

## POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NO:** 31/2013  
**OPENING DATE:** 07/01/2013  
**CLOSING DATE:** 07/19/2013  
**POSITION TITLE:** Receptionist/Administrative Assistant, FSN-6  
**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS  
**OFFICE:** USAID Representative Office in Kyrgyz Republic (USAID/KR), Bishkek, Kyrgyzstan

**MAJOR DUTIES:** Under the direction and supervision of the Office Manager the incumbent provides administrative support to the entire USAID/KR team: 1) prepares domestic trip requests and international travel authorization requests; prepares documents for obtaining visas, makes flight reservations and obtains tickets for the and make hotel reservations; 2) processes country clearance requests from visitors to USAID/KR, prepares travel notification and country clearance cables; provides with any necessary logistical arrangements, including hotel accommodations, visa support, local transportation, etc. ; 3) maintains a monthly traveler's log for USAID sponsored visitors to Kyrgyzstan and prepares welcome packets with general information from the Embassy and specific USAID material for TDY visitors and newcomers; 4) arranges access to the building for visitors through the Regional Security Office; receives, and escorts visitors; 5) serves as the main File Custodian, maintains the Office Filing System (both paper and electronic files) and assists AOR/CORs in maintaining their project records in accordance with USAID Records Management Regulations; 6) receives, redirects and places local long distance and international calls, takes complete messages, provides authorized information to callers, and ensures telephone is covered during his/her absences from the office; 7) maintains, updates and distributes USAID, contractors/grantees, Embassy and International Donor Organizations contact information and telephone lists, maintains current contractors/grantees location reports and emergency information; 8) ensures that office equipment (i.e., photocopy and fax machines, etc.) is functioning and periodically maintained; 9) prepares Work Orders/Requests for repair and maintenance of housing, office equipment, space-allocation, duplication/printing, courier and translation services; 10) arranges for hiring a contract car for the office transportation needs; 11) other duties as assigned.

### **MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

- **Education, Technical ability and experience (45%):** University/college degree. Minimum two years of prior progressively responsible office management or related administrative experience with at least one year with an international or USG organization. Good knowledge of basic office management procedures; attention to details, ability to work calmly and effectively under pressure, to prioritize and to demonstrate extreme flexibility to manage more than one activity at a time, to follow instructions and to work with minimal guidance and little or no follow-up, and meet established deadlines. Strong computer software (MS Office) proficiency; excellent typing and proof reading skills.
- **Teamwork/Interpersonal and Communication Skills (30%):** Excellent interpersonal relations and communication (oral, written and telephone) skills. Ability to work effectively as a team member in a diverse team environment, maintain customer friendly environment in the office, and maintain collaborative and effective working relationships within the Mission, U.S. Embassy and external contacts.
- **Language skills (25%):** Level IV (fluent) English and Russian languages. Good working knowledge (Level III) of Kyrgyz is highly 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. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Fax: (7-727) 2507634; E-mail: [almaexo\\_hr@usaid.gov](mailto:almaexo_hr@usaid.gov) by COB Friday, July 19, 2013. 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.