

VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR



No.14-001	Secretary Position Vacancy	Date: 02/14/2014
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OPEN TO: All Interested Candidates

POSITION: Secretary, FSN-7

OPENING DATE: February 14, 2014

CLOSING DATE: February 28, 2014

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 the position of Secretary in the Regional Legal Advisor's Office.

BASIC FUNCTION OF THE POSITION

The Secretary position is located in the USAID/El Salvador, Regional Legal Advisor's (RLA) Office and serves as the principal administrative support person for both the Office Chief and a second Regional Legal Advisor, under the supervision of the Office Chief and/or his/her designee. S/he operates independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving.

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

A copy of the complete position description listing all duties and responsibilities is attached.

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 or Business Administration or other useful field is required.

2. EXPERIENCE: A minimum of four years of progressively responsible work experience, of secretarial and/or administrative work with a U.S.G. Agency, NGOs, other donor organizations, or host-government organizations.

3. LANGUAGE:

Level IV (fluent) in English Writing/Speaking/Reading is required.

Level IV (fluent) in Spanish Writing/Speaking/Reading is required.

4. KNOWLEDGE: Incumbent should possess a general knowledge of standard office procedures and practices and should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.

5. SKILLS AND ABILITIES: Selected candidate must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Google, and other software programs as required. Incumbent must be proficient in using the Internet and e-mail. Also must have a very good command of written English in order to translate accurately the specific documents prepared by the offices. S/he will be expected to work with a high degree of independence, adhere to and meet established deadlines, and perform secretarial responsibilities and duties independently. Ability to exercise sound judgment, handle urgent and immediate actions.

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://photos.state.gov/libraries/elsavador/231771/PDFs/ds-174.pdf>

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

SUBMIT APPLICATION TO

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

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: February 28, 2014

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

MAJOR DUTIES AND RESPONSIBILITIES

a. Receives and places phone calls, sends and receives e-mail and faxes, and sets up meetings and makes appointments at the request of the supervisor and other RLA Office staff with Client Missions, GOES, donor, IP, NGO, private-sector, and other contacts; arranges transportation as needed; and, takes minutes when requested. Schedules appointments based on a good knowledge of the Regional Legal Advisors' commitments and maintains the Office calendar, reminding the RLAs of meetings and appointments. Provides escorting services to visitors and contractors coming into the building to attend meetings or to perform services. Takes messages in the absence of the RLAs, or answers questions personally; receives and assists visitors, answers questions, or directs them to any other staff member who can assist them; schedules meetings for the RLAs, and ensures that attendees are briefed or provided proper background material for meetings.

b. Maintains control of all correspondence for the RLA Office, establishing and maintaining computerized tracking systems to track Office actions and documentation received for RLA clearance, drafting responses to routine correspondence and letters in English and Spanish, distributing incoming official mail to personnel and attaching pertinent background material, searching files and records to assemble background information for correspondence and other pending actions. Performs translations of correspondence, reports, legal documentation and/or

memoranda from Spanish to English and from English to Spanish as needed. Responsible for assuring that the Spanish translations of correspondence (official or unofficial), reports, legal documentation and/or memoranda related to USAID business are true and proper translations and that they comply with usual amenities of protocol, normal business courtesies and local usage. Corrects such translations, as appropriate, even if such are in draft or ready for final issuance. Controls quality of written documents for the signature of either of the RLAs. The Secretary reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions.

c. Establishes and maintains RLA Office files (both hard copy and electronic) according to standards set by the RLA Office, Mission C&R Manager in EXO and by USAID/Washington; organizes, updates and controls legal files and Agency policy materials, marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or elsewhere in advance of the RLAs' 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. Maintains indices of all files, to enable rapid access to necessary documentation. Remains abreast of changing Mission and Agency policies and documentation requirements to ensure that RLA research resources remain current and up to date. Maintains lists of contacts as required and updates other documents, such as the visitors list, telephone listings, personnel rosters, vacation schedules, etc. Regularly corresponds with Client Missions to ensure clear communication and seamless exchange of information and documentation as needed, to support the RLA Office.

d. Incumbent organizes and arranges for travel, including booking airfare, hotel reservations, transportation, and arranging agenda, for two (2) Regional Legal Advisors. Prepares travel authorization requests, travel vouchers, organizes and files travel documents and generally manages all internal office procedures related to travel, by country, for RLA travel to the five (5) countries within the Central America and Mexico (CAM) region as well as other work related travel. Also assists and provides support on logistics and travel of visitors from USAID/Washington headquarters. Incumbent resolves any issues with travel authorization requests, travel authorizations, and vouchers in coordination with the EXO and FMO staff.

e. Organizes, arranges and schedules all RLA sponsored Ethics, Anti-discrimination ("*No Fear*") and other legal subject matter training sessions for all Client Missions annually. Maintains comprehensive RLA Office files to track annual Ethics training requirement in the CAM region; including collection, tracking and filing of Confidential Financial Disclosure (OGE-450) Reports for individual filers. Tracks the status and/or completion of annual Ethics training requirement for all Client Mission staff in the entire CAM region.

f. Reviews all incoming Freedom of Information Act (FOIA) requests for documents and information. Assists RLA Office in actively collecting responsive material from within the Client Mission; gathers and packages responsive material before submitting to FOIA Office in Washington. Manages correspondence with FOIA Office and keeps a tracking log of the status of all requests.

g. Incumbent is the backstop for the DIR and D/DIR Administrative Assistant and in his/her absence, assumes all his/her duties and responsibilities.

h. S/he performs other administrative duties as required.