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**UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT**

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No. 114- 2015

December 22, 2015

OPEN TO: All Interested Candidates
POSITION: Rover Secretary (0011857Z) - USAID
OPENING DATE: Tuesday, December 22, 2015
CLOSING DATE: Tuesday, January 5, 2016
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.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Please pay special attention to the “Language Testing Procedures” portion (4th page) since Applicants must attach language test results to the application in order to be considered.

TO APPLY

- If you meet all the requirements for this position, please complete and send a Foreign National Employment application form (DS-174) no later than the closing date at 4:00 p.m. Eastern Standard Time.

All candidates interested in this vacancy **MUST** use the form DS-174 to apply. Note that no other type of application for employment forms will be accepted.

Please follow this link<<http://photos.state.gov/libraries/colombia/231771/PDFs/NewDS-174Englishpdfversion.pdf>> to open the DS-174 form. The job announcement and application form may also be found on the website <http://bogota.usembassy.gov/hr.html> under New Application Form.

- Once the DS 174 form is filled out please send it via email to BogotaHR@usaid.gov
- Applications can also 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, USAID, is seeking an individual for the position of Rover Secretary for the Executive Office - EXO.

BASIC FUNCTION OF POSITION

This position is located in the Executive Office, USAID/Colombia. H/she will serve as rover secretary on as needed by the Mission's offices. The incumbent covers secretarial duties during the absence of the primary secretary, providing a variety of administrative, secretarial and clerical support to the office he/she is temporarily assigned to. Keeps the calendar and makes appointments for the supervisor and office staff. Sets up meetings and arranges or provides logistic support for these. Manages the Office and Team's correspondence, filing system, supplies and equipment and ensures smooth workflow. He/s performs a variety of documentation preparation, processing and control and other duties in support of the office's team. While not assigned to a specific office, serves as support secretary to the Executive Office.

MAJOR DUTIES AND RESPONSIBILITIES

As an employee of USAID employee, the incumbent is responsible for understanding and incorporating into his/her work the Agency's core values. These core values are: 1. Passion for Mission, 2) Excellence, 3) Integrity, 4) Respect, 5 Empowerment, 6) Inclusion, and 7) Commitment to Learning.

1. Receives visitors and phone calls, responds to routine inquiries or refers callers to the Supervisor or to other staff member as appropriate. Upon request sets up meetings and conferences (internal/external), arranges for conference rooms and appointments and reschedules appointments in case of conflicts and escorts visitors when required. Maintains the calendar of the Office Chief to where h/she has been assigned. Types agendas, notifies participants (within the Mission by e-mail and others by fax) and sees that refreshments are provided. Incumbent contacts attendees to confirm attendance. Attends meetings to take notes and prepares summaries to include who attended, topics discussed, agreements reached, issues identified and any task assigned.

Types correspondence, memoranda, reports, forms, cables, etc. H/she proofreads for typographical errors, grammar, punctuation, and spelling ensuring that the proper formatting is followed. This includes formatting cables to ensure correct transmission procedures and tags. Locates, obtains and tracks appropriate clearances and signatures. Incumbent it is also in charge of the office's supplies where h/she is assigned.

2. H/she will make travel arrangements for staff using E2 Travel to prepare travel authorization (TA) requests. Requests and tracks in-country clearances placed through the Regional Security Office. H/she will make hotel and airline reservations through the travel agency and arrange for transportation to and from the airport and for customs expediting assistance. The incumbent will prepare travel vouchers after completion of travel and also prepares vehicle requests for staff and TDY arrivals and departures, providing flight number and time, location of pickup and follows up to confirm arrangements.

3. H/she will manage all office correspondence by receiving, reviewing and controlling all incoming and outgoing correspondence and communications in close coordination with the Correspondence and Records (C&R) Office, during the assignment period. H/she will route correspondence to supervisor or appropriate staff member, including information as required and tracks documents which have been sent to other offices and follows up when these appear to be in danger of delinquency. The incumbent will ensure quality control of outgoing correspondence and keep track of all actions forwarded to staff and prepare a delinquent action list for the supervisor on a weekly basis or more frequently as requested. Records and tracks other pending actions and informs supervisor and other staff regularly as to status.

4. H/she places procurement requests (i.e., small purchases and services) through ARIBA and EXO Procurement. Incumbent may be requested to serve as back-up to the main Time and Attendance Keeper and to cover duties during h/her absence. Organizes special events, Country Clearance Request for travelers, Name Check requests, and on a weekly basis works on the Weekly Travel Report for the Mission and follows-up on the monthly contractors' census. Performs all other miscellaneous duties as assigned.

REQUIRED QUALIFICATIONS

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

Education: A high school education is required.

Prior Work Experience: A minimum of three years of experience in secretarial, clerical, and administrative work is required.

Post Entry Training: May receive periodic secretarial specific training courses. Training in USAID automated systems, E2 travel, GLAAS, e-services and ARIBA. On-the-job training in each office's secretarial support, elements of Mission's Strategic Objectives, and administrative related matters, as required.

Language Proficiency: Level IV in English and Spanish speaking and writing are required.

