

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 33/2013
OPENING DATE: 07/01/13
CLOSING DATE: 07/19/13
POSITION TITLE: Administrative Specialist/Office Manager, FSN-9
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID Representative Office in Kyrgyz Republic (USAID/KR), Bishkek, Kyrgyzstan

MAJOR DUTIES: Under the general supervision of the USAID/Kyrgyz Republic Mission Director or designee the incumbent is responsible for supervision and coordination of all administrative support functions provided to USAID/KR staff in both Bishkek and Osh: 1) administrative management activities for USAID staff, include, but are not limited to: e-Services Requests, travel, records management, maintenance of time and attendance, preparing letters, memos, diplomatic notes, cables and related documents; organizing partners' meetings and updating partner contact lists; providing all necessary arrangements for TDY staff and providing contractor support services, etc.; 2) directly supervises two Administrative Assistants and one Chauffeur, and ensures the smooth functioning of the Mission, fosters a positive work environment for all members of USAID and improves the administrative workflow to achieve work efficiencies; 3) provides personal assistance to the Mission Director (scheduling appointments, arranging transportation, drafting and reviewing correspondence, etc.); 4) serves as a main point of contact and liaison with USAID/CAR (ASP), USAID/Osh Office and Embassy in Bishkek (ICASS) on all provided services; 5) requests, monitors timeliness and quality of services received, resolves any issues, maintains records and reports by cost centers on all services received; 6) ensures the adequate availability of expendable and non-expendable materials and supplies for staff; oversees and processes requisitions of office supplies, equipment and services; 7) manages the subscription ensuring regular receipt and delivery of requested magazines and newspapers; 8) ensures functioning and periodical maintenance of all office equipment, annually reviews needs and recommends procurement as/when necessary; 11) interprets and translates written documents for important official functions; 12) other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, Technical ability and experience (55%):** University degree in Public/Business Administration, Administrative or Business Management, International Relations, financial or other related field. Minimum six years of progressively responsible administrative/financial management experience with at least three years with an international development organization and/or a U.S. Government Agency. Strong knowledge of correspondence format and office administrative management principles and procedures. Comprehensive knowledge of host country political, social and economic situation and national traditions, knowledge and understanding of protocol and the Government of Kyrgyzstan (GoKR) organizational structure to include various Ministries, their internal operations and staffing structures, as well as laws, regulations and procedures on visas, customs clearance, VAT and taxes. Strong analytical and writing skills, attention to details, and ability to present information in clear and concise manner. Excellent organizational, time management skills and ability to problem-solve and efficiently manage staff and multiple competing tasks simultaneously. Strong typing skills and computer proficiency (MS Office – Word, Excel, Power Point, etc.). Ability to write and proof-read in English and Russian error free.
- **Teamwork/Interpersonal and Communication Skills (30%):** Exceptional interpersonal relations and communication (oral, written and telephone) skills. Ability to work effectively both as a team leader and 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. Strong judgment, enthusiasm, individual initiative, an ability to work without daily directions and a willingness to work extra time if needed.
- **Language skills (15%):** Fluent (Level IV) English and Russian. Ability to translate complex technical documents from English to Russian and vice versa. Good working knowledge (Level III) of Kyrgyz language is preferred.

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 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.