



VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR

No. 16-019

Administrative Assistant Position Vacancy

Date:
08/12/16

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-7

OPENING DATE: August 12, 2016

CLOSING DATE: August 19, 2016

WORK HOURS: Full time; 40 hrs. Workweek

SALARY: *Ordinarily Resident (OR): Position Grade FSN-7, Salary Range from \$15,836.00 up 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 an Administrative Assistant position in the Executive Office.

The Administrative Assistant position is located in the USAID Executive Office (EXO), and is under the direct supervision of the Senior Foreign Service National Supervisory Management Specialist (SMS) or her/his designee.

The incumbent performs a variety of mixed administrative functions such as processing requisitions for supplies and services, petty cash local purchases, and emergency small purchases. In addition, s/he assists in the coordination of maintenance and repairs for USAID and RIG offices including office remodeling and office relocation projects. S/he is the liaison with Embassy Housing Division and ensures the issuance of residential leases, extensions and modifications for USAID and RIG rented houses in coordination with the STATE/Housing Unit.

BASIC FUNCTION OF THE POSITION

A complete position description listing all duties and responsibilities follows.

MAJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

A. Small purchases and assistance provided to Mission offices

40%

1. The Incumbent is responsible for purchasing local office supplies and services not processed through ARIBA web-based procurement system. Incumbent is responsible for procuring office supplies not provided through ICASS or services under petty cash or when emergency local purchases are needed. Purchases include business cards, plaques, special paper for certificates, special supplies requested when hosting Regional training events, regional meetings and special presentations. S/he is responsible for contacting local vendors and placing orders for goods and services paid through the imprest funds or that are of an emergency nature. When necessary the incumbent goes physically to the stores to obtain quotes and/or to perform the actual purchase. All these goods and services are requested through approved requisitions. Incumbent prepares such requisitions and reviews those generated by other offices. She prepares and/or ensures supporting documentation is attached including estimated budgets, funds availability provided by the Regional Financial Management Office (RFMO) and submits requests for approval of the Regional Executive Officer (REXO) or the SMS. S/he coordinates with the USAID sub-cashier to obtain/liquidate cash advances. Coordinates with requestors the approvals for the use of the Operating Expenses and Program funds for entertainment meetings. Reviews proper information and justification to obtain approvals and funds availability. Distributes and files fully signed forms for obligating purposes and payment processing. Liaises with STATE/Procurement Division to ensure requests are timely and properly executed, submits any information as required by the STATE/Procurement Division. Follows up from request to final delivery of goods and services.
2. The incumbent is responsible for reviewing invoices, receiving reports and documents for administrative vouchers prior to the approval of the Regional Executive Officer (R/EXO) or SMS. S/he scans payment vouchers and documents processed electronically via ASIST.
3. S/he is a designated Requestor in GLAAS to enter requests for EXO actions and on behalf of other offices when needed. S/he monitors such actions and follows up through completion.
4. Submits work orders for repairs and maintenance works in the USAID offices. Submits work orders for cleaning of carpets, modular partitions, painting services and any other work as required in the USAID and RIG offices.
5. Reports to Facilities any equipment malfunctioning such as air conditioning, toilets, faucets, etc. Follows up with service providers and contractors to ensure effectiveness and completion of the work. Coordinates with the Warehouse staff the pick-up and/or delivery of furniture and equipment to/from offices and the USAID owned property.
6. Incumbent is responsible for maintaining conference and meeting rooms listing in the system; oversees readiness and availability; schedules meetings on behalf on other offices or agencies, depending on availability and when needed. Also coordinates with Warehouse staff for conference room set-ups when necessary. Maintains two storage rooms for office and logistics supplies and keeps supplies organized and available for easy access.

B. Administrative Functions

35%

1. S/he is the file custodian for the official records on requisitions, TDY approval memorandums, Memorandum for OE and Program funds entertainment meetings, USAID owned property records, ARIBA Purchase Orders, office renovation documents, and ICASS working files. Maintains updated files and organizes them automated in a public drive for easy access. Prepares and submits annual record disposition plan.
2. Provides guidance to Secretaries and all Mission staff on standard operating procedures, internal policies and business processes. Guides staff to depository sites for forms, samples, Mission Orders, and other information resources.
3. Assists the SMS in the review and reporting of projected/actual ICASS workload counts. Coordinates with service providers to solve discrepancies. Prepares worksheets and files for easy availability of data. S/he maintains ICASS working files up to date.
4. Guides mission staff on checklist for VIP delegations, TDYers and special events to ensure all details pertaining to logistics is coordinated and timely accomplished.
5. Assists IT staff during the special deployment of automated systems and helps users in minor computer users' support; maintains the log of STATE tokens and controls and reports new requirements ensuring appropriate funding is provided and providing support to new users in registering and initiating tokens.
6. Coordinates logistics and provides administrative support for special meetings and other official events. S/he is in charge of entering GLAAS request for EXO actions and on behalf of other offices as needed. The incumbent is responsible for special projects as developing monkey surveys, coordinating special request for regional meetings or official delegations, issuing of certificates for special events/meetings, etc.
7. Performs all administrative duties assigned to the Principal EXO Administrative Assistance in periods of absence or during high workload periods. S/he is fully familiar with the regular on-going work of the principal Administrative Assistant to ensure work flows accordingly. S/he is also the backup for the submission of ARIBA request for other areas not pertaining to office and residential requests.

