



The United States Agency for International Development (USAID) in Iraq is seeking applications for the position of:

Administrative Assistant
(Capacity Building Office - Baghdad)

SOLICITATION No. **11-021**

OPENING DATE: **September 1, 2011**

CLOSING DATE: **September 22, 2011**

MARKET VALUE: **FSN-07 (USD 22,539– USD 33,807, basic salary p.a.)**

POSITION GRADE: Full performance grade level for this position is: FSN-07. A training grade level, below FSN-07, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION OF POSITION:

The incumbent serves as the Administrative and Program Assistant in one of the Technical Offices and is the administrative point of contact for the office, US, TCN and local staff, and other agencies of the U.S. Government located in Iraq, and with various host government organizations. S/he arranges meetings, official functions, and prepares general correspondence, as basic requirements of the position. The incumbent is also the program assistance focal point for the office, COTRs, and Activity Managers. She/he provides program management support for development programs in the office.

DETAILED DUTIES AND RESPONSIBILITIES

Assists/Supports the Office Director and the Deputy Director in administrative management of the Technical Office and performs a variety of secretarial, administrative and clerical support duties for all office staff. Provides assistance to the staff members on administrative procedures, filing and documentation requirements. Maintains the office filing system in accordance with written guidance. Ensures clearances, cables, reports, etc. are prepared in accordance with USAID procedures. Informs office personnel regarding new procedures and policies. Annually disposes retired files to the warehouse, and updates the electronic file registry. Receives and answers telephone calls, answers questions and provides information within her capability, or refers callers to the supervisor and other members of the office or to other offices. Places local and long instance calls for the Office Director and other staff on request. 20%

Maintains Office Director’s and Deputy Director’s daily schedules, and arranges appointments with the Mission and the Government of Iraq (GOI) officials, Embassy and other U.S. Government officials, officials of other donor agencies, contractors and others for office staff. Reminds the Office Director, the Deputy Director and staff of appointments. Sets up meetings and conferences for office staff. Arranges with the Mission Director’s secretary for use of the conference rooms. Coordinates with appropriate Mission staff to set up and test audio-visual equipment for presentations when necessary. Types agendas and notifies participants. Follows up to confirm attendance. Escorts visitors. Attends meetings to take notes and prepares summaries to include who attended, topics discussed, agreements reached, issues identified and any tasking made. Serves as a point of contact for the Technical Office’s Partners to exchange information. Collects staffing and other information from partners. Drafts and distributes e-mails with periodic updates on the Technical Office’s Portfolio among

partners and other donor organizations. Organizes various events, including meetings, strategy discussions and Technical Office team building activities. Provides translation support for the supervisor and as interpreter in meetings with GOI officials, Iraqi Contractors and others including meetings outside the Mission when necessary. Maintains and continually updates a list of most frequently used GOI, US Mission, donor, NGOs and other telephone numbers for easy referral. Maintains and updates bulletin boards with pictures and newspaper articles about the Technical Office's funded events and keep them in a file for future reference. 20%

Maintains a log of incoming and outgoing correspondence. Receives, reviews and controls incoming correspondence, determines distribution within the team, the project or to the supervisor, assigns actions, and ensures timely responses occur. Ensures that open actions are closed by the due date. Exercises quality control assuring that outgoing letters, cables, faxes, and e-mails are in accordance with standard State Department and USAID formats. Drafts and prepares official letters and related documents to be sent to GOI officials, and identifies correct format. Drafts response letters to the requests for assistance. Drafts general correspondence (including letters, memoranda, telegrams, diplomatic notes, etc.) and reports, and other routine USAID documentation in English and Arabic. Composes Technical Office Portfolio Status Reports on a weekly basis. Saves all important documents on the P:/Public drive, which is regularly backed up and accessible to all Technical Office staff. Edits and formats complex texts, reports, assessments and summaries drafted by the Technical Office Staff. Translates proposals, reports and documents which office receives. 30%

Coordinates and records schedules of arriving and departing office staff, visitors and TDYers. Provides all necessary logistics. Prepares domestic and international trip requests, training requests, hotel reservations, visa referrals, travel vouchers and reimbursement vouchers. Provides full range of administrative support for visitors and TDYers. Assists Office Partners in obtaining necessary support letters and USAID documentation. 10%

Attends regular and expanded Team meetings. Prior to such meetings, prepares an agenda, coordinating with other Team members, and presents to the Team Leader for any revisions and clearance before final preparation and distribution. Maintains a schedule for the Team of actions required. Makes notes of issues raised, conclusions reached and actions assigned during meetings and ensures that these are included in the schedule. Follows up to ensure that these actions are carried out in the agreed timeframe. Provides the Team Leader a status report on all ongoing actions on request. Maintains an adequate stock of expendable supplies. Ensures that equipment is maintained and, when necessary, repaired. Keeps Time and Attendance ensuring the timely submission of individual time sheets for all office staff, and submits after-hours access requests Performs other miscellaneous related duties as assigned. 10%

Other duties as assigned. 10%

REQUIRED QUALIFICATIONS AND SELECTION CRITERIA

Candidates will be evaluated and ranked based on the following selection criteria. Reference checks will seek to corroborate candidate self-assessments against these criteria.

A. Education (20 points): A bachelor's degree in Liberal Arts, Business Administration or related field is required. Completion of studies leading to a certificate in secretarial school or training in a closely related group of skills such as computer word processing, and secretarial skills is highly desirable.

B. Experience (30 points): At least three years of technical and administrative support experience is required. Experience as a program assistant supporting the management of large development projects is required. Recent experience in the area of economic development is preferred.

C. Communication skills (20 points): English Level III (Good working knowledge) and Arabic Level IV (Fluent) is required.

D. Knowledge (15 points): Good knowledge of office procedures and management is required. Good knowledge of USAID ADS, files retention and management, and some Executive Office operations is preferred.

E. Skills and Abilities (15 points): Proven ability to work independently under tight deadlines and heavy workload within agreed upon parameters with minimal supervision or guidance and while exercising sound judgment is required. Strong interpersonal skills are required to establish and maintain collaborative relations with people both inside and outside of USAID. The following skills and abilities are also sought: operational skills; computer skills including ease and skill in using word processing and power point programs, email, databases and spreadsheets. Incumbent must be able to type fast and accurately in both English and Arabic. Incumbent must demonstrate the ability to manage more than one activity at a time in the performance of her/his duties. Incumbent must be a self-starter in order to be responsive to client needs with the ability to work calmly, tactfully and effectively under pressure and to adapt to the existing management team. Basic secretarial skills including significant work experience and familiarity with a word processor are essential. Program assistant skills for large development projects are also essential. The incumbent must be able to manage the day-to-day operations of the office and to exercise discretion.

Maximum points available: 100

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- Most current Curriculum vitae or resume;
- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID Iraq
EXO/Human Resources
Job Application
Email: iraq-jobs@usaid.gov
<http://iraq.usaid.gov/>