



**UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT**



No. 011-2015

January 23, 2015

OPEN TO: All Interested Candidates

POSITION: USAID Secretary – Rover (0011857Z)

OPENING DATE: Friday, January 23, 2015

CLOSING DATE: Friday, February 6, 2015

WORK HOURS: Full time; 40 hours/week

SALARY: This position can be hired at a full performance level 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 of USAID Secretary - Rover for the Executive Office.

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 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. Performs a variety of secretarial and administrative support duties for the Mission.

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.

B. 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: Three years of experience in secretarial, clerical, and administrative work is required.

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.

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.

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.

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.

Supervision Exercised: This is a non-supervisory position.

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

SELECTION CRITERIA

1. Education (15%):

A high school education is required.

2. Prior Work Experience (35%):

Three years of 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 (40%):

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. 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.

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 FRIDAY, FEBRUARY 6, 2015 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.