



USAID | HONDURAS

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Vacancy Announcement USAID FSN No. 12-007

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| Position Title: | Administrative Assistant (EXO) |
| Full Level of Performance: | FSN PSC - 06 |
| Area of Consideration: | All interested candidates who have the required work and/or residency permits |
| Location of Position: | Executive Office (EXO), Tegucigalpa, Honduras |
| Starting Date: | July 19, 2012 |
| Closing Date: | August 1, 2012 |
| Hours of Work: | Monday through Friday (40 hours per week) |

BASIC FUNCTION:

Serve as Administrative Assistant at the USAID Executive Office.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it 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.

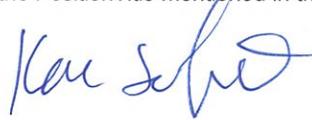
- 1. Provide support to the Travel Section on a variety of travel-related matters such as but not limited to:** travel administrative and clerical matters, tax exonerations reports, handling of incoming and outgoing correspondence, filing, process information and collecting data for the travel agency, and preparation of vouchers amongst others.
- 2. Performs other duties in support of the Executive Office, specifically in the areas of Procurement, Human Resources, and General Services.** These duties include, but are not limited to obtaining procurement quotations from local vendors and/or making local purchases, receptionist and/or roving services, handling of files and correspondence, preparation of vouchers, and other duties assigned by his/her supervisor or designee.
- 3. Serves as Driver when required including backup driver for Mission Director and other staff.**
- 4. Mail and File handling:**
 - a) Processes all correspondence such as cables, faxes, incoming letters, memos, invitational cards, etc. by logging and distributing among Mission Offices for proper info and/or action.
 - b) Receives the local newspaper for classification and distribution to the Mission offices.
 - c) Responsible for the reception and processing of photocopying and binding requests, making sure deadlines and/or any special requirements are met.
 - d) Prepares packages for courier and local deliveries complying with regulations.
 - e) Escort photocopier technicians from the local company who provides repairs and maintenance services to all photocopying machines located in the various satellite stations, and escorts individuals who read photocopier's counters.
 - f) Responsible for shredding of obsolete documents and papers at the filing room.
- 5. Assists as APO Mail Clerk when requested. Duties include:**
 - a) Pick up and distribute packages to/from the Embassy's mailroom for FSN and Americans Staff.
 - b) Drive an official vehicle when necessary.
 - c) Ensure proper distribution of APO personal and official packages among U.S. Staff.
 - d) Prepare all of the correspondence to be delivered through the APO making sure it is appropriately stamped and weighed, and meeting current policies and requirements.
 - e) Collect and deliver cables to the Ambassador's office and the Embassy mailroom on a daily basis.

DESIRED QUALIFICATIONS:

- EDUCATION:** Completion of secondary education in Business Administration, Computer, Accounting or related field is required, plus two (2) years or more of university studies in the areas of Business Administration, Tourism, Accounting or related field.
- EXPERIENCE:** From one (1) to two (2) years of work experience is required particularly related to customer service. Knowledge of administrative and clerical-related matters and procedures, prior experience with handling of mail, peripheral and non-motorized equipment, such as but not limited to photocopiers, scanners, fax machines, printers, shredders, and binding machines, is highly desirable. Ability to drive motorized vehicles.
- LANGUAGE:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read). Level III English and Spanish Level IV are required.
- KNOWLEDGE:** Good knowledge of PC software applications such as Microsoft Office (Excel, Word, and PowerPoint) is required. Knowledge of installation and management of computer peripheral equipment and reproduction equipment is also required. Must be able to drive vehicles.
- SKILLS AND ABILITIES:** Must be able to work as part of a team. Also must be able to use the computer keyboard or similar; must have the ability to operate non-motorized equipment like shredders machines, binding machines, hole punching machines, etc. Excellent communication and interpersonal skills are required, as well as tact, diplomacy, disposition, and customer service skills in order to handle sensitive information and to deal with different staff levels. Must possess a valid driver's license.

Additional selection criteria: *The selected applicant will have to satisfy the requirements of a preemployment medical and security clearance. Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L166,478.00 to L.283,006.00 per year. The initial appointment may be at a lower grade than advertised if no suitable applicant possesses the qualifications listed above.*

Qualified applicants should submit their **résumé in English** to USAID/Honduras no later than **August 1, 2012**. Applications can be sent by mail to: USAID/Honduras EXO/PER, P.O. Box 3453; by e-mail to: AdministrativeAssistantEXO@usaid.gov; or by fax to: 2236-7776. Please ensure the application makes reference to the PositionTitle mentioned in this announcement.



Ken Seifert
Acting Executive Officer