



# USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

**OPEN TO:** All qualified South Sudanese Nationals only.  
Current mission employees serving a probationary period are not eligible to apply.

**POSITION:** Admin Assistant-EXO

**OPENING DATE:** Thursday, February 09, 2012

**CLOSING DATE:** Monday, February 27, 2012 - max. 4:30 p.m.

**WORK HOURS:** Full-time; 40 hours/Week.

**SALARY & GRADE:** (VA-12-11)FSN 06

The United States Agency for International Development (USAID) Juba, South Sudan is seeking applications for the position of Secretary and Receptionist in the Executive Office.

### Job Summary

Incumbent is the control person for all incoming written communication and correspondence tracking system for the Mission. Provides secretarial support to the Executive Office staff members, serves as Human Resources Assistant back-up, and also supports the IT office. Responsible for the execution of the USAID Mission's office maintenance program.

### Major Duties and Responsibilities:

Under the direct supervision of the Executive Officer serves as the control person for all incoming written communications. Receives and logs into the correspondence tracking system all incoming communications that require action. Prepares 'action' boards for incoming action correspondence, assigns due dates, keeps track of action assignments and prepares an overdue actions report on a regular basis.

Provides secretarial support to the Executive office: schedules meetings and appointments for the Executive Officer and members of the office; follows up on commitments and tasks and updates respective spreadsheets; organizes the flow of clerical processes in the office, which includes distribution of Mission Notices and Mission Orders, update of Mission forms in accordance with the new branding policy, update of the conference room and the drivers' schedules; preparation of training and retreat materials, special events invitations, processing of cables; makes hotel reservations for TDY and Mission contractors visiting post; provides translation services to office staff members; writes non-technical correspondence: letters, faxes, etc.

Assists the HR/Travel Assistant in the timely submission of payroll documents: responsible for the regular submission of the USPSC T&A reports and the COLA Request forms.

Responsible for the USAID Office Equipment program - oversees and coordinates the need for office equipment actions to be taken - by contacting the respective service provider and arranging appointments for minor repair work, as well as requesting for purchase orders for more substantive work load to be carried out. Microsoft Office: He /She will help with Microsoft word 2010, Excel spreadsheet, Microsoft PowerPoint 2010, Microsoft Publisher 2010,

Microsoft Visio and outlook 2010. The incumbent will also be able to install Printers, install new ink cartridges on different types of Printers and monitor the performance of Printers/Copiers and arrange with contractors for the repair of the photo copiers.

In the absence of the other IT staff, the incumbent should be able to create users in EXO applications and reset their passwords. He /She too should be able to reset passwords for users who have forgotten their login passwords in the exchange server and those who may be locked out for many attempts to login and the account is disabled. The incumbent will provide systems access forms to new staff and TDYERS and store the systems access forms in files once the accounts are created. The incumbent will organize, arrange and keep the files and records of the IT department.

**QUALIFICATIONS REQUIRED:**

**EDUCATION (10):** Completion of secondary school is required, including courses in typing, office practices, word processing and spreadsheets.

**Prior Work Experience (10):** A minimum of one year of progressively responsible clerical and secretarial experience with an international organization is required.

**Language (10):** Level IV English is required.

**Knowledge (20):** Good knowledge of office management and business correspondence is required. General information and knowledge about common records and correspondence control policies and procedures. Good working knowledge of standard international mail handling instructions. Be able to follow and understand the structure and activities of an organization.

**Skills and Abilities (50):** Ability to handle telephone and radio calls in an efficient and cordial manner. Skills and ability to manage time in dealing with the secretarial duties provided for the EXO office, the control of correspondence control functions and the time required for the receptionist duties performed. Must be a team player.

**HOW TO APPLY**

Applicants are required to submit a cover letter of interest, which clearly describes individual's qualifications for this position, and their CV to USAID by email to: [Hrexo@usaid.gov](mailto:Hrexo@usaid.gov), and DS 174 form. Or Deliver one copy to: USAID/South Sudan, Juba. Applications Box is outside Consular Entrance. The DS-174 form is available on US Embassy Web Site: [http://southsudan.usembassy.gov/job\\_vacancies.html](http://southsudan.usembassy.gov/job_vacancies.html).

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