

POSITION DESCRIPTION FOR SECRETARY

BASIC FUNCTION OF POSITION

Under the supervision of the Office Director or designee, the incumbent will act as the office secretary responsible for the effective and efficient execution of all administrative functions for the office and ensure that administrative support needs of the Office Director, AOTRs (Project Managers), and other staff members are effectively met. In order to successfully fulfill the position requirements, the incumbent will be expected to demonstrate flexibility, customer orientation, diplomacy, discretion, and the ability to logically organize and analyze information, pay attention to detail, and complete tasks with limited oversight.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Co-ordinate all administrative functions of the office; maintain the Office Director's calendar and support other office members in setting up meetings including drafting meeting agenda and briefing materials as necessary. **45%**

Co-ordinate schedules, communicate appropriately, and in coordination with those involved determine what preparations are needed. Prepare and process staff members' travel authorizations and vouchers in conformity with the E-2 system; ensure office staff members have the visas and airline tickets necessary for travel; submit and amend electronic Country Clearance (eCC) requests for all office members travelling to other countries.

Draft, review, and/or edit outgoing correspondence for format, grammar, punctuation and typographical accuracy; comply with Mission regulations and procedures; maintain a leave calendar; and time and attendance records for all office staff. In coordination with Executive Office and Human Resources (EXO/HR) and office Director, maintain the training plan for the office. Manage office supplies and equipment maintenance control and ensure administrative coverage for other offices as required.

2. Support implementation of office programs and ensure that critical administrative needs are met. Make arrangements and participate as needed in project management; coordinate meetings (internal and external), prepare, vet, and distribute meeting reports or minutes upon request. Communicate with key counterparts, implementing partners and other USG agencies upon request including facilitating contacts and communications for office staff members. Maintain an updated list of host-government, regional organizations and implementing partner points of contact for office use.

Assist the preparation of various programmatic documents as needed, in compliance with USG, Agency, Mission, and host country policies and regulations. Ensure timely clearance of various project documents, and follow-up on appropriate actions needed from other USAID offices, other USG agencies, host-government, and implementing partners for approval or concurrence. Oversee the proper distribution and tracking of project vouchers to ensure their timely review and payment. Process Global Acquisition & Assistance System (GLAAS) requests upon request. **30%**

3. Assist AORs/CORs and Program Management Assistants to track, document and set priority for closeouts of bilateral agreements, programs, grants, and contracts including those for personnel. Incumbent shall assist in securing the approval of equipment disposition plans and closeouts by obtaining inventories of equipment purchased with USAID funds and final vouchers, reports, and any other documents required for close-outs. **15%**
4. Perform other duties as required. **10%**

REQUIRED QUALIFICATIONS/SELECTION CRITERIA

- A. **Education:** Completion of secondary school and completion of specialized secretarial training is required.
- B. **Prior Work Experience:** A minimum of three years of demonstrated experience as a secretary and at least two years in an international organization is required.
- C. **Language Proficiency:** Level IV (fluent) English is required; Language proficiency will be tested.
- D. **Knowledge:** Incumbent must have knowledge of common project activities, knowledge of GOG structure, NGOs and the donor community.
- E. **Skills and Abilities:** The incumbent must have demonstrated ability to work effectively in a team environment including the maintenance of good relationships with host government counterparts, cooperating agencies, and other USAID personnel as essential to ensure the achievement of expected results. Must have the ability to operate standard office equipment and use computers (Word, Excel and PowerPoint) used by the USG.