

INTERAGENCY LOCALLY EMPLOYED STAFF POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST U.S. Consulate General Ho Chi Minh City	2. AGENCY HHS/CDC	3a. POSITION NO. 332007-CDC-A17
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

Yes N

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New
Position

c. Other (explain) New employee

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Administrative Assistant, FSN-0105			
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)

7. NAME OF EMPLOYEE

8. MISSION

CDC Hanoi, Vietnam

b. Second Subdivision

a. First Subdivision
CDC Ho Chi Minh, Vietnam

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of American Supervisor Date(mm-dd-yy)

Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The incumbent serves as the Executive Secretary to the CDC HCMC Associate and Deputy Director by performing secretarial and administrative support duties at the highest level, using good working knowledge of the CDC program and all program components. The duties include but not limited to reviewing all correspondence/documents, receiving all incoming telephone calls and meeting visitors courteously, providing translation and interpretation services, composing complex but non-technical correspondence; preparing and submitting travel vouchers, faxes and other reports for the director; prepare materials, including slides, charts and graphic for presentations and publications of research findings in English and Vietnamese, , providing secretarial/administrative support for high level visitors. The incumbent also serves as Administrative Assistant to technical staff, Vietnam Science Office and Directory Maintainer for CDC Vietnam. Organizationally, the position reports to the Administrative Management Assistant who will supervise routine activities and complete evaluations with input from the Deputy Director.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Executive Secretarial Duties (30%):

- Serves as Executive Secretary to the HCMC CDC Associate Director and Deputy Associate Director by providing secretarial and administrative support, including maintaining supervisors' calendar, establishing and rearranging priorities based on personal knowledge of the supervisor's program and schedule; coordinating calendars of other officers in the HCMC CDC office; notifying officials and organizations involved of changes in meetings or logistics; arranging schedules, transportation, hotel reservations and related travel requirements for the Country Director and visitors to the HCMC CDC Office as needed.
- Responsible for all specific actions required for the Associate and Deputy Director's travel and specific appointment dates/times/locations of contact(s) and meeting agenda for each scheduled site visit and ensures update briefing document/material to include background papers or relevant documents for each site visit.
- Receives incoming telephone calls and visitors to the office, determining the identity of the caller and nature of the call or visit. Screens calls and visitors to determine which should be directed to the supervisor, other officers in the GAP Office, or if they can be taken personally or referred elsewhere in the CDC Office. Obtains background information for calls and visitors and provides it to the supervisor along with other pertinent, explanatory information.
- Assists supervisors in composing (or translating) complex, but nontechnical, correspondence and reports for matters related to the CDC Office, translating from English to Vietnamese. Translates incoming correspondence for CDC Office, from Vietnamese to English.

2. Administrative Management Support Duties (30%):

- Assists the CDC FSN Administrative Management Assistant in providing administrative services to the office when needed and available to assist with the design and maintenance of an up to date filing system; completion of time sheets; coordination of travel and leave schedules; implementation of routine maintenance of office equipment, and scheduling and completion of arrangements for local briefings for visitors;
- Assists with arrangements for conferences, meetings and other program events, locating and securing adequate facilities and required equipment. Participates in the planning of other related logistics, such as program start/finish times, breaks, production of agenda, transportation and payment of fees.

- Performs typing and word processing of reports, letters and other documents in both Vietnamese and English, and prepares them for distribution, mailing and filing;
- Serves as timekeeper of CDC office;
- Provides secretarial support for approximately 10 additional staff (technical, fellows & contractors) as required including necessary travel arrangements.
- Conducts annual inventory and sends report to CDC Office Manager in Hanoi to combine into one report for Vietnam to send to CDC Headquarters. Updates new properties and status of current properties in Property Management System. Works with CDC IT staff on changes of the system as needed. (30%)

3. Administrative Assistant to Technical Team (20%):

- Assists technical team with approval for sites visits, translation, note taking and tracking protocols, abstracts and manuscripts and uploading documents to share drive.
- Responds to requests from CDC headquarters to compile and prepare periodic reports of all CDC-funded science products from Vietnam; uses knowledge of human subjects research and requirements for scientific oversight to work with CDC and partner staff to ensure correct paperwork and documentation is submitted for IRBs and relevant Science Offices. Works with CDC IT staff on changes of the system as needed.
- Supports scheduling of meetings for Technical team.

