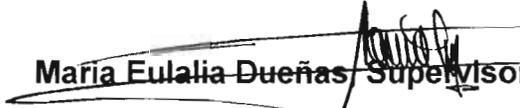




**USAID**  
FROM THE AMERICAN PEOPLE

**ECUADOR**

Staff Notice 2011-005  
June 14, 2011

**FROM:** ~~Maria Eulalia Dueñas~~  Supervisory Executive & HR Specialist

**OPEN TO:** ALL INTERESTED CANDIDATES

**SUBJECT:** Vacancy Announcement for a Temporary Administrative Assistant in the Executive Office (EXO) in USAID/Ecuador

**POSITION:** Temporary Administrative Assistant, FSN - 7

**OPENING DATE:** June 15, 2011

**CLOSING DATE:** June 24, 2011

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** FSN-7

**LENGTH OF HIRE:** Temporary Position  
Immediate Vacancy through the end of September 2011

This is to advise All Interested Candidates of subject position vacancy under a Temporary Personal Service Contract in the Executive Office in the United States Agency for International Development in Ecuador (USAID/Ecuador).

#### **BASIC FUNCTION OF POSITION**

As Temporary Administrative Assistant the incumbent is a member of the Executive Office of the USAID Mission in Ecuador. S/he reports directly to the Supervisory Executive and Human Resources Specialist (SE&HRS) and assists three (3) other Foreign Service Nationals (FSNs).

Incumbent performs a variety of administrative work related to Office Administration, Procurement, Shipping & Customs, FSN Contracts and other administrative work. S/he provides direct support to the team by performing administrative and clerical duties. S/he produces and reviews the quality of general administrative correspondence; prepares cables, memos, letters, staff notices, etc., as required.

Reviews Mission Orders for correct format and numbering, ensuring that attachments are correct and clearances and signatures obtained.

**MAJOR DUTIES AND RESPONSIBILITIES** (Administrative 100% of time)

The incumbent is responsible for:

1. Providing the following administrative support to the Executive Office in USAID/Ecuador:
  - a. Prepare general correspondence (routine and non-routine), obtain internal clearances and send the documents to the Regional Executive Office (REXO) in Lima.
  - b. Coordinate general logistics, such as the agenda for the Regional Executive Officer during his visits to Ecuador. His/her work requires the coordination with the other offices' assistants and with staff from the Embassy, USAID/Washington and from the Regional Hub in Lima, Peru.
  - c. Maintain logs for petty cash, purchase orders and correspondence.
  - d. Maintain EXO files in order and updated.
  - e. Other administrative tasks as requested by the SE&HRS
2. Requesting quotations from vendors for administrative procurement. This includes an initial analysis to ensure that minimum requirements are met.
3. Preparing purchase order (PO) requests.
4. Sending originals of the approved/signed contracts or POs to vendors/contractors, ensuring that they are returned, and that they are satisfactorily completed.
5. Preparing vouchers, for administrative approval by the SE&HRS and sending them to the Regional Financial Management Office (RFMO) in Lima for processing.
6. Preparing FSN contract amendments for the REXO's signature.

**DESIRED QUALIFICATIONS**

1. Education: Completion of secondary school is required.
2. Prior Work Experience: Two or more years of experience in administrative work.

3. Post Entry Training: On-the-job training on office practices and procedures.
4. Language Proficiency: Level IV in both English and Spanish.
5. Knowledge: Administrative support practices and procedures, good knowledge of computer applications like Word, Excel, Powerpoint, etc.
6. Skills and Abilities: Office automation skills. Oral and written communication skills. Ability to work independently, and to deal effectively with office personnel and the public. Ability to organize work and to handle various actions at the same time.

#### **POSITION ELEMENTS**

1. Supervision Received: Direct supervision is received from the SE&HRS. Upon receipt of specific guidance and instructions pertaining to what s/he is expected to do, the incumbent independently carry out his/her duties and responsibilities, following his/her own approaches and methods in solving problems.
2. Available Guidelines: Supervisor and Mission regulations (The Automated Directives System (ADS), USAID regulations, Local and Mission Orders, Management Notices, etc.) and any other additional financial or administrative guidelines.
3. Exercise of Judgment: Must be able to prioritize work.
4. Authority to Make Commitments: None.
5. Nature, Level, and Purpose of Contacts: All Mission personnel and visitors from public and private sector. Embassy staff, USAID/Washington offices, as required.
6. Supervision Exercised: None.
7. Time Required to Perform Full Range of Duties after entry into the Position: One month.

#### **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate state her/his eligibility.

**TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for Employment (Form DS-0174), or
2. A current resume or curriculum vitae; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Veterans must be living in Quito at time of application and recruitment process to be considered eligible.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Language report from Bloomfield Language School, Alemania N30-169 y Vancouver, telf. 2548-624 or 2902791.

**SUBMIT APPLICATION TO**

Maria Eulalia Dueñas  
Supervisory Executive and HR Specialist  
USAID/Ecuador  
Av. Avigiras E12-170 y Av. Eloy Alfaro  
**[mduenas@usaid.gov](mailto:mduenas@usaid.gov)**

CLEARANCES

OPS DIR: Gustavo Carrera email 5/25/11

REXO: KPope email 5/26/11

A.M.D.: Daniel Sanchez-Bustamante DGB 06-13-11