

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

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| 1. POST | 2. AGENCY | 3a. POSITION NO. |
| Mexico | USAID | 312872100024-A |
| 3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | CAI-D44 |
| Agencies may show the number of such positions authorized and/or established: | | |

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
 Position No.: _____ Title: _____ Series: _____ Grade: _____

b. New Position

c. Other (explain): UPDATE PD

| 5. CLASSIFICATION ACTION | Position Title and Series Code | Grade | Initials | Date (mm-dd-yy) |
|-----------------------------------|---|--------|----------|--------------------|
| a. Post Classification Authority: | Secretary (MD), FSN-0120 | FSN-08 | | |
| b. Other: | FSN Unit signs UPDATE of PD for Position No. CAI-D44, no review of Job Report or reclassification action executed. New number after Update is 312872100024-A. | | | |
| c. Proposed by Initiating Office: | Secretary (MD), FSN-0120 | FSN-08 | | |

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|--|----------------------------|
| 6. POST TITLE POSITION (if different from official title) | 7. NAME OF EMPLOYEE |
| 8. OFFICE/SECTION: Office of the Mission Director | a. First Subdivision: |
| b. Second Subdivision: USAID/Mexico | c. Third Subdivision: |

APPROVALS AND SIGNATURES SECTION

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| <p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p style="text-align: right;">Date (mm-dd-yy)</p> | <p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p style="text-align: right;">Date (mm-dd-yy)</p> |
| <p>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</p> | <p>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p> |

13. BASIC FUNCTION OF POSITION

The Secretary is located in the USAID/Mexico Office of the Mission Director. The Secretary serves as the personal assistant to the Mission Director, operating independently of any other position in the performance of the full range of secretarial, protocol, and administrative functions essential to the efficient operation of the Mission Front Office.

The Secretary is the primary contact person responsible for Mission Front Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors, Implementing Partners (IPs) and grantees, host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Secretary is responsible for coordinating information about the USAID Mission, and making sure that information gets to customers on a timely basis and in a professional manner.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

- a. Serves as Secretary and personal assistant for the Director Office, USAID/Mexico, providing the following representative administrative support services: maintains front Office calendar; organizes meetings as directed, ensuring that other offices scheduling meetings for the Director provide sufficient background and other information for meetings, sends out meeting notices, etc.; makes extensive travel arrangements, prepares trip requests, vehicle requests, and travel vouchers; composes complex non-technical correspondence, including reviewing and preparing official responses to unsolicited proposals, as required; researches and assembles information for various reports, briefings, and conferences; prepares routine reports, briefings, presentations, and analyses; follows up with staff members to ensure that various commitments are met; edits written products prepared by or provided to the front Office; and, on occasion participates on field trips and out-of-office meetings where spoken English may be misunderstood. **70%**
- b. Performs a variety of clerical and procedural duties including: providing telephone, receptionist, and protocol services for the Front Office; orders expendable supplies for the Office; files material and maintains the Front Office filing system; receives and controls incoming correspondence and communications; prepares requests for repair of office equipment and systems; and schedules the use of conference rooms in coordination with other Mission secretarial staff. **20%**
- c. Manages arrangements for official USAID Receptions (tracking official representation funds). Reports and accounts for all expenses; develops invitation designs and ensures that invitations are distributed; maintains a record of acceptances on a master guest list; and, supervises service providers as required. The Secretary also prepares, or assures preparation of, country clearance (eCC) for Mission staff, and TDY guests of the Director, making or following up on hotel reservations and other arrangements, as required. **10%**

Performs other duties as assigned or required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Completion of secondary school is required. Two or more years of post-secondary schooling in Secretarial Science or Business Administration is required.
- b. Prior Work Experience: Must have at least five years of progressively responsible secretarial and clerical experience.
- c. Post Entry Training: On-the-job training in USAID-specific procedures; attendance at appropriate formal USAID courses will be based on need, course offerings, and the availability of funds.
- d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (fluent) English and Level IV (fluent) Spanish oral and writing ability is required.
- e. Job Knowledge: The Secretary should have a general knowledge of USAID regulations and procedures, and of good office management practices; and, be knowledgeable, or able to quickly become knowledgeable, of overall USAID Front Office responsibilities and activities, as well as possess a very good knowledge of standard office procedures and practices. The Secretary to the Mission Director must have an excellent understanding of USG file management, mail handling, and correspondence formatting procedures.

- f. **Skills and Abilities:** The Secretary must be proficient in keyboarding, including at least Level II typing ability (40 words per minute), and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The Secretary must be proficient in using the Internet and E-mail.

16. POSITION ELEMENTS

- a. **Supervision Received:** The Secretary receives supervision from the Mission Director, USAID/Mexico, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed and the Director's priorities. Most work occurs as a result of normal office operations, but special activities may be assigned at any time. The Secretary independently plans and carries out assignments, and is responsible for the accuracy their personal work, work is normally reviewed in terms of results achieved and in meeting Office objectives.
- b. **Supervision Exercised:** Guidance may be provided to the Director's Chauffeur, and to Secretarial and Administrative staff Mission-wide. However, continuing supervision of other Mission staff is not contemplated.
- c. **Available Guidelines:** In addition to oral and written instructions from the Mission Director, guidelines include USAID Mission Orders, Administrative Notices, USG Regulations, and other guidance and directives from the Automated Directives System (ADS), USAID Fact Sheets, E-mails, and other sources.
- d. **Exercise of Judgment:** A high degree of judgment is required to identify requirements, anticipate problems, plan and execute effective actions, and coordinate and work with others. Judgment and discretion is particularly important in dealing with working-level contacts with IPs, and with high-level Embassy and host-government officials, such as the Office of the Ambassador, the Ministry of Foreign Affairs Protocol Office, key donors, and private-sector officials.
- e. **Authority to Make Commitments:** The Secretary has general authority to make appointments on behalf of the Director, and to relay instructions to members of the Mission staff on his/her behalf. The Secretary may make reservations on behalf of travelers, but may not independently commit the USG to the expenditure of funds.
- f. **Nature, Level, and Purpose of Contacts:** Contacts will be maintained in person, by phone, or in writing with Mission and Embassy staff, USAID/Washington, and relevant senior GoM officials, private-sector representatives, and other foreign donor institutions as necessary to receive information, provide information, submit required reports, receive external support, etc.
- g. **Time Expected to Reach Full Performance Level:** One year.