**** All applicants must attach a copy of valid language test results in the non-primary language (English and/or Spanish) to the application of employment to be eligible for consideration.**

Job Knowledge: Requires a thorough knowledge of secretarial, clerical and general administrative procedures, as well as Microsoft Office software and procedures for the preparation and processing of correspondence and any other type of documents to meet requirements and responsibilities.

Skills and Abilities: Strong interpersonal skills, tact, diplomacy, discretion and customer service are required. Ability to learn and adapt to latest technology related to Microsoft Office software and applications including numerical skills. Highly developed multitasking skills, must be able to format and prepare documents for distribution. Interact with USAID and Embassy personnel. Requires ability to learn, understand and apply USAID's Automated Directives System (ADS), USAID/Colombia Mission Orders and USAID procedures.

POSITION ELEMENTS

Supervision Received: Receives supervision from the Human Resource Specialist who assigns and reviews work, evaluates performance and exercises normal first level supervision. Performance evaluation will also include input from staff supported. As required during periods of absence of one of the Mission's Administrative Assistants, the incumbent will receive direct supervision from the designated office director. Guidance is will become less specific as incumbent develops expertise in the function.

Supervision Exercised: This is a non-supervisory position.

Available Guidelines: USAID ADS, USAID/Colombia Mission Orders, Directives of the U.S. Embassy, Department of State Foreign Affairs Manuals (FAM), Department of State Standardized Regulations, ADS, USAID Handbooks, Local Compensation Plan and other USG regulatory guidance as required, and his/her supervisor's instructions.

Exercise of Judgment: Must be able to recognize when to take an action, when to pass an action directly to supervisor or to other staff or when to hold action for future response. Judges importance of all incoming communications, screening calls and visitors and determines the appropriate level of response and provides appropriate information on time sensitive matters.

Authority to Make Commitments: Within the scope of the assignment, the job holder is regularly called upon to maintain calendars and/or otherwise set up meetings, to advise staff, callers, and visitors when work items or particular individuals will be available. The job holder is not authorized to commit the USG to the expenditure of funds.

Nature, Level and Purpose of Contacts: Contacts are with working level counterparts in the Government of Colombia, other donors and partners to exchange information; and with Embassy

officials to schedule appointments and meetings or provide non-technical information and with all levels within the USAID Mission.

Time Required to Perform Full Range of Duties: Six months.

SELECTION CRITERIA

- 1. Education (15%):** A high school degree is required
- 2. Prior Work Experience (20%):** A minimum of three years of progressively responsible experience in secretarial, clerical, and administrative work is required.
- 3. Evidence of strong English/Spanish writing and oral skills proficiency (10%):** Level IV (fluent) English ability and equivalent in Spanish for written and oral communication required.
- 4. Knowledge, Skills, and Abilities (35%)** Requires a thorough knowledge of secretarial, clerical and general administrative procedures, as well as Microsoft Office software and procedures for the preparation and processing of correspondence and any other type of documents to meet requirements and responsibilities.
- 5. Strong interpersonal skills, (20%)** tact, diplomacy, discretion and customer service are required. Ability to learn and adapt to latest technology related to Microsoft Office software and applications including numerical skills. Highly developed multitasking skills, must be able to format and prepare documents for distribution. Interact with USAID and Embassy personnel. Requires ability to learn, understand policies and regulations.

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.

****LANGUAGE REQUIREMENT**

Primary Language: In order to meet the language requirement, all applicants MUST indicate in their application or in a cover letter their primary or native language. A language test will not be required in the applicant's native language unless requested by the selecting office.

Secondary Language(s): When two or more language requirements are stated in the Vacancy Announcement, language tests are required for those languages that the applicant does not identify as the primary, first-spoken, or native language. If an applicant claims fluency in multiple languages, the applicant must identify ONE and only ONE language as primary, first-spoken or native. ALL applicants are required to prove proficiency in any other language listed in the Vacancy Announcement that is not indicated by the applicant as the primary language.

LANGUAGE TESTING PROCEDURES

Most of the positions at the U.S. Embassy require specific levels of both Spanish and or English. All applicants seeking a Mission Colombia local position must attach copy of a valid language test results in the non-primary language (English and/or Spanish) to the application of employment (DS-174 form) to be eligible for consideration.

The application form with the test result(s) must be submitted before the job announcement's closing date; otherwise the application will be deemed "not eligible".

For recruitment purposes the United States Mission Colombia will only accept the language tests as follows:

English:

Test administered by AVANTI Language School SAS, the Foreign Service Institute (FSI) and other Official U.S. Government Language testing institutes.

Spanish:

Test administered by AVANTI Language School SAS, the Foreign Service Institute (FSI) and other Official U.S. Government Language testing institutes.

Language test results are valid for one year. Language test costs are the applicant's responsibility.

If applicants do not have a valid language score from one of the above mentioned Language Institutes, they may contact the following Institute to be tested in English and/or Spanish as required:

Avanti Language School: Carrera 21 # 87 – 24 Polo Club, Bogota, Colombia. Applicants must request a language test by writing to academic@avantilanguageschool.com - For further information please contact PBX: 634-6637 or mobile 321-463-6470. Cost of language test is the applicant's responsibility.

**Failure to include the required language testing scores will result in the applicant being deemed ineligible for the position.

*****APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY TUESDAY, JANUARY 5, 2016 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.