

**POSITION DESCRIPTION FOR
ADMINISTRATIVE ASSISTANT TO THE MISSION DIRECTOR**

BASIC FUNCTION OF POSITION

The position of Administrative Assistant to the Mission Director is located in the Office of the USAID/Ghana. The incumbent serves as personal and confidential assistant to the Mission Director and the Deputy Mission Director. S/he performs a broad range of secretarial duties in support of the front office and provides administrative/Secretarial support to the Mission Director.

MAJOR DUTIES AND RESPONSIBILITIES

The Administrative Assistant will perform a broad range of administrative and secretarial duties including the following:

1. Review all outgoing correspondence/communications to ensure accuracy and proper formatting for the USAID Director's clearance and/or signature.
2. Receive all outgoing correspondence/communications for the USAID Director's office.
3. Receive and maintain flow control of all visitors and telephone calls to the USAID Director's office.
4. Maintain the USAID Director's calendar, schedule and make appointments with Mission-assigned staff, local government, and business personnel.
5. Co-ordinate regular in-house meetings with team leaders and their staff.
6. Follow-up on issues arising out of these meetings as well as senior staff meetings with the various senior staff members.
7. Make complete arrangements for partners meetings.
8. Make complete arrangements for donors meetings hosted by the Mission Director.
9. Draft routine letters and other correspondence for the Mission Director's signature.
10. Prepare travel and representational vouchers for the Director.
11. Provide secretarial and administrative support to the Deputy Mission Director and perform other duties as required

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- A. Education:** Completion of secondary school plus two years post-secondary school training in Secretarial, Business Studies or related field.
- B. Prior Work Experience:** At least four years of progressively responsible experience as personal assistant or office manager is required.
- C. Language Proficiency:** Level IV English; fluency in speaking and writing. (Language

proficiency will be tested).

D. Job Knowledge: Incumbent must have full knowledge of general secretarial work and office management; knowledge of USAID procedures and documentation.

E. Skills and Abilities: Must have good interpersonal skills with the ability to communicate effectively and concisely, organize workload and function independently. Possess up-to-date knowledge and comfort level with office automation and digital IT computer hardware and software systems including proficiency in the use of Microsoft Office Suite and hand held telecommunication equipment (for example, iPhone, Blackberry and iPad). Proficiency will be tested.