

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-14-003

OPEN TO: All interested candidates

POSITION: Administrative Assistant
Population and Family Health Office

OPENING DATE: January 16, 2014

CLOSING DATE: January 29, 2014

WORK HOURS: Full-time; 40 hours/week

ANNUAL BASIC SALARY: (Min. JD9,998 – Max. JD16,498)
Position Grade Level 07

PLACE OF PERFORMANCE: Amman, Jordan

NOTE: ALL NON-JORDANIAN APPLICANTS MUST PROVIDE THE REQUIRED RESIDENCY AND WORK PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

USAID/Jordan has an immediate vacancy for an Administrative Assistant for the Office of 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(s) 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) Administrative Assistant is responsible for performing administrative and clerical support activities for the PFH Office in 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 support to the full PFH 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:

Maintain the office director's calendar, keep current on PFH staff calendars, schedule meetings for the office director and the PFH Staff; liaise with other offices in obtaining necessary information for meetings; coordinate closely with Mission's front office on correspondence and meetings.

Receive and screen visitors for the PFH office, submit necessary access forms in advance, escort visitors, and alert meeting participants upon visitor's arrival. Screen and direct telephone call as appropriate, provide callers and visitors with information of a general nature, and disseminate routine information. Maintain and update an action list for PFH staff to assist them in their ability to accomplish office objectives.

Make calls and send correspondence to Government of Jordan (GOJ) officials, private sector and non-governmental (NGO) contacts, and others to obtain information needed by PFH staff. Locate information on internet. Distribute technical publications to concerned/interested parties or personnel in the GOJ.

Compose complex but non-technical correspondence such as correspondence with Ministry of Planning on sales and tax exemptions. Draft and format routine responses to inquiries and proposals in accordance with established precedents or instructions.

Participate in the generation of 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.

Review correspondence and reports for format, spelling, grammar and punctuation accuracy, correct errors and deficiencies, and ensure timely tracking and response for correspondence, reports, presentations, spreadsheets, and other documents.

Distribute incoming correspondence (mail and documents for clearances) to PFH staff, attaching pertinent background materials. Manage the flow of incoming correspondence, official mail, and disseminates it properly to PFH and other Mission staff. Review and track outgoing correspondence.

Organize and maintain PFH files in accordance with the Automated Directive System (ADS), prepare file plans and Vital Records for PFH. Support PFH staff in maintaining working files and contacts.

Maintain and update necessary tracking databases (including a regularly updated NGO database), systems, and electronic records of PFH contacts; maintain and update the

PFH library list with new books and catalogues. Identify the need for other electronic or paper-based tracking systems and develop such records.

Maintain professional working relations with other Mission and Embassy offices and technical teams. Serve as timekeeper for the PFH Office; collect, review, and enter timesheets into the Time & Attendance system. Maintain adequate stocks of office supplies; requisition supplies and/or any services for the Office staff.

Support PFH 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 ensure PFH compliance with Mission administrative and financial management procedures.

Coordinate travel arrangements for PFH staff as needed in coordination with the USAID travel assistant, motor pool, and other relevant offices. Prepare travel vouchers for PFH staff and other documents related to their travel.

Maintain schedules and make arrangements for conferences, meetings and visitors' schedules as requested. For high-level visits, support Control Officer on all aspects of scheduling, briefing materials production, and managing visit logistics, in coordination with Mission front office and other staff. Follow up with PFH staff to ensure that follow-up actions as agreed at conferences and meetings are met.

Provide translation and interpretation services of non-technical and short technical material into English or from English into Arabic. Serve as note-taker at selected meetings, format notes appropriately to share with Mission staff, and provide records for the files.

Oversee and support the work of PFH summer interns. Provide secretarial coverage in the Director's Office on an emergency basis and assist 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 submission 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:
 - a. Certificate of completion in an Office Management Training Program.

- b. Certificate of completion in an Executive Secretarial Program
- c. Completion of a university degree.

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

2. 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 the candidate will be tested again.
4. Skills & Abilities:
 - a. Must have demonstrated experience in preparing correspondence, spreadsheets, reports, and presentations.
 - b. Must have demonstrated office management abilities, work within a team, multi-task, perform under pressure, and produce accurate documents.
 - c. Must have demonstrated organization, proof-reading, and basic translation and interpretation skills. Must demonstrate knowledge in database management and website development desirable.
 - d. Must have demonstrated ability to manage an office, exercise discretion work within a team, multi-task, perform under pressure, and produce accurate documents.
 - e. Demonstrated ability to use sound judgment to prioritize competing demands for the time of a high ranking official, make quick decisions to resolve conflicting requirements, and exercise discretion given the high level of responsibility and trust.
 - f. Must have demonstrated skills in operating office equipment, including fax machines, scanners, and copiers. Must have demonstrated strong computer skills in specialized software, including Windows 7, the Microsoft Office Suite and data analysis tools. Must have demonstrated ability to navigate and research the Internet.

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 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. Current internal Mission employees must have completed 52 weeks of employment in their current position before being eligible to apply. Current internal Mission employees serving a probationary period are not 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

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
- 13th & 14th 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.