

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 03/2014

OPENING DATE: 01/31/2014

CLOSING DATE: 02/21/2014

POSITION TITLE: Secretary, Health and Education Office (HEO), FSN-7

WHO MAY APPLY: ALL HOST COUNTRY NATIONALS

OFFICE: USAID/Central Asian Republics, Almaty, Kazakhstan

MAJOR DUTIES: The incumbent, under the general supervision of Health and Education Office Director (HEO) or his/her designee, provides high quality administrative support services to HEO staff: 1) receives and controls incoming correspondence, forwards the action to the appropriate destination and ensures timely responses occur; 2) translates routine incoming and outgoing correspondence; 3) maintains time and attendance records for HEO staff and prepares T&A reports; 4) prepares travel and vehicle requests and travel vouchers for HEO staff; 5) types cables, letters, memoranda, dipnotes and other documents and ensures grammar and punctuation are followed with a 100% error-free rate; 6) handles local and long distance telephone calls, redirects calls to appropriate staff members and/or takes complete messages; 7) escorts visitors to and from the office; 8) makes appointments for staff as requested; 9) maintains office calendar and travel board; 10) maintains office vital records filing system in accordance with USAID regulations; 11) maintains office Google Docs; 12) provides assistance to PEPFAR team as needed; 13) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, skills and experience (60%):** University degree in Business/Public Administration, or other relevant fields. Minimum three years of progressively responsible secretarial or administrative experience including at least one year with an international organization or U.S. Government Agency. Good knowledge of correspondence format and reporting procedures, records file management, mail handling, timekeeping procedures. Typing and computer proficiency (MS Office, specifically Word, Excel, PowerPoint and spreadsheet programs, etc). Strong understanding of office management principles and procedures.

- **Teamwork/Interpersonal and Communication Skills (30%):** Excellent communication and interpersonal skills. Candidate must be highly organized, be strongly customer service oriented, able to effectively work in a team environment and under pressure.

- **Language Skills (10%):** Fluent (Level IV) English and Russian. Level IV Kazakh is desirable.

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. Applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634/35/36; E-mail: almaexo_hr@usaid.gov by COB Friday, February 21, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR 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.