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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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No. 116-2012

Job Vacancy

October 30, 2012

OPEN TO: All Interested Candidates

POSITION: **Secretary**, (0011858X)

OPENING DATE: Tuesday, October 30, 2012

CLOSING DATE: Tuesday, November 13, 2012 at 4:00 p.m. Bogotá Time

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC-5 Col. Ps. \$21,428,317.00-
Col Ps. \$34,285,309.00

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

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of **Secretary** for the **USAID/Colombia** Executive Office.

TO APPLY

- If you meet all the requirements for this position, please submit the Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) 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. cover letter, 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.

BASIC FUNCTION OF POSITION

This position is located in the Executive Office, USAID/, Bogota. The primary purpose of this position is to serve as rover secretary on-first call first-served basis to the Mission's different Offices that have staffing need. Covers Secretaries during their absences and provides a variety of administrative, secretarial and clerical support to the office he/she is temporarily assigned to. Types a variety of correspondence, memoranda, reports, forms, cables etc., from drafts provided by the Supervisors, oral instructions, or previous examples. Receives, distributes and tracks action items. Makes appointments and keeps the Supervisor's calendars. Sets up meetings with counterparts, partners, Mission/Embassy staff, and other donors, arranges for conference rooms, etc. Makes travel arrangements. Maintains unclassified official subject and chronological files, as well as working files. While not assigned to a specific Office, serve 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. Sets up meetings and conferences, upon request, arranges for conference rooms, etc. Keeps the calendar of the Office Chief where assigned. Reschedule appointments in case of conflicts. Places local and long distance calls for the Office Chief and staff.

2. Types a variety of correspondence, memoranda, reports, forms, cables, etc. from drafts, oral instructions or previous examples; proofreads for typographical errors, grammar, punctuation, spelling and proper formatting is followed. This includes formatting cables to ensure correct transmission procedures and tags. Locates, obtains and tracks appropriate clearances and signatures.

3. Makes travel arrangements. Prepares travel authorization requests (TARs) and, after approval, the actual TA. Makes hotel and airline reservations through the travel agency or directly thru internet or web pages. Arranges for transportation to and from the airport and for customs expediting assistance. Prepares travel vouchers after completion of travel. Provides similar logistic services to consultants and other incoming visitors reporting to the Office Chief.

4. Maintains the Office unclassified official subject and chronological files, as well as working files.

B. May be requested to serve as back-up to the main Time and Attendance Keeper to cover her during absence, and to perform other miscellaneous related duties as assigned; for example, organization of special events.

REQUIRED QUALIFICATIONS:

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

Education: A high school education is required. Completion of professional secretarial studies and/or some college or university work is highly desirable.

Work Experience: Two to three years of progressively responsible experience is required in secretarial, clerical or administrative work.

Language Proficiency: Level IV fluent written and oral English and Spanish skills are required.

Knowledge: Requires a thorough knowledge of secretarial, clerical and general administrative procedures, as well as Microsoft Office software.

Abilities and Skills: Strong interpersonal skills, tact, diplomacy, discretion and customer service oriented are required. Ability to adapt easily to changing working environments within the Mission. Must be able to format and prepare final documents, track the clearance process, monitor and follow through on actions, and interact

with USAID and working level GOC and Embassy's officials to set up meetings and interchange basic information. Masters latest technology related to Office software and applications. Requires ability to learn and use the Automated Directives System (ADS), to read and understand the USAID ADS, USAID handbooks, USAID/Colombia Mission Orders and of USAID procedures for the preparation and processing of correspondence and related documents, and must have numerical skills.

Post Entry Training: May receive periodic secretarial specific training courses. On the job training in each office's secretarial support, elements of Mission's Strategic Objectives, and administrative related matters, as required.

POSITION ELEMENTS

a. Supervision Received: Receives supervision from the FSN Personnel Assistant who assigns and reviews work, evaluates performance and exercises normal first level supervision. Performance evaluation will also include input from staff supported. Guidance is increasingly less specific in nature as incumbent develops expertise in the function.

b. Available Guidelines: The ADS, USAID Handbooks, Mission Orders, the Embassy's Protocol Guide and Records and Correspondence procedures.

c. 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 determining level of required response.

d. Authority to Make Commitments: Has no authority to commit USG resources.

e. 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.

f. Supervision Exercised: None.

g. Time Required to Perform Full Range of Duties: Six months are required to achieve full proficiency.

SELECTION CRITERIA

30 points: Work experience demonstrated in office administration practices and procedures.

30 points: Evidence of strong English/Spanish writing and oral skills.

20 points: Demonstrated ability to juggle competing demands and prioritize work accordingly.

20 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills.

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 NOVEMBER 13, 2012 AT 4:00 P.M. BOGOTA 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.