of NXP considering its condition and age. When considering return and reimbursements of rent, utilities, and IT related equipment. Judgment is fully required when reviewing, receiving, compiling and requesting supplies for the Mission and when following up on acquisitions for the Mission.

Authority to Make Commitments:

This position does not have authority to make commitments.

Nature, Level and Purpose of Contacts:

Periodic contacts with USAID staff and families; working level contacts with ICASS Service Provider, Embassy GSO, security staff and maintenance and repair contractors. Permanent contact with building administrations, landlords, and utility companies and vendors.

Supervision Exercised:

None

Time Required to Perform Full Range of Duties

One year.

SELECTION CRITERIA

1. **Education (15%):** Completion of secondary school is required.
2. **Prior Work Experience (40%):** From three to four years progressively responsible experience in administrative, clerical and warehousing operations is required. Must demonstrate experience in basic finance and acquisition process.
3. **Evidence of strong English/Spanish writing and oral skills proficiency (10%):** Level III English ability is required. Must be Level IV (fluent) in Spanish
4. **Knowledge, Skills, and Abilities (35%):** Must have knowledge of general payment process and financial management skills, warehousing functions, and service standards. Must have knowledge of local lease agreements and utility company's billing processes. Must be familiar with computer data input and word processing. Ability to operate hand and battery-operated fork lifts and other materials handling equipment to store, issue and dispose of USAID property. Must have ability to work with both local and American staff; be polite but firm and tactful when decisions must be made limiting access to goods. Organizational skills are strongly required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY MONDAY AUGUST 25, 2014 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

USAID handles their own recruitment processes.
For any questions in regard to this recruitment process please contact USAID Bogota office directly.