



VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR

No. 16-003A

Administrative Assistant (Participant Training)

Date:
03/15/16

This positions is being re-advertised to
All Interested Candidates

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant (Participant Training), FSN-07

OPENING DATE: March 15, 2016

CLOSING DATE: March 30, 2016

WORK HOURS: Full time; 40 hrs. Workweek

SALARY: *Ordinarily Resident (OR): Position Grade FSN-07, Salary range from \$15,836.00 to \$24,628.00 (Basic Rate + Allowances)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Agency for International Development in San Salvador is seeking one individual for the Administrative Assistant (Participant Training) position in the Strategic Development Office.

BASIC FUNCTION OF THE POSITION

The Administrative Assistant serves as the Participant Training and Vetting Clerk for both the bilateral and regional program. In this capacity, the Incumbent works in close liaison with all strategic objective teams to process Participant Training applications in accordance with USAID regulations and procedures. The Incumbent serves as the coordinator and liaison with the Embassy and USAID regional Missions to meet all vetting requirements.

A complete position description listing all duties and responsibilities follows.

MAJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

A. U.S., Third-country and In-Country Participant Training Processing/TraiNet Assistant 50%

- Planning, coordinating, and operationally managing all participant training activities, ensuring that such activities are implemented in accordance with ADS 253 and Mission policies.
- Attending post-award orientations for new implementers and guiding new implementers through the Participant Training process.
- Acting as the Mission's primary contact on policy and procedural matters related to training, the Participant Training Assistant advises Mission staff and implementing partners on current status, regulations, Mission Orders and ADS 252 and 253 guidance that apply to Mission training programs, thereby minimizing Mission vulnerabilities.
- Assisting USAID/Washington contractors and recipients with training procedures that involve Salvadoran and non-presence country participants.
- Coordinating the J-1 Visa process: entering information into TraiNet, verifying and approving this information in VCS (R1- Operator role), coordinating the visa referral process for the Mission and coordinating visa interviews for participants.
- Requesting and following up on Security Risk Inquiry (SRI) for each training event abroad.
- Ensuring enrollment of all USAID/EI Salvador-sponsored participants in Health and Accident Insurance (HAC) and coordinating submission of medical tests, if applicable.
- Coordinating country clearance cables/notifications for third-country training with other posts.
- Ensuring proper processing of an unfunded Training Agreement (TRAG) before departure for all USAID/EI Salvador-sponsored participants training abroad.
- Documenting participant files according to USAID records disposition schedules.
- Compiling and analyzing historical training data to respond to requests by Congress, USAID/ Washington, the Embassy, partner institutions and the public.
- Ensuring that U.S, Third-Country and In-Country training is reported to corresponding offices in USAID/W through TraiNet. Participant Training Assistant acts as the Mission's Operator/Coordinator for TraiNet and trains the Alternate Operator and Alternate Verifier.
- Following-up on participant return to the country and coordinating the necessary actions related to non-returnees under USAID/EI Salvador-sponsored programs.

B. Vetting Assistant 25%

- Ensures that the training participants are vetted according to USG and USAID regulations and policies, e.g., ADS 206 and 253 and Leahy vetting guidance.
- Acts as the Mission's primary contact on policy and procedural matters related to vetting. The Vetting Manager advises Mission staff on current status, regulations and policies, Mission Orders and ADS 206 and 253.
- Coordinates the vetting process internally, among the technical teams and support offices, and externally, with other US government agencies and Embassy Offices located in El Salvador and with other USAID Missions in the Latin America region.
- Organizes and maintains the participant training and vetting files. Compiles and analyzes historical vetting data to respond to requests by Congress, USAID/Washington, the Embassy, partner institutions and the public.

C. Other SDO Administrative Support 25%

- Performs a variety of administrative functions in support of the general operations of the office, including but not limited to: maintaining files; drafting and editing correspondence and other relevant documents; quality control of documents; travel arrangements; briefing books; arranging meetings; etc.

- Responsible for a variety of special projects as required or as requested by the Office Director, Deputy Office Director or his/her designee.
- Serves as back-stop for the Admin Assistant in his or her absence.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** At least 2 years of full time post-secondary study, or equivalent, at a college or university in a relevant field, business administration, law, accounting, marketing, arts, is required.
2. **EXPERIENCE:** Minimum two years of experience in programs dealing with logistics planning, working in a data base, handling international travel arrangements, including working in a bicultural environment and providing good customer service is required.
3. **LANGUAGE:**
Level IV (fluent) in English oral/written is required.
Level IV (fluent) in Spanish oral/written is required.
4. **KNOWLEDGE:** analytical abilities and excellent communication skills. Proficiency in Microsoft Office (Word, Excel, Outlook and Internet) is a must.
5. **SKILLS AND ABILITIES:** Demonstrated ability to manage complex arrangements, logistics and processes. Demonstrated ability to explain highly complex programs and deal with colleagues and counterparts to meet goals. Ability to work to work effectively in a multi-cultural setting. Ability to be detailed oriented and precise with data base entry, and exact in follow through on logistical arrangements. Demonstrated ability to work independently and to make critical decisions within his/her area of responsibility. Demonstrated ability to communicate effectively and cross-culturally with individuals or groups in a variety of situations. Outstanding interpersonal skills required due the frequency and sensitivity of interactions with contacts at all levels, e.g., technical teams, support offices, other USG agencies, counterparts, institutional contractors, partners, and customers
6. **IT IS REQUIRED that candidates complete the DS-0174 form and submit it. Applicants that do not use form DS-0174 will be disqualified.**

SELECTION PROCESS

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.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

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

1. Application for US Federal Employment (DS-0174); http://sansalvador.usembassy.gov/job_opportunities.html
2. Candidates must identify the position to which they are applying.

Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above

Executive Office
USAID / El Salvador
PER e-mail:

ssvacancies@usaid.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

1. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: March 30, 2016

The US Mission in San Salvador provides equal 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 Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: USAID / EXO



VACANCY ANNOUNCEMENT
THE USAID MISSION IN SAN SALVADOR