

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-16-009

**OPEN TO:** All interested candidates

**POSITION:** Secretary  
Population and Family Health Office

**OPENING DATE:** April 07, 2016

**CLOSING DATE:** April 20, 2016

**WORK HOURS:** 40 hours/week

**POSITION GRADE:** Foreign Service National (FSN) Grade-07

**ANNUAL SALARY:** Min. Step 01 (JD9,998) Max. Step14 (JD 16,498)

**PLACE OF PERFORMANCE:** Amman, Jordan

USAID/Jordan has an immediate vacancy for a Secretary in the Population and Family Health (PFH) Office. This is a Personal Services Contract (PSC) position, grade FSN-07. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The qualified selected candidate may be employed at a trainee level until reaching the position's full performance level.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-07 level. USAID/Jordan may select more than one candidate with this solicitation.

## **Basic Function:**

The Population and Family Health (PFH) Secretary is responsible for performing administrative, clerical, financial and programmatic support activities for the PFH Office within USAID/Jordan. The incumbent reports to the Office Director, manages the administrative processes of the PFH office, provides secretarial services, including maintaining the PFH Office Director's calendar and providing administrative and financial support to the full PFH team, including preparation of routine correspondence, presentations, reports, schedules, financial documents, briefing materials and public information. The incumbent also provides administrative support coverage in the

Mission Director's Office on an emergency basis and assists other offices with administrative requirements as needed.

## **Major Responsibilities:**

### **Administrative Support**

Maintains the office director's calendar, keeps current on PFH staff calendars, schedules meetings for the office director and the PFH Staff; liaises with other offices in obtaining necessary information for meetings; coordinates closely with Mission's front office on correspondence and meetings.

Receives and screens visitors for the PFH office, submits necessary access forms in advance, escorts visitors, and alerts meeting participants upon visitor's arrival. Screens and directs telephone calls as appropriate, provides caller and visitors with information of a general nature, and disseminates routine information. Maintains and updates an action list for PFH staff to assist them in their ability to accomplish office objectives.

Reviews correspondence and reports for format, spelling, grammar and punctuation accuracy, corrects errors and deficiencies, and ensures timely tracking and response for correspondence, reports, presentations, spreadsheets, and other documents.

Distributes incoming correspondence (mail and documents for clearances) to PFH staff, attaching pertinent background materials. Manages the flow of incoming correspondence, official mail, and disseminates it properly to PFH and other Mission staff. Reviews and tracks outgoing correspondence.

Organizes and maintains PFH files in accordance with the Automated Directive System (ADS), prepares file plans and Vital Records for PFH. Supports PFH staff in maintaining working files and contacts.

### **Program Management Support**

Communicates with Government of Jordan (GOJ) officials, private sector and non-governmental (NGO) contacts, and others to obtain information needed by PFH staff. Locates information on internet. S/he distributes technical publications to concerned/interested parties or personnel in the GOJ.

Composes complex but non-technical correspondence and documents, such as correspondence with Ministry of Planning on sales and tax exemptions. Drafts and formats routine responses to inquiries and proposals in accordance with established precedents or instructions. S/he types important and extensive documents such as Development Objective (DO) Agreements, results frameworks, implementation letters, cables, memos, minutes of meetings, as well as tabular and statistical material from rough draft and other sources.

## Qualification Criteria:

1. Completion of secondary school is required. AND at least one of the following is required:
  - a. Certificate of completion in an Office Management Training Program (minimum nine months program) OR
  - b. Certificate of completion in an Executive Secretarial Program (minimum nine months program) OR
  - c. Completion of a university degree

**Supporting documentation (i.e. a copy of certificates and/or degree) must be included in the application for eligibility purposes.**

2. Minimum of three years of secretarial, administrative and/or office experience is required.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; or else, candidate will be tested again.
4. Skills and Abilities:
  - Must have demonstrated experience in preparing correspondence, spreadsheets, reports, and presentations.
  - Must have demonstrated skills in operating office equipment, including fax machines, scanners, and copiers.
  - Must have demonstrated office management abilities, work within a team, multi-task, perform under pressure, and produce accurate documents.
  - Must have demonstrated organization, proof-reading, and basic translation and interpretation skills.
  - The incumbent must have demonstrated excellent computer skills in specialized software including Windows and Microsoft Office suite, data analysis tools, and ability to navigate the Internet with ease.

## Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees must have completed 52 weeks of employment in their current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to Email: [usaidemployment@state.gov](mailto:usaidemployment@state.gov)

- a. Complete Universal Application for Employment (DS-0174); plus
- b. A current resume or curriculum vitae; plus
- c. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:  
[http://jordan.usembassy.gov/job\\_opportunities.html](http://jordan.usembassy.gov/job_opportunities.html)

**For emails with several large attachments, please divide your attachments on two or three emails (e. g. in the subject heading write part 1 and attach some of the documents and for the rest of the attachments please attach them on another email(s) as required and write the sequence of parts in the subject heading)**

## **Benefits and Allowances:**

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Transportation & Miscellaneous Allowances
- 13<sup>th</sup> & 14<sup>th</sup> Month Bonuses
- Jordanian Social Security
- Mission Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

## **Point of Contact:**

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.