POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO:	**14/2015**
OPENING DATE:	**03/05/2015**
CLOSING DATE:	**03/26/2015**
POSITION TITLE	**Executive Assistant to Director's Office/Travel Coordinator, 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:	**Centers for Disease Control and Prevention/Central Asian Republics (CDC/CAR), Almaty, Kazakhstan**

MAJOR DUTIES: Under the direct supervision of the CDC/CAR Project Management Specialist and general supervision of the CDC/CAR Deputy Director the incumbent performs a variety of administrative duties to support the daily work of the CDC/CAR Office: 1) serves as a point of contact on all logistic arrangements for the CDC/CAR staff, coordinates preparation of all necessary travel arrangements and documents; 2) after completion of travel, collects all receipts to prepare and submit Travel Vouchers and ensures that submitted travel vouchers are accompanied by a trip report; 3) drafts Electronic Country Clearance (e-CC) cables for CDC/CAR staff in the electronic system; 4) drafts and submits diplomatic notes for CDC/CAR staff staff who need visa support; 5) arranges and coordinates official airport and in-city transportation for CDC/CAR staff; 6) maintains an electronic office calendar, makes and follows up on appointments and travels; 7) submits work orders when requested; 8) keeps track of expiration dates of visas, accreditations and diplomatic passports and coordinates extension/renewal of these documents; 9) assists the CDC/CAR Project Management Specialist by submitting Purchase Requests for obtaining services for office operations and oversees Purchase Orders for office operations for payments issues and their annual renewal; 10) receives all incoming telephone calls and visitors; 11) prepares, submits and maintains Time and Attendance Reports for each pay period for the Locally Employed Staff; 12) prepares requests for office supplies, office equipment repairs, and printing services; 13) establishes and maintains logs for all incoming/outgoing correspondence; 14) provides interpretation service when necessary; translates some technical and non-technical correspondence; 15) assists the CDC/CAR Program Management Specialist office on property management of CDC Atlanta and locally purchased equipment; 16) in the absence of the CDC/CAR Project Management Specialists serves as a his/her back up; 17) in the absence of the CDC/CAR Health Communications Specialist prepares and submits CDC/CAR bi-weekly progress report to CDC/Atlanta; 18) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- Education, Skills and Experience (60%): University degree. Minimum four years of progressively responsible secretarial and clerical experience, one year of which is with international organizations. Good knowledge of correspondence format and reporting procedures, records file management, mail handling, and timekeeping procedures. Good knowledge of administrative requirements, procedures.

- Teamwork/Interpersonal and Communication Skills (30%): Good interpersonal relation skills. Attention to details and ability to handle details, logistics and information for activities, contacts and travel.

- Language Skills (10%): Level IV English (Fluent knowledge of English).

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/CA, 41, Kazybek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by COB Thursday, March 26, 2015. A copy of the Position Description is available in EXO/Personnel (ext. 6353).

CDC/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 CDC to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and CDC will delay such reference check pending communication with the applicant.