

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-14-029

OPEN TO: All interested candidates

POSITION: Administrative Assistant
Water Resources and Environment Office

OPENING DATE: December 18, 2014

CLOSING DATE: December 31, 2014

WORK HOURS: 40 hours/week

SALARY: (JD9,998 – JD16,498)
Position Grade Level 7

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 position at the Water Resources and Environment Office (WRE). This is a Personal Services Contract (PSC) position, grade FSN-7. 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-7 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 and/or Deputy Office Director, manages the administrative processes of the WRE office, provides secretarial services for the entire WRE team, 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 without conflict, 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. Maintains 100% telephone coverage; screens and directs telephone calls as appropriate, provides caller and visitors with general information, 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, including detailed contract and/or design documents, 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 – ensuring timely clearance and/or delivery.

Organizes and maintains WRE files for staff in accordance with the Automated Directive System (ADS), prepares file plans and Vital Records. Maintaining working files and contacts and finalizes program and closeout filing.

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). 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.

A cover letter explaining why the candidate believes s/he is qualified for the position must be included in the application for eligibility purposes. Failure to include the cover letter will result in disqualifying the applicant.

Qualification Criteria:

1. Certificate of Completion of secondary school, AND at least one of the following:
 - a. Certificate of completion in an Office Management training program; or
 - b. Certificate of completion in an Executive Secretarial Program; or
 - c. Completion of a university degree.

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

2. Three years of secretarial, administrative and 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 a detail-orientation to the performance of work and strong organizational skills.
 - b) Must have demonstrated experience in preparing correspondence, spreadsheets, reports, and presentations.
 - c) Must have demonstrated expert knowledge of the entire MS Office application suite (Word, Excel, Access, Outlook and PowerPoint) and navigating the internet.
 - d) Must have the ability to organize work in order to achieve deadlines. Must have the ability to establish and maintain contacts with counterparts in relevant organizations.
 - e) Must have the ability to communicate clearly and effectively, both orally and in writing.
 - f) Accurate typing at 40 wpm is required.
 - g) Must have demonstrated skill operating office equipment, including fax machines, scanners, and copiers.
 - h) Must have demonstrated ability to manage an office, exercise discretion work within a team, multi-task, perform under pressure, and produce accurate documents.

- i) Must have demonstrated office management abilities, work within a team, multi-task, perform under pressure, and produce accurate documents.
- j) Must have demonstrated organization, proof-reading, and translation and interpretation skills.
- k) Experience in database management and website development desirable.

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

- 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.