

BASIC FUNCTION OF POSITION

Incumbent provides administrative assistance to the American Embassy, Samoa.

MAJOR FUNCTIONS OF THE POSITION

A. ADMINISTRATIVE ASSISTANT

Makes appointments for Charge, travel arrangements and hotel reservations for Charge and Embassy visitors to Apia, prepares welcome kits.

Maintains office files.

Receives and distributes incoming correspondence.

Performs typing and general clerical duties as required, possibly involving the drafting of letters, memos and diplomatic notes.

Provides clerical assistance to visa clerk.

Schedules appointments for visitors to meet with appropriate Embassy staff.

Verifies appointments, arranges escorts as necessary, and directs authorized visitors to appropriate offices.

Time and Attendance and Payroll

Responsible for recording all time and attendance for Embassy personnel to the Payroll Liaison in Wellington.

Submits all national Provident Funds

Ensures all Embassy personnel pay tax PAYE.

B. RECEPTIONIST

As first point of contact to visitors, in person or by telephone, handles inquiries on a variety of issues.

Personally handles inquiries of a general nature with reference to telephone directories and information sheets on programs/services/situations.

Tactfully questions visitors to determine precise nature of inquiry.

As appropriate, refers inquiry to the Charge or other Embassy staff.

C. ALTERNATE CASHIER

Serves as the Alternate Cashier in the absence of the Class “B” Cashier.

As back-up to the Class “B” Cashier:

- makes collections and payments of funds.
- Maintains financial records, makes deposits and withdrawals from local banks through local banks through a checking account.
- Pays properly certified Embassy accounts and submits properly prepared vouchers for payment Embassy Wellington.
- Follows up with BFO Wellington or FSC Bangkok on all outstanding vouchers or payments to ensure accounts are current.
- Distributes vendor checks received from FSC Bangkok in a timely manner.
- Provides travel advances and accommodation exchange when appropriate. Responsible for preparation of travel orders and submission to Wellington for funding.

D. Consular Cashier (Sub Cashier)

Receives payments from visa applicants, either in person or through the mail. Issues receipts to applicants. Makes necessary log/computer entries to record payments. Prepares bank deposits for pickup by designated guard/courier company. Responsible for safekeeping of funds received. Follows up on any problems or queries relating to the cashiering process.

Other duties as directed.

UALIFICATIONS

Education: Completion of secondary school required.

Prior Work Experience: Three years performing progressively responsible work in technical/clerical field, with exposure to accounting or bookkeeping and cashiering operations, preferably in an Embassy, Consulate or associated agency office.

Post Entry Training: Completion of the Class B Cashier and WINACS training. Cross-training in a variety of clerical duties including consular/personnel/communications.

Language Proficiency: Level III English (fluent) required.

Knowledge: A good working knowledge of basic accounting principles. Understanding of the role of a diplomatic mission and related agencies.

Skills and Abilities: Basic computer skills (Word, E-mail etc). Keyboard skills. Good written and oral communication skills. Ability to deal with a variety of people in a polite and efficient manner.

POSITION ELEMENTS:

Supervision received: Supervision provided by Charge, who also prepares evaluation.

Available guidelines: Personal knowledge of the organization including functions, programs, services and personnel. Knowledge of related organizations (such as Peace Corps).

Exercise of Judgment: None

Authority to make commitments: None

Nature, level and Purpose of Contacts: First point of contact for all Embassy visitors.

Supervision Exercised: None

Time Required to Perform Full Range of Duties: Six to twelve months