



USAID | HONDURAS

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Vacancy Announcement USAID FN No. 12-008

Position Title:	Temporary Administrative Assistant
Full Level of Performance:	FSN PSC - 08
Area of Consideration:	All interested candidates who have the required work and/or residency permits
Location of Position:	Office of Transitions Initiatives (OTI) – USAID/Tegucigalpa
Starting Date:	July 19, 2012
Closing Date:	August 1, 2012
Hours of Work:	Monday through Friday (40 hours per week)
Length of Appointment:	1 Year with option to extend 4 more years

BASIC FUNCTION:

The Office of Transitions Initiatives (OTI) Administrative Assistant serves as the principal assistant to the OTI country Representative and the OTI Deputy Country Representative. The incumbent is the administrative focal point for the OTI Honduras program and assists program staff in a variety of ways such as liaising with OTI's Implementing Partner and awardees, setting up meetings and organizing events, drafting communications in English and Spanish, and keeping proper records and files, among other administrative and clerical duties.

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.

This position has three core areas of responsibility: administrative support, project management and documentation, and political and social analysis. Each of these are detailed below.

Administrative Support – Duties include, but are not limited to: (1) Filing, including the proper care, storage, handling and distribution of all files, including extensive program files related to individual small activities; (2) Document control and determining points of clearance and coordination; (3) Ordering services, equipment and supplies as necessary through the Embassy system; (4) Receiving and forwarding messages and other official and unofficial documentation to appropriate team members; (5) Preparation of letters, memos, emails and reports as required; (6) Preparation of time and attendance sheets; (7) Assistance in financial tracking, budget planning, and financial reporting as required; (8) As required, schedule meetings, assist in translations (written and verbal), and assist in facilitating communications with government officials, foreign donor representatives, non-government organizations, media groups, community representatives, etc.; (9) Processes travel requests and travel authorizations; (10) Advises travellers about travel and schedule options and makes final hotel and travel arrangements, assists with the preparation of travel vouchers, coordinates local travel, and (11) Coordinates with appropriate Embassy Honduras and USAID/Honduras Staff; (12) Other duties as assigned. **45%**

Project Management and Documentation -The Incumbent will work under the direct supervision of the OTI Country Representative and will be responsible for providing assistance for daily management functions of the Office of Transition Initiatives in Honduras. Duties include, but are not limited to: (1) Draft, prepare, and process administrative and program documentation; (2) Prepare standard briefing packages which will be used to inform USG and other officials; (3) Assist program field personnel as needed in the preparation of the collection of data; (4) Prepare standard DoS and/or USAID program management documents, correspondence, and procurement documents, and maintain administrative and program files; (5) Act as interpreter for visitors to project sites and other duties as assigned by the Office of Transition Initiatives; (6) The incumbent may manage a small project of limited complexity. (7) Assists OTI staff members in the planning, design, and development of retreats and other meetings (8) Prepares event calendars for OTI activities and works with others to coordinate event schedules and resource requirements. **45%**

In addition, the incumbent performs the following tasks related to the OTI program: (1) Provides database entry and reporting assistance as requested; (2) Responsible for receiving and controlling new proposals per OTI's instructions; (3) Maintains activity files per USG regulations; (4) Prepares proposal receipt and rejection letters for OTI signature, makes copies of signed letters, and files them in the appropriate activity files. (5) Other duties as assigned.

Political and Social Analysis -Incumbent will work closely with the senior OTI Staff providing insight into the Honduran political, economic and cultural environment as they may impact the scope and direction of programing options. Through a variety of means, makes contacts and assists OTI and Implementing Partners in broadening their access to and understanding of the Honduran Government and civil society organizations. Participates in the development of activity ideas as requested.

10%

DESIRED QUALIFICATIONS:

EDUCATION: A Bachelor's Degree in liberal arts, business, management, or related field is required.

EXPERIENCE: A minimum of three years general work experience in clerical and administrative work is required.

LANGUAGE: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read). Level IV in English and Spanish- speaking, writing, and reading in order to assist in the preparation of papers and correspondence and the ability to translate documents from Spanish and English is required.

KNOWLEDGE: Basic knowledge of the Honduran political, economic, and cultural environment is required as the incumbent will have to interact with the Honduran Government and Civil Society organizations in the implementing of OTI programs. Must be completely computer literate, with excellent knowledge of Microsoft programs, including Word, Excel, Power Point, and Access.

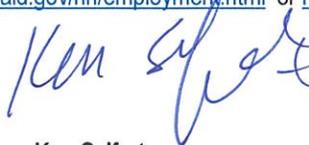
SKILLS AND ABILITIES:

Planning is required on a daily basis for routine functions, but needs to plan at least three (3) to six (six) months in advance for certain tasks. The position must thoroughly plan OTI's administrative support for all team activities and must coordinate with other Offices within the U.S. Embassy and with OTI's Implementing Partner team.

S/he must be innovative on approaches to supporting the portfolio with information and resources. The incumbent must be able to prioritize and complete tasks quickly and efficiently; must be highly motivated, dedicated, a self-starter, and able to work in challenging and stressful environments; excellent interpersonal skills, with the ability to work in a team setting; and, ability to easily interact with tact and diplomacy when interacting with high level officials and grassroots organizations.

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 L.255,437.00 to L.434,237.00 per year. The initial appointment may be at a lower grade than advertised if no suitable applicant possesses the qualifications listed above. This position is located in the Office of Transitions Initiatives (OTI) of USAID/Tegucigalpa.

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: AdministrativeAssistantOTI@usaid.gov; or by fax to: 2236-7776. Please ensure the application makes reference to the Vacancy Announcement number or Position Title mentioned in this announcement. The following websites are available for additional information: <http://www.usaid.gov/hn/employment.html> or <http://honduras.usembassy.gov/vacancies.html>.



Ken Seifert

Acting Executive Officer