



# VACANCY ANNOUNCEMENT

## THE USAID MISSION IN SAN SALVADOR

No. 16-009A

### Secretary Position Vacancy

Date:  
05/10/16

**APPLICANTS WHO PREVIOUSLY APPLIED  
DO NOT NEED TO RE-SUBMIT APPLICATION**

**OPEN TO:** All Interested Candidates

**POSITION:** Secretary, FSN-7

**OPENING DATE:** June 10, 2016

**CLOSING DATE:** June 16, 2016

**WORK HOURS:** Full time; 40 hrs. Workweek

**SALARY:** \*Ordinarily Resident (OR): Position Grade FSN-7, 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 a Secretary position in the Democracy and Governance Office.

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

The Secretary serves as the principal administrative support person for the Office Director and reports to him/her directly and/or his/her designee, operating independently to ensure that administrative functions are performed effectively and efficiently.

The Secretary is the primary contact person responsible for providing customer service to internal and external partners and other stakeholders, including Mission staff, contractors and grantees Implementing Partners (IPs), host-government officials, the U.S. Embassy community, USAID/Washington colleagues and other customers. In this capacity, the Secretary is responsible for coordinating information about the Office, and making sure that information gets to customers on a timely basis and in a professional manner.

A complete position description listing all duties and responsibilities follows.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

## **% OF TIME**

20%

The Secretary receives and places phone calls, sends and receives E-mails and Faxes and coordinates meetings and appointments at the request of the supervisor and other Office staff; arranges transportation as needed and takes meeting minutes when requested. Schedules appointments based on a good knowledge of the Office Director's commitments and maintains the Office calendar reminding the supervisor and others of meetings and appointments. The Secretary takes messages in the absence of the Office Director and other Office staff, directs callers to other staff members or answering questions personally. Incumbent receives and assists visitors, answers questions, or directs callers to a staff member who can assist them. Schedules meetings for the Office Director and ensures that attendees are briefed or provided proper background material. The incumbent also maintains conference room schedules in coordination with Office Secretaries and other Mission administrative staff arranging for conference room space as required by the size of the group. The Secretary meets with other Mission support staff on a regular and recurring basis.

20%

b. The Secretary maintains control of all correspondence for the Democracy and Governance Office, including program/project/activity files provided by CORs/AORs and other Specialists. The Secretary establishes and maintains a computerized tracking systems to track Office actions, provides weekly reports to the Office Director, receives and screens Office mail not addressed to a particular individual, drafts responses to routine correspondence and letters in English and Spanish, and distributes incoming official mail to Office personnel attaching pertinent background material. Incumbent searches files and records to assemble background information for correspondence and other pending actions. The Secretary reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch reviewing all outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The Secretary distributes internal policies and procedures and, as necessary, maintains a record of when staff received the new policy and/or procedure.

20%

c. The Secretary establishes and maintains files according to standards set by the Mission Communications and Records Technician marking correspondence and other documents for filing according to Agency guidelines. Reviews all correspondence prepared in the Office or elsewhere in advance of the supervisor's signature, corrects errors by drafters and edits correspondence, and assures that responding correspondence fully meets the requirements posed by incoming correspondence to which it pertains. The Secretary maintains and updates Office Handbooks and other documents, such as the visitors list, telephone listings, personnel rosters, vacation schedules, etc. as needed.

20%

d. The Secretary uses PC-based word processing, spreadsheet, and charting software in the performance of a variety of assignments, types a variety of correspondence, creates electronic tables, develops charts, and prepares other documents in draft and final form, proofing for format and consistency with standard formatting requirements, prior to submitting for signature. As required the Secretary locates documents routed for clearance and obtains and tracks clearances and signatures.

20%

e. Performs other duties as assigned or required including drafting electronic country clearances (ECCs); reporting time and attendance; assisting incoming personnel with check-in procedures and departing personnel with check-procedures; managing travel requests for Democracy and Governance Office staff for TDYs, R&R and other official travel.

## **QUALIFICATIONS REQUIRED**

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

1. **EDUCATION:** Two years of college studies in Secretarial Science, Business Administration or a similar field is required.
2. **EXPERIENCE:** A minimum of three years of administrative, secretarial, clerical and filing experience is required, of which two years should have been spent with a U.S. Government Agency, Non-Governmental Organization (NGO) or other donor or host-government organization.

**3. LANGUAGE:**

Level IV (fluent) in English oral/written is required.  
Level IV (fluent) in Spanish oral/written is required.

**4. KNOWLEDGE:** Must have good working knowledge of secretarial, administrative assistance and correspondence management. Good knowledge of clerical practices and procedures. Proficiency in Microsoft Office is required. The Secretary should have the ability to develop an excellent understanding of file management, mail handling, and correspondence formatting. Must be proficient in keyboarding and in operating computers with standard software including Microsoft Word, Excel, PowerPoint, and other software programs as required. The Secretary must be proficient in using the Internet and E-mail and be able to translate documents from English to Spanish and vice-versa.

**5. SKILLS AND ABILITIES:** Enthusiasm and creativeness in proposing and implementing new approaches to streamline administrative procedures. Also must possess excellent interpersonal skills and be customer service oriented, he/she will be in constant communication with Mission personnel in-country and at the regional level. The Secretary should be familiar with, or able to quickly become familiar with, USAID Democracy and Governance Office responsibilities and activities, as well as possess a general knowledge of standard office procedures and practices.

**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](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](mailto: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: June 16, 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



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