



**USAID**  
**ANNOUNCEMENT NUMBER: 249-2013**

**OPEN TO** : **Current employees of the Mission**  
**POSITION** : **Administrative Clerk, FSN-06**  
**OPENING DATE** : **November 21, 2013**  
**CLOSING DATE** : **December 05, 2013**  
**WORK HOURS** : ***Full-time; 40 hours/week***

The U.S. Embassy in Port-au-Prince is seeking an individual for the position of **Administrative Clerk** in the **USAID Office**.

**BASIC FUNCTION OF POSITION:** Under the supervision of the Administrative Assistant, the incumbent serves as an Administrative Clerk providing general administrative support to the Front Office.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: [pappersonnel@state.gov](mailto:pappersonnel@state.gov)

**QUALIFICATIONS REQUIRED:**

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

1. Completion of secretarial studies is required.
2. One year of secretarial experience is required including USAID or USG secretarial experience.
3. Level III (Good working knowledge) in both writing and oral English and Level IV (Fluent) in French and Creole is required.
4. Must have good working knowledge of agency correspondence, clerical and administrative procedures and systems such as filing and record keeping.
5. Proficiency in Microsoft Suite applications, Communication skill (written and verbal), flexibility, adaptability, customer service orientation, teamwork, pleasant personality, tact and courtesy in dealing with high-ranking GOE and U.S. Government Officials is required.

**SELECTION PROCESS**

It is essential that the candidate specifically address the required qualifications above in the application.

## **TO APPLY**

### **INTERESTED CANDIDATES FOR THIS POSITION MUST SUBMIT THE FOLLOWING FOR CONSIDERATION OF THE APPLICATION:**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**3A.** If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A.** Position Title
- B.** Position Grade
- C.** Vacancy Announcement Number (if known)
- D.** Dates Available for Work
- E.** First, Middle, & Last Names as well as any other names used
- F.** Date and Place of Birth
- G.** Current Address, Day, Evening, and Cell phone numbers
- H.** U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I.** U.S. Social Security Number and/or Identification Number
- J.** Eligibility to work in the country (Yes or No)
- K.** Special Accommodations the Mission needs to provide
- L.** If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M.** Days available to work
- N.** List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O.** U.S. Eligible Family Member and Veterans Hiring Preference
- P.** Education
- Q.** License, Skills, Training, Membership, & Recognition
- R.** Language Skills
- S.** Work Experience
- T.** References

### **SUBMIT APPLICATION TO**

**Human Resources Office**

**American Embassy, P-au-P, Haiti, P.O Box 1761**

**Ref.: Administrative clerk**

**Universal Application for Employment (UAE) form: <http://photos.state.gov/libraries/haiti/231771/PDFs/ds-174application-form.pdf>**

**E-Mail: [pappersonnel@state.gov](mailto:pappersonnel@state.gov)**

CLOSING DATE FOR THIS POSITION: **December 05, 2013**

The US Mission in Port-au-Prince 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.**

CLEARED BY : \_\_\_\_\_  
*Diane Moore, Supervisory Executive Officer (USAID)*

FUNDS AVAILABILITY : \_\_\_\_\_  
*Martine Elibert, Financial Management Officer (USAID)*

APPROVED BY : \_\_\_\_\_  
*Steve Olive, Deputy Director (USAID)*

APPROVED BY : \_\_\_\_\_  
*Robert B. Young, Human Resources Officer*