

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 12/2015
OPENING DATE: 02/27/2015
CLOSING DATE: 03/13/2015
POSITION TITLE Administrative Assistant (Director's Office), FSN-8
SALARY RANGE: KZT 3,688,902 p.a. – KZT 4,665,282 p.a. (gross salary)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asia (USAID/CA), Almaty, Kazakhstan

MAJOR DUTIES: Serves as the Administrative Assistant for the USAID/Central Asia (USAID/CA) Front Office (FO), responsible for performing a variety of secretarial, administrative and procedural support, and office management duties for the Director's Front Office team, including: 1) directly manages the Regional Mission Director's schedule; 2) manages all arrangements for USAID official receptions, including processing of official representation funds and expenses; 3) coordinates FO meetings and events, and maintains database for all professional contacts of the team; 4) composes non-technical correspondence, translates documents, and provides interpretation at meetings, as required; 5) makes travel arrangements for the Mission Director and supports the travel needs of the FO as necessary; 6) prepares diplomatic notes, cable clearances, trip requests, and all travel vouchers; 7) handles visit schedules for all USAID/CA Country Office Directors and serves as their Administrative Assistant during their visits to Almaty; 8) maintains a current USAID/CA American and Regional Staff Leave and Travel Schedule; 9) receives and controls incoming correspondence; administers soft copies of all documents transmitted via email to the Mission Director and Deputy Mission Director that are not sensitive in nature; 10) provides primary telephone and receptionist services for the Front Office; 11) submits requests for office supplies, repairs for office equipment, and printing services; 12) maintains FO filing system in accordance with USAID regulations; 13) serves as FO procurement requestor (GLAAS Requisitions); 14) provides protocol services in conjunction with the Embassy's Protocol Assistant and advises on Kazakhstani customs, practices, etc.; 15) provides both verbal and written translation services, as needed, in both English and Russian languages. 16) serves as back up for the Deputy Mission Director's Secretary; 17) other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- Education, Skills and Experience (50%): University degree in business/public administration, international relations or other related field. Minimum four years of progressively responsible secretarial and office management experience, one year of which should have been with an international organization. Knowledge of correspondence format and reporting procedures, records management, mail handling, and timekeeping procedures. Knowledge of general office management practices, and administrative requirements and procedures. Knowledge of host countries customs and specifics of social and political situation. Comprehensive knowledge of protocol requirements. Proficiency in computer applications (MS Word, Excel, MS Office, Power Point, etc) and typing.

- Teamwork/Interpersonal and Communication Skills (30%): Excellent communication skills (both verbal and written) and ability to explain special requirements to non-specialists and specialists. Strong interpersonal skills and ability to form sound working relationships with the counterpart personnel within and outside organization and to obtain cooperation from host countries' officials. Must be highly organized, be strongly customer service oriented, able to effectively work in a team environment and under pressure. Must have strong abilities in verbal and written translation services.

- Language Skills (20%): Level IV (Fluent) knowledge of English and Russian. Proficiency in Kazakh desired.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by COB Friday, March 13, 2015. A copy of the Position Description is available in EXO/Personnel (ext. 6353).

USAID/CA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.