

UNCLASSIFIED

VACANCY ANNOUNCEMENT

USAID/CAIRO

Number: 6-A	Subject: VACANCY (Egyptians)	Date: June 21, 2015
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Position Title: RIG Administrative Assistant
Position Number: 101-09 [Part-Time]
Duration: One year with options to renew
Organization: USAID/Regional Inspector General [RIG]
Salary Potential: FSN-6A
Application Deadline: July 2, 2015 (Close of Business 4:30 pm)
Salary Range for a Fully Qualified Candidate: LE 52,777 Gross Per Annum
 This is the Gross Annual Salary before deducting Taxes)

BASIC FUNCTION OF POSITION

The Administrative Assistant serves as a part-time Administrative Assistant to the Cairo suboffice of the USAID Office of Inspector General (OIG) Regional Inspector General in Frankfurt, Germany, and as the administrative liaison to the Frankfurt office. The part-time position would be for 24 hours per week (3 full 8-hour days). The Administrative Assistant will provide administrative assistance to 2 U.S. Direct Hire and 6 local Egyptian staff members. The position supports an office with performance audit oversight responsibilities for USAID/Egypt and non-federal audit and investigative responsibilities for the Middle East and Europe and Eurasia Regions. S/he reports to the Regional Inspector General/Frankfurt. The Senior US Direct Hire in Cairo will provide day to day oversight.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

- 1. Office Administration** –Daily management of the Cairo suboffice shared drive, coordinating with audit staff to update Cairo elements of the RIG/Frankfurt’s monthly operating report, maintaining property management records, non-expendable supply records, and other Administrative records, as required, and providing translation support as needed. 30%

- 2. Non-Federal Audit (NFA) Report Support** – Weekly support to the NFA process, including NFA projects in an automated workpaper system, assisting the auditors with formatting audit reports in accordance with OIG policy, identifying the appropriate distribution list of recipients, maintaining audit activity log to control report numbers assigned to non-federal audit reports, and transmitting all final products. 30%

3. Personnel and Travel- Processes HR related requests through automated workflows in OIG's automated document tracking application, coordinates with 2 USDH Foreign Service Officers to submit personnel requests to RIG/Frankfurt for foreign-service related entitlements, coordinates procurement-related activities such as identifying needs, drafting purchase requisitions, monitoring status of purchase orders and ensuring that items are properly received in satisfactory condition prior to acceptance and properly inventoried and maintained. Serves as the E2 travel system arranger for in-country travel for all staff assigned to the Cairo sub-office, arranges travel authorization requests for training, in-country site visits, and entitlement travel. 30%

4. Timekeeping - Timekeeper for 6 local Egyptian staff. Coordinates closely with all local Egyptian staff to ensure that bi-weekly timesheets are accurately recorded and entered into the system by the cut-off dates. Reviews employees' time-charges for accuracy and coordinates closely with the senior USDH to ensure that timesheets are reviewed and signed by the cut-off dates. Performs other duties as assigned. 10%

REQUIRED QUALIFICATIONS

- a. **Education:** completion of secondary school is required.
- b. **Prior Work Experience:** Minimum of 3 years administrative experience with an English-speaking organization is required. Minimum of 1-year experience should have been with a U.S. Government organization.
- c. **Post Entry Training:** On-the-job training in the areas of E2 travel system, WebTA timekeeping system, the OIG's document management system, Country Clearance system, basic TeamMate features, and other systems used by USAID/OIG.
- d. **Language Proficiency:** Level IV (fluent) in written and spoken English is required. Level IV (fluent) in reading and speaking Arabic is required to communicate with Egyptian nationals to deal with local operational matters and to provide translation support services as needed.
- e. **Job Knowledge:** Must be knowledgeable of USAID Automated Directive System (ADS), and federal travel, procurement, and budget regulations. Extensive knowledge of general office procedures, formal correspondence practices and styles, and filing systems (automated and manual), and procurement activities.
- f. **Skills and Abilities:** Must be able to demonstrate exceptional customer service skills to service competing needs by Cairo suboffice staff, RIG/Frankfurt staff, OIG Washington staff, USAID Mission personnel, and employees at all levels. Must demonstrate excellent communication skills required to present facts or provide instructions in a clear and concise manner. Must demonstrate, at a minimum, intermediate skills and knowledge of MS Word, MS Excel, and Microsoft Outlook. Must have strong writing/proofreading skills to proofread correspondence and assignments to ensure accuracy. Must have excellent organizational skills and attention to detail and ability to initiate, prioritize, and meticulously follow through on plans.

16. POSITION ELEMENTS

- a. **Supervision Received:** The incumbent reports directly to the Regional Inspector General/Frankfurt. The Senior US direct hire in Cairo will provide day-to-day oversight. The incumbent takes the initiative in setting priorities and in accomplishing all assigned work, usually within minimal timeframes independently with limited supervision.
- b. **Supervision Exercised:** None.
- c. **Available Guidelines:** OIG policy and procedure directives, OIG Audit Handbook, USAID directives and guidance.
- d. **Exercise of Judgment:** Exercises independent judgment in prioritizing work; providing accurate and sufficient information to suboffice, RIG/Frankfurt, and OIG Washington staff, USAID Mission personnel, and visitors; contacts staff at various levels of USAID/Egypt to relay or obtain information and/or process various administrative requests. Exercises sound judgment in maintaining confidentiality of office matters and OIG-related issues.
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level, and Purpose of Contacts:** Contacts with Cairo suboffice and RIG/Frankfurt staff, OIG/Washington, USAID/Egypt, Embassy officials, and officials of other organizations to relay or obtain information, coordinate and follow up on necessary actions, schedule appointments or meetings, etc.
- g. **Time Expected to Reach Full Performance Level:** 6 months.

SELECTION CRITERIA:

CATEGORY	SCORING PERCENTAGE
Education/academic requirement*	10
Experience*	30
Language Proficiency*	20
Knowledge*	20
Skills & Abilities*	20
TOTAL	100%

* As per details reflected under Qualifications above.

RECRUITMENT PROCEDURES AND GUIDELINES:

Qualified candidates who are interested in this vacancy should apply by submitting the following or the application will not be considered:

The Universal Application for Employment (UAE) DS-174 (link to instructions and applications :<http://egypt.usembassy.gov/hr.html>) **and an up-to-date CV with a cover letter detailing how they are qualified for the position as part of the application**, quoting the position number by

no later than COB of the application deadline noted above. The HR Office will disregard any submissions CV exceeding five pages and/or those received after the deadline.

Applications and Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.

Candidates must provide in the application (DS-174) names of family members working in the Mission.

SUBMIT APPLICATION TO
Human Resources Office
Attention: Cindy Eldeib or Lamiaa Hafez
US Embassy, Cairo
8, Kamal El Din Salah Street, Garden City
Email: cairojobs@state.gov<mailto:cairojobs@state.gov>

POINT OF CONTACT
Lamiaa Hafez
Telephone: 2797-3001
FAX: 2797-2611

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If a selected applicant does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

Priority will be given to best qualified FSNs who have been involuntarily RIF'ed.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

**Samia Joseph
Human Resources Officer**