



VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR

No. 15-007

Secretary Position Vacancy

Date:
09/10/15

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: Secretary FSN-7

OPENING DATE: September 10, 2015

CLOSING DATE: September 24, 2015

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 Secretary position in the Regional Inspector General Office.

BASIC FUNCTION OF THE POSITION

The incumbent serves as secretary to the Regional Inspector General/San Salvador (RIG) and reports directly to the RIG Director in San Salvador and/or his/her designee. The incumbent performs a variety of office support such as clerical, administrative, budgeting, and protocol assistance for both the El Salvador and Haiti offices and works as the key liaison with the Executive Office staff. The incumbent is responsible for the efficient management of the daily schedules of the RIG and their associated support resources that are needed to ensure that business appointments and commitments are efficiently and effectively fulfilled. For El Salvador and Haiti, the incumbent plans, coordinates and organizes in-country and international travel requirements, both official and entitlements, for the RIG, investigators, and remaining RIG staff concluding with the preparation of travel vouchers and payment processing. The incumbent works with auditors to issue final performance and financial audit reports and keeps track of financial-related audit recommendations until final resolution. The incumbent is also responsible for inventory and budgeting, both preparation and monthly tracking.

A complete position description listing all duties and responsibilities follows.

MAJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

Administrative Support

65%

- a. Transmits instructions on behalf of the RIG to staff members, follows-up with staff members to ensure that commitments are met, and keeps the RIG informed of current plans and activities. Tracks important documents, particularly those requiring urgent attention, to assure they are properly assigned for action and that concerned action offices are engaged. Uses initiative and sound judgment in screening telephone calls and referring important actions to office chiefs when RIG is unavailable. Efficiently assigns routine matters independently on behalf of the RIG.
- b. Schedules appointments and monitors the timely preparation of materials needed for meetings, trips, audit report preparations and issuance. Also arranges business appointments with host-government officials (Ministers, Secretaries, and Deputy Secretaries), USAID partners, donors and private sector officials for RIG personnel as required. Maintains the automated meeting calendar for the RIG, and arranges meetings and promptly addresses potential scheduling conflicts, particularly as regards the entrance and exit conferences. Ensures that sufficient travel time is allowed to prepare for meetings commitments and that any known security issues are factored into the travel plan, whenever they occur. Recommends and advises RIG of calendar entries and/or changes and reminds them of scheduled appointments and provides them with daily and weekly lists.
- c. Receives, reviews, controls and assigns incoming and outgoing correspondence. Independently drafts correspondence for approval and responds to routine correspondence within area of authority. Prepares official correspondence for RIG signature, and arranges for prompt delivery of correspondence including the transmission of all audit reports. Maintains a superior knowledge of English and Spanish grammar, spelling, punctuation, formatting and diplomatic protocol requirements. Eliminates typographical errors from outgoing correspondence and ensures that current formats for all types of telegrams, memos, and letters are regularly updated and disseminated to Mission staff.
- d. Using a high degree of discretion and good judgment, regularly troubleshoots and resolves internal and external problems of an administrative nature on behalf of the RIG, and coordinates with the appropriate USAID or embassy offices. Keeps RIG well-informed to avoid surprises and potential embarrassment to them, counterparts, and contacts. Provides key support to the Executive Office for the efficient preparation and management of the annual evaluation process for all locally engaged staff; provides guidance to staff on protocol issues related to events and document preparation.
- e. Establishes and maintains office filing system, updates manuals and handbooks, and organizes paperwork flow for the office in a manner which allows quick retrieval of materials. Works with auditors to issue final audit reports and keeps track of financial-related audit recommendations until final resolution.
- f. Maintains a hardcopy filing system for the RIG files on all major business in the Mission, and coordinates with the Systems Administrator regarding RIG electronic records and data. Requisitions office supplies and repairs to office equipment. Regularly updates telephone listing of important contacts and business addresses. Sorts, safeguards, prioritizes incoming mail and telegraphic traffic, alerts responsible parties to priority action items. Responds to inquiries on behalf of RIG. As needed, translates messages and correspondence arriving in Spanish into English in order to direct actions to appropriate offices. Maintains OIG's electronic document tracking and approval system called Intranet Quorum (IQ).

Travel assistant duties

15%

- a. Coordinates in-country and international travel requests for RIG personnel, make travel arrangements and prepares travel requests for all official trips and also for outside visitors, as needed. This includes coordinating hotel and travel reservations, travel requests, vouchers, country-clearance cables, and enters information into USAID's automated travel system called E2 Solutions.

- b. Assures arrangements for large meetings and local conferences are made, whenever required, including meeting rooms, meals, ground transportation, etc.

Budget preparation assistance and analysis

10%

Provides budgeting services for the RIG, including budget preparation, presentation, execution and financial management policy. Provides financial advice to RIG for proper program planning and effective decision-making.

Other duties

10%

Maintains records of leave and time and attendance for all U.S. and locally engaged staff, and serves as the Office of Inspector General (OIG) primary timekeeper for the Web-Time and Attendance. Serves as backup for the Administrative Assistant/Secretary in his/her absence.

QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** Two or more years of post-secondary schooling in Secretarial Science or Business Administration or other related field are required.
2. **EXPERIENCE:** A minimum of three years of progressively responsible work experience, of which two years should be with an international organization, the USG, NGOs, other donor organizations, host-government organizations or private sector.
3. **LANGUAGE:**
Level IV (fluent) in English oral/written is required.
Level IV (fluent) in Spanish oral/written is required.
4. **KNOWLEDGE:** Must possess general knowledge of standard office procedures and practices. The Secretary should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting. Competent knowledge and perspectives to enable the incumbent to perform duties such as developing material for the RIG and staff to use in public speaking engagements.
5. **SKILLS AND ABILITIES:** The Secretary must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as required. The Secretary 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.

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>

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.

SUBMIT APPLICATION TO

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: September 24, 2015

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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