C. Re-modelling Projects 1

5%

1. Coordinates and manages USAID and RIG office reconfiguration, remodeling and small construction projects including the provision of modular partitions and/or furniture and equipment. Coordinates with all service providers such as Facilities, GSO, RSO, IRM, Procurement, and outside contractors including escorts. In coordination with the SMS develops

detailed scopes of work and estimated budgets for request for quotes and/or for the Facilities Office for works to be performed in-house

2. Develops initial proposed office layouts for best use of space including re-location of furniture, computer equipment, electrical/telephone connections, etc. Submits ARIBA requests and work orders accordingly.
3. Submits work orders for office and equipment repairs; responsible for coordinating the maintenance of photocopiers, shredders, typewriters, scanners, faxes and any other office equipment. Prepares three-year procurement plan for office furniture and equipment. Reviews Non-X-pendable Property in stock and life cycle when preparing procurement plan. Submits ARIBA requests for the procurement of office furniture and equipment.

D. Liaison with STATE Housing Unit

10%

1. In coordination with the Embassy Housing Division, the incumbent ensures that USAID residential leases and modifications are timely prepared and obtains all necessary funding on these documents and forwards to the RFMO. S/he liaises with the STATE/Housing Unit on any issues or requests that may need coordination with newly-arriving employees.
2. S/he is responsible for entering ARIBA requests for security supplies, equipment and services for residential security requirements for newly created positions or as requested by the RSO. Reviews for accuracy residential supplies and services vouchers for USAID and RIG. Ensures that charges are supported by requisitions, and or receiving reports. Reviews vouchers, invoices and receiving reports for bills pertaining to the USAID owned property. These duties entail reviewing all bills and invoices for accuracy, timing, resolving issues, and making necessary adjustments and following-up any issues or discrepancies. S/he is responsible for overseeing and reporting maintenance and repairs of the property and equipment needed at the USAID owned property.
3. Coordinates with Facilities and contractors repair and maintenance services to ensure completion. Ensures that funding is available for this purpose. Oversees gardening and maid services when the property is vacant. Submits work orders to Facilities and ARIBA requests as appropriate.

QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** Completion of secondary school with two years of College studies is required.
2. **EXPERIENCE:** A minimum of three years of administrative, clerical and filing experience with an international organization, the USG, NGOs, other donor organizations, host-government organizations or private sector is required. Experience includes at least one year dealing with local contractors in the areas of repairs, office and equipment maintenance and installation of modular partitions and small construction; small procurement such as office

supplies, office furniture and equipment. Also experience processing payments and general office operations and logistical support.

3. LANGUAGE:

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

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

4. KNOWLEDGE: The Administrative Assistant should be familiar with, or able to quickly become familiar with the Executive Office's responsibilities and activities as well as possessing general knowledge of standard office procedures and USAID's organization towards internal policies. Ability to process, of small purchases and payments, and coordination of office reconfigurations and moves. Also, the Administrative Assistant should have the ability to develop an excellent understanding of USG file management, procurement and payment regulations. Some rudimentary knowledge of office equipment functioning (photocopiers, scanners, A/Cs, etc) to determine needs for repairs and replacement. Incumbent must also have some good knowledge of office space reconfigurations.

5. SKILLS AND ABILITIES: The Administrative Assistant must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs required. The Administrative Assistant must be proficient in using the Internet and E-mail. Uses courtesy, patience, adaptability, initiative, cooperativeness, resourcefulness and good judgment in determining priorities and making decisions. Ability to work under pressure to meet deadlines is required. Incumbent should have excellent communications and organizational skills, and must be creative and willing to innovate and propose new ways of doing business. Detailed oriented and able to deal effectively with customers, vendors, contractors and providers.

6. IT IS REQUIRED that candidates complete and SIGN 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: August 19, 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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