4. Directory Maintainer for CDC Vietnam (20%):

- Creates user IDs in People Processing system for LES of CDC Vietnam to have access to CDC Atlanta Intranet. Authorities of the incumbent include in-processing new staff, out-processing departing staff, general maintenance and updating of all LE staff user mainframe directory accounts;
- Works with Workforce Management Office in CDC Headquarters to assist LES of CDC Vietnam with access to CDC Intranet and HHS Learning Portal.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of a university degree in any of the following areas is required: Business, Finance, Accounting, English and Commercial or Technical fields.

b. Prior Work Experience

A minimum of five (5) years of specific and progressively more responsible experience in the field of secretarial/administrative management is required with at least two of the five years must be as a Secretary/Administrative Assistant to a middle or senior manager (at the Executive Level).

c. Post Entry Training

Post-entry training will be focused primarily on the CDC's established policies, procedures and regulations that govern CDC-specific Secretarial administrative support functions and responsibilities. An emphasis will be placed on agency organized or sponsored training in areas of document database management and advanced computer technology as required to provide maximum secretarial/administrative support services to the Associate Director. In addition, the immediate supervisor will identify agency and/or local training

opportunities when available.

- d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level 3, English ability;
Level 4, Vietnamese ability.

- e. Knowledge

Mastery of English/Vietnamese grammar, spelling, punctuation, paragraphs and sentence structure (syntax) is required. Demonstrated proficiency in typing various correspondence formats (i.e., memoranda, letters, reports, faxes), as well as standardized documents and forms is required. Thorough knowledge gained from prior work experience in providing dependable secretarial/administrative support and assistance to the executive management level is required.

- f. Skills and Abilities

The ability to work effectively in a team environment is required. The incumbent must be able to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily administrative management duties and responsibilities. In addition, excellent communication and interpersonal skills are critical for: 1) the maintenance of productive working relationships with office personnel; 2) gaining acceptance of Agency-specific changes/decisions relative to secretarial support. Excellent interpersonal and communications skills are required to develop and maintain collaborative and effective working relationships. The incumbent is required to have: 1) the ability to follow oral instructions and to organize, prioritize and follow through on all assignments with minimal oversight; 2) strong proof reading skills; 3) accuracy in typing (60 WPM) 4) a strong focus on “attention to detail”; 5) and demonstrated proficiency in word-processing, spreadsheets, databases, and other computer programs.

16. POSITION ELEMENTS

- a. Supervision Received

Works under the supervision of the Administrative Management Assistant.

- b. Available Guidelines

Instructions from the Associate Director, the Administrative Management Assistant, office procedures and policy manuals.

- c. Exercise of Judgment

Since the employee will handle typical secretarial duties and responsibilities, some of which may be repetitive in nature, the incumbent will work independently and in accordance with established CDC administrative policies and guidelines. Sound judgment and confidentiality are critical to the successful performance of the job. Incumbent will be required to use initiative, judgment, and exercise discretion and patience in working with office personnel. In this position, and at this level, the incumbent is expected to demonstrate expertise in: 1) the various facets of “Front Office” administration; 2) the application of new secretarial/administrative management policies and procedures; 3) prioritizing work assignments and judging which tasks are urgent and require immediate follow-up and/or response; 5) judging the importance of all incoming communications, screening calls and visitors and determining the level of response required.

- d. Authority to Make Commitments

The incumbent will have no independent authority to make any resource commitments or commit U.S. government funds. Without prior consultation, the incumbent may be authorized to commit the Associate and Deputy Director to internal/external regularly scheduled appointments and/or meetings (i.e., Country Team, Senior Staff, Office Director's Meetings, etc.).

e. Nature, Level and Purpose of Contacts

To effectively function in this position, the incumbent will be required to establish and maintain solid working relationships with all categories of CDC office personnel. On behalf of the Associate and Deputy Director, CDC, the incumbent will: 1) communicate with Vietnam office staff on a regular basis; 2) work closely with all team members and appropriate donors, partners and counterparts to arrange/schedule and/or confirm meetings, appointments, obtain relevant information and to follow-up on outstanding requests.

f. Supervision Exercised

None

g. Time Required to Perform Full Range of Duties after Entry into the Position

6 months