

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-12-009

OPEN TO: All interested candidates

POSITION: Administrative Assistant
Water Resources & Environment Office

OPENING DATE: May 3, 2012

CLOSING DATE: May 16, 2012

WORK HOURS: 40 hours/week

SALARY: JD8,587 – JD14,164
Position Grade Level 07

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for an Administrative Assistant in the Water Resources & Environment Office (WRE). 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. 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 Water Resources & Environment Administrative Assistant is responsible for performing administrative and clerical support activities for the Water Resources & Environment Office (WRE) in USAID/Jordan. The incumbent reports to the Office Director, manages the administrative processes of the WRE office, provides secretarial services, including maintaining the Water Resources & Environment Office Director's calendar and providing administrative support to the full WRE team, including preparation of routine correspondence, presentations, reports, schedules, briefing materials and public information. The incumbent also provides secretarial coverage in the Director's Office on an emergency basis and assists other offices with administrative requirements.

Major Responsibilities:

- Maintains the office director's calendar, keeps current on WRE staff calendars, schedules meetings for the office director and the WRE 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 WRE 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 WRE staff to assist them in their ability to accomplish office objectives.
- Makes calls and sends e-mails to Government of Jordan (GOJ) officials, private sector and non-governmental (NGO) contacts, and others to obtain information needed by WRE 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 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.
- 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 WRE staff, attaching pertinent background materials. Manages the flow of incoming correspondence, official mail, and disseminates it properly to WRE and other Mission staff. Reviews and tracks outgoing correspondence.
- Organizes and maintains WRE files in accordance with the Automated Directive System (ADS), prepares file plans and Vital Records for WRE. Supports WRE staff in maintaining working files and contacts.
- Maintains and updates necessary tracking databases (including a regularly updated NGO database), systems, and electronic records of WRE contacts; maintains and updates the WRE library list with new books and catalogues. Identifies the need for other electronic or paper-based tracking systems and develops such records.
- Maintains professional working relations with other Mission and Embassy offices and technical teams. Serves as timekeeper for the WRE Office; collects, reviews, and

enters timesheets into the Time & Attendance system. Maintains adequate stocks of office supplies; requisitions supplies and/or any services for the Office staff.

- Supports WRE staff in utilizing USAID electronic systems such as electronic country clearances and e-learning, liaises with Mission Executive Office and Financial Management staff to troubleshoot these systems, and ensures WRE compliance with Mission administrative and financial management procedures.
- Coordinates travel arrangements for WRE staff as needed in coordination with the USAID travel assistant, motor pool, and other relevant offices. Prepares travel vouchers for WRE staff and other documents related to their travel.
- Maintains schedules and makes arrangements for conferences, meetings and visitors' schedules as requested. For high-level visits, supports Control Officer on all aspects of scheduling, briefing materials production, and managing visit logistics, in coordination with Mission front office and other staff. Follows up with WRE staff to ensure that follow-up actions as agreed at conferences and meetings are met.
- Provides translation and interpretation services of non-technical and short technical material into English or from English into Arabic. Serves as note-taker at selected meetings, formats notes appropriately to share with Mission staff, and provides records for the files.
- Oversees and supports the work of WRE summer interns. Provides secretarial coverage in the Director's Office on an emergency basis and assists other offices with administrative requirements including conference organization.

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. Completion of secondary school is required. At least one of the following is required:
 - Certificate of completion in an Office Management Training Program.
 - Certificate of completion in an Executive Secretarial Program
 - Completion of a university degree.

Supporting documentation (e.g. a copy of bachelor's degree diploma) 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; else candidate will be tested again.
4. Skills & Abilities:
 - a. Must have demonstrated experience in preparing correspondence, spreadsheets, reports and presentations.
 - b. Must have demonstrated expert knowledge of the entire MS Office application suite (Word, Excel, Access, Outlook and PowerPoint) as well as demonstrated skills operating office equipment, including fax machines, scanners, and copiers.
 - c. Must have demonstrated office management abilities, work within a team, multi-task, perform under pressure, and produce accurate documents.
 - d. Must have demonstrated organization, proof-reading, and basic translation and interpretation skills.

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 interview will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal Embassy 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

- 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

Point of Contact:

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