

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 49/2014
OPENING DATE: 10/21/2014
CLOSING DATE: 11/07/2014
POSITION TITLE: ADMINISTRATIVE ASSISTANT (FMO), FSN-7 (two positions)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asian Republics (USAID/CAR), Almaty, Kazakhstan

MAJOR DUTIES: Under the direct supervision of the Regional Controller or her/his designee, the incumbent carries out and coordinates all of the day-to-day administrative and clerical support activities required by the Financial Management Office (FMO): 1) provides personal assistance to the Regional Controller including, but not limited to: scheduling and arranging meetings, maintaining appointment calendars, making travel arrangements, composing and editing correspondence/documents on office matters, and screening telephone calls; 2) provides administrative and general clerical support to all FMO personnel, including coordination of travel arrangements with the Executive Office; 3) serves as the principal information source for the Central Asia region and ASP customers on FM issues and procedures; 4) manages and maintains Financial Management filing system in accordance with US Government and USAID Records Management regulations; 5) manages American personnel Payroll reporting system (WebT&A) - monitors, reviews and submits Time and Attendance (T&A) reports, and resolves issues as necessary; 6) provides back-up support to FM Main FSN Timekeeper when necessary; 7) coordinates timely submission of T&A by all FMO employees and maintains records of leave and attendance; 8) serves as a principal USAID/CAR contact for personal VAT (Value Added Tax) related issues and is responsible for personal VAT data entrance and quarterly submission to the Government of Kazakhstan Tax Administration through the Ministry of Foreign Affairs; 9) orders office supplies and ensures that office equipment is functioning; 10) provides back-up support to FMO Financial Assistant when necessary; 11) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, Skills and Experience (50%):** University/College degree. Minimum three years of progressively responsible secretarial or clerical experience. Minimum one year of experience with an international organization in a similar work. Strong knowledge and understanding of general office management and administration practices, and good working knowledge of general correspondence procedures and format. Strong typing and computer proficiency (MS Office, Word, Excel, PowerPoint and spreadsheet programs). Good working knowledge of operating office equipment. Familiarity with general requirements of Kazakhstan Tax Law and regulations related to VAT preferred.
- **Teamwork/Interpersonal and Communication Skills (35%):** Quick learner, able to adapt to changing work environment. Excellent communication and interpersonal skills, ability and willingness to function in a collaborative and collegial environment. Candidate must be highly organized, strongly customer service oriented, and able to work under pressure.
- **Language Skills (15%):** Fluent (Level IV) English and Russian (both oral and written).

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. Candidates for trainee levels 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; E-mail: almaexo_hr@usaid.gov by COB Friday, November 7, 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.