

13. BASIC FUNCTION OF POSITION

Provide primary coordination of the Office of Overseas Building Operations (OBO) Office's administrative functions with all relevant Embassy sections and the project prime contractor. The incumbent is to answer telephones, communicate messages to staff, make copies, prepare reports and distribute incoming and outgoing correspondence. The incumbent is to requisition office supplies, manage all office equipment maintenance and repairs and manage the OBO office inventory in coordination with the General Services Office Non-Expendable Property Application (GSO NEPA) clerk.

14. MAJOR DUTIES AND RESPONSIBILITIES

a) General Office Administration

60%

The incumbent is to answer telephones, communicate messages to staff, make copies, prepare reports and distribute incoming and outgoing correspondence. Manage, distribute, and control correspondence (incoming and outgoing letters, technical submittals, bulletins, samples, shop drawings, etc.) in accordance with contract specifications using Microsoft SharePoint 2010 software. Coordinate and cooperate with the Project Director and members of the Project Director's staff.

The incumbent is to requisition office supplies, manage all office equipment maintenance and repairs and manage the OBO office inventory in coordination with the GSO NEPA clerk. Assist the OBO Project Director in managing OBO office administrative staff issues, space, logistics, and day-to-day operations.

Use Microsoft; Word, Excel, Access, and PowerPoint programs to create and edit documents and spreadsheets, prepare presentation materials, and manage digital filing systems. Must be a competent user knowledge of Microsoft SharePoint 2010 software. The incumbent must demonstrate knowledge of creating custom Lists and Document libraries, managing alerts and managing all incoming and outgoing documents utilizing document upload and record creation with attachments.

b) Calendar Management

20%

Be responsible for keeping the Project Director's calendar; Make travel and hotel arrangements for OBO staff and OBO/Washington DC consultants coming to the site; Attend meetings and record actual meeting discussion notes as directed by the Project Director; Administer tracking of OBO project vehicles insuring the maintenance of required operations documentation and records to be reported on Department of State forms and coordinated with Washington DC OBO management. Provide administrative support to the contractor as required by the contract and the OBO Project Director. Manage housing requirements of OBO staff. Coordinate with Embassy Housing Officer as required.

c) Monitoring of Funds**10%**

Administer tracking of OBO project supervision funds using the Department of State COAST software, and coordinate this financial information with Embassy Wellington and OBO/Washington DC to maintain a positive balance of supervision funds and request additional funds form OBO/Washington DC when necessary. Also be accountable for managing the petty cash funds.

d) Time and Attendance**10%**

The incumbent shall be the OBO staff time / attendance keeper and maintain and be responsible for all OBO staff reporting requirements to Embassy Wellington and the regional Department of State financial center.

Undertake other similar duties as may be assigned by the Project Director.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- (a) **Education:** Completion of at least two years of full time, post-secondary study at college or university is required.
- (b) **Experience:** Three (3) years of experience in Office Administrative related work is required. A minimum of two (2) years of this experience should be in Construction/Engineering/Architectural project support experience related field.
- (c) **Post Entry Training:** Ethics for New Locally Employed Staff (PA453); FSN Pay and Allowances, Time and Attendance Training, E2Solutions, Ethics Training (PA-453), and Protecting Personally Identifiable Information (PA459). Getting Started With SharePoint 2010 (moospear01, Using SharePoint 2010 with Office 2010 (moospea02), Managing SharePoint 2010 Sites, Lists and Libraries (moosppa01), Managing SharePoint 2010 Pages and Components (moosppa02), SharePoint 2010 Security and Business Intelligence (moosppa03), SharePoint 2010 New Features for End Users (monspe01), Microsoft SharePoint 2010: New Features for Power Users (monsppa01).
- (d) **Language:** Level IV – Fluent (spoken and written) English is required.
- (e) **Knowledge:** A detailed working knowledge of general Administrative procedures and practices. Knowledge of standard operating procedures of office and work flow administration, project management and principles of customer service.
- (f) **Skills & Abilities:** Must have excellent organizational skills and able to balance and prioritize work schedule; must also have outstanding interpersonal communication skills and be capable of maintaining an effective working relationship with OBO, Primary Contractor, and Embassy personnel. Ability to exercise sound judgment and to use initiative to analyze and research issues. Must be able to maintain confidentiality of personal and personnel documents and information. A valid driving license is required.

16. POSITION ELEMENTS

- (a) **Supervision Received:** Direct supervision is provided by the Project Director.
- (b) **Supervision Exercised:** None.
- (c) **Available Guidelines:** Written guidelines include the Foreign Affairs Manual and Handbook (FAM/FAH), Department of State Standardized Regulations (DSSR), Department of State and other agency cables, Post policy binders, Standardized Operating Procedures (SOP), Post developed flow charts and checklists, and guides, etc., oral and written office procedures.
- (d) **Exercise of Judgment:** Must possess good judgment with complex personnel matters, and maintain the highest level of integrity in handling entrusted sensitive personal and personnel information to protect the employee in compliance with the U.S. Privacy Act.
- (e) **Authority to Make Commitments:** None.
- (f) **Nature, Level & Purpose of Contacts:** Employee must develop and maintain good working relationships with all levels of Project personnel. Substantial liaison with OBO, Contractor, and Embassy personnel.
- (g) **Time Required to Reach Full Performance Level:** 3-6 months.