



USAID
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DEMOCRATIC REPUBLIC OF CONGO

Reference No.:	AID-14-01
Position/Salary Range:	Roving Secretary FSN-7 (Full Performance Level) FSN-6 (Trainee Level) <i>Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave; medical and severance benefits.</i>
Open To:	All DRC citizens
Location:	USAID/Democratic Republic of Congo Kinshasa, DRC
Opening:	October 28, 2014
Closing:	November 14, 2014
Work Hours:	Full-Time; 40 hours/week

USAID/Democratic Republic of the Congo (DRC), an equal opportunity employer, seeks applicants for the above positions.

Completion of High school degree and English language fluency (Level IV English) both in oral and written communication is a requirement for this position.

Basic Function of Position:

As a member of the Executive Office Team, ensures performance of duties reflect well on the EXO and recognizes the importance of the timely performance of responsibilities to enable all staff to meet the commitments of USAID/DRC.

Under the supervision of the Deputy Executive Officer, incumbent serves as the roving secretary to cover the absences of office secretaries, to handle special projects and increased workload during the peak periods.

Major Duties and Responsibilities:

Responsible for independently handling a variety of administrative requirements of the assigned office including, but not limited to:

- Serves as an interpreter and translates documents from French into English and vice-versa; prepares project/program documents, and tracks project budgets as needed; handles requests for maintenance and supplies for the office;
- Receives and controls in-coming correspondence, forwarding to the appropriate employee on own initiative and ensures timely responses occur, keeping supervisor fully informed of any difficulties; and maintains time and attendance for the office ensuring the timely submission of individual time sheets for the office;
- Submits after-hours access requests to RSO;
- Prepares travel requests and travel vouchers for an assigned office staff.
- Handles telephone calls in the absence of office supervisor as well as escorting visitors to and from the office;
- Responsible for maintaining office filing system in accordance with established USAID Records Management System;

- Prepares correspondence and reports and reviews items prepared by other office staff members for accuracy and completeness and that the correct format, grammar and punctuation are being followed; prepared various diplomatic notes and other high level Agency correspondence required by office in the format prescribed by Embassy and USAID.

Performs other duties as assigned.

Required Qualifications at the Full Performance Level:

Education:

Completion of High school degree. Courses and/or experience in typing, office practices, word processing and the like.

Prior Work Experience:

Three years of progressively responsible secretarial and administrative experience with international organizations. One year having been with a USG department or agency is required for the full performance level. Experience in operating technically complicated office equipment such as computer, printer, scanner, fax/telephone, copy machine.

Language Proficiency:

Level IV English (Fluent) and Level IV (Native) French is required **both in oral and written communications for this position**. English language written skills may be evaluated in the testing phase; oral English skills will be evaluated in the interview phase.]

Knowledge:

Good knowledge of correspondence format and reporting procedures, records file management, mail handling, timekeeping procedures and general understanding of general administrative requirements. Demonstrated proficiency in word processing and automated spreadsheets [i.e. Windows, Microsoft Word, Excel, Power Point, Outlook Express, Internet/Intranet].

Evaluation Criteria and Weights:

1. Education/Weighted 15% based on initial application review;
2. English Language Skills/Weighted 15% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 25% based on written assessment and interview.

How the selection will be made:

The successful candidate will be selected based upon

1. A preliminary review of the applicant's submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
3. A personal or telephone interview.
4. Reference checks.

USAID/DRC's Technical Evaluation Committee (TEC) and Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements.

The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/DRC.

USAID/DRC reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Compensation:

The Secretary position will be compensated in accordance with the U.S. Embassy's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and English language fluency requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

A complete application package consists of the following:

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](#).
2. A cover letter demonstrating how prior experience and/or training address the minimum qualifications and selection criteria,
3. A current resume or curriculum vitae (CV), and
4. Names and contact numbers of three professional references.

Ensure that all communications (including your Cover Letter) include the Announcement Reference Number (AID-14-01) and the Title of the Position(s) for which you are applying (Roving Secretary).

Submit the complete application package via email, to mcorbin@usaid.gov and skiyanga@usaid.gov

Failure to comply with these instructions may result in your application being considered "non responsive" and eliminated from further consideration.

Point of Contact:

Sandra Kiyanga: skiyanga@usaid.gov

Only short-listed candidates will be acknowledged.

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under Chief of Mission authority.

Closing date for this position: November 14, 2014

The U.S. Mission in the Democratic Republic of the Congo provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. Women and members of minority groups are encouraged to apply.