



# USAID | HONDURAS

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Vacancy Announcement No. ST-FN-78-15

<b>OPEN TO:</b>	All interested candidates <i>(All applicants must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration).</i>
<b>FULL LEVEL OF PERFORMANCE:</b>	FSN PSC – 7
<b>LOCATION OF POSITION:</b>	Executive Office, Tegucigalpa, Honduras
<b>POSITION TITLE:</b>	Secretary (Roving)
<b>OPENING DATE:</b>	September 28, 2015
<b>CLOSING DATE:</b>	October 13, 2015
<b>WORK HOURS:</b>	Monday through Friday (40 hours per week)
<b>SALARY:</b>	Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 237,650.00 to L. 404,002.00 per year.

## **BASIC FUNCTION:**

The incumbent serves as a Secretary (Roving) to cover the absences of the regular secretaries, to handle special projects, and to provide support during increased workloads. The incumbent also provides assistance to the Human Resources Office.

In the performance of these duties, the Secretary (Roving) must be able to acquire a good knowledge and understanding of USAID/Honduras' programs/projects/activities, office operations, policies, regulations, and procedures associated with the specific tasks assigned. Good interpersonal and communication skills, both orally and in writing, are also needed. This position is located in the Executive Office and directly reports to the Human Resources Specialist.

## **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 since the incumbent may be required to perform other related duties as assigned by the agency.*

1. Provides secretarial and administrative assistance in any mission office when required. The incumbent will be responsible for independently handling a variety of administrative requirements of the assigned office, including but not limited to: **(85%)**
  - a. With the appropriate guidance and supervision, assists with the assigned office's filing system as per established Agency Records Management Regulations; prepares correspondence, reports and other related program/project/activities documentation ensuring that items prepared are accurate, complete, and that correct formatting, grammar and punctuation are being followed; prepares various correspondence addressed to high-level contacts in accordance with protocol procedures prescribed by Embassy and USAID; serves as an interpreter and translates various technical documents from Spanish to English and vice-versa.
  - b. Handles telephone calls; schedules internal and external meetings and appointments, reserves meeting rooms, and receives/escorts visitors for the assigned office; arranges travel, including flight and hotel reservations, vehicle requests and other transportation for the assigned office staff, TDYs, and visitors to post; prepares country clearance requests and travel vouchers. When requested assists with field trips, VIP visits, and CODELs for the assigned office.
  - c. Submits requests for maintenance and supplies for the assigned office; receives and controls in-coming and out-going correspondence forwarding it to the appropriate person or employee, on his/her own initiative, ensuring that timely responses are obtained and keeping the assigned supervisor fully informed of any difficulties; prepares vouchers, cash and procurement requests.
  - d. Maintains Time and Attendance (T&A) for the assigned office's staff and submits the time and attendance reports

including individual time sheets, overtime and compensatory time requests, and any other related documentation required for the timely submission of the final report.

2. Assists the Human Resources Office by providing secretarial and administrative support during times coverage is not required by other mission offices and serves as backup to the Receptionist/Secretarial Assistant and to the Mission Director Office's Secretary when needed. **(15%)**

**REQUIRED QUALIFICATIONS:**

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

**Education:** Completion of secondary school in secretarial or business administration studies is required.

**Prior Work Experience:** At least three (3) years of responsible secretarial and administrative experience with management positions is required.

**Language Proficiency:** Level III – Good working knowledge in English and Spanish. At this level an employee is required to have a good working knowledge of both written and spoken English. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with English-speaking staff members and the general public, including both English speaking and non-English speaking persons. This will be tested.

**Job Knowledge:** Must have, or show the potential to develop, a thorough knowledge of administrative office procedures, including operating procedures, correspondence formats, protocol, filing requirements, and other secretarial/administrative actions. Must have a good knowledge of PC software applications such as Windows and MS applications.

**Skills and Abilities:** Must have excellent communication and interpersonal skills to be able to work with others as part of a team and to assist with outside inquiries. The ability to work calmly and effectively under pressure is essential, as well as to maintain strict confidentiality, tact, diplomacy, and high ethical standards in order to manage sensitive information of the programs/projects/activities from the assigned office and also when dealing with Ministers, very high level Government of Honduras (GoH) officials, implementing partners, and other donor country representatives. Ability to obtain, organize, and present data in a logical manner is required. Must be able to effectively use Windows-based computer applications in the preparation of documents that are required. Ability for doing and understanding basic arithmetic in order to prepare routine vouchers, procurement and cash requests is required. Must demonstrate the ability to be a self-starter, with excellent organizational skills to prioritize and follow through on work assignments with minimal supervision and to manage administrative and logistical requirements within the office. Strong proofreading skills and attention to detail to track and report status of assigned actions and tasks is also required.

**ADDITIONAL SELECTION CRITERIA:**

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration.

**TO APPLY:**

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae in English that provides the same information found on the UAE; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: [TGGUSAID@state.gov](mailto:TGGUSAID@state.gov)

**POINTS OF CONTACT:**

Department of State - Human Resources Office:  
Alice Castro Wu: 2236-9320, Ext. 4743; Fax: 2221-4002

USAID/Honduras – Human Resources Office:  
Sandra Aguilera: 2236-9320, Ext. 4859; Fax: 2236-7776

**CLOSING DATE FOR THIS POSITION: OCTOBER 13, 2015**

The US Mission in Tegucigalpa, Honduras 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.

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See <http://honduras.usembassy.gov> or <http://www.usaid.gov/where-we-work/latin-american-and-caribbean/honduras>  
for additional information and employment opportunities

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