

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-16-011

**OPEN TO:** All interested candidates

**POSITION:** Secretary - Rover  
Executive Office

**OPENING DATE:** May 19, 2016

**CLOSING DATE:** June 01, 2016

**WORK HOURS:** 40 hours/week

**POSITION GRADE:** Foreign Service National (FSN) Grade-06

**ANNUAL SALARY:** Min. Step 01 (JD9,035) Max. Step14 (JD 14,911)

**PLACE OF PERFORMANCE:** Amman, Jordan

USAID/Jordan has an immediate vacancy for a Secretary - Rover in the Executive Office (EXO) Office. This is a Personal Services Contract (PSC) position, grade FSN-06. 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-06 level. USAID/Jordan may select more than one candidate with this solicitation.

## **Basic Function:**

The United States Agency for International Development (USAID) supports Jordan's growth and prosperity through a large assistance program that promotes efficient water and energy, healthier families, a modern educational system, a skilled workforce, a competitive economy, and participatory governance with greater opportunity for youth and the poor.

The Roving Secretary is responsible for performing administrative and clerical support activities for all USAID offices during the absence of the assigned Secretary or busy periods, or to perform special projects. The Roving Secretary is familiar with the

activities of the Mission Director's Office, all four support offices (Executive Office, Financial Management Office, Acquisition and Assistance Office, and Program Office), and all three technical offices (Water Resources and Environment, Economic Development and Energy Office, Education and Youth Office and Democracy and Governance Office). Priority coverage is given to the Mission Director's Office. The incumbent is supervised by the Supervisory Executive Specialist and when assigned to an office reports to the Office Director, manages the administrative processes of the office, provides secretarial services, including maintaining the Office Director's calendar and providing administrative support to the full office team.

## **Major Responsibilities:**

### **Administrative Support:**

Maintains the Office Director's calendar, keeps current on office staff calendars, schedules meetings for the Office Director and the office staff; liaises with other offices in obtaining necessary information for meetings; briefs office director and staff on meeting; schedules conference rooms; and coordinates closely with other offices on correspondence.

Receives and screens visitors, 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 office staff to assist them in their ability to accomplish office objectives.

Composes complex correspondence such as waivers and tax exemptions, and gathering information necessary to de-obligate and commit funds. Drafts and formats routine responses to inquiries, including cables, letters, memos, reports, and tables using established procedures, instructions, or relevant USAID manuals.

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 office staff, attaching pertinent background materials. Manages the flow of incoming correspondence, official mail, and disseminates it properly. Reviews and tracks outgoing correspondence.

Maintains and updates office databases. 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 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. Issues work order requests in support of the office staff.

Coordinates travel arrangements (including transportation, hotel reservations, and country clearance) for office staff as needed in coordination with the USAID travel assistant, motorpool, and other relevant offices. Prepares travel vouchers for office staff and other documents related to their travel.

Maintains schedules and makes arrangements for conferences, meetings and visitors' schedules as requested. 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 office staff to ensure that follow-up actions as agreed at conferences and meetings are met. Prepares documentation for purchase of services/supplies and payment of services/supplies.

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.

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

Or Completion of a university degree is required.

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

2. Two years of office management with administrative and secretarial experience 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 skill operating office equipment, including fax machines, scanners, and copiers.
- Must have demonstrated ability to manage an office, exercise discretion work within a team, multi-task, perform under pressure, and produce accurate documents.
- 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.
- 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.