

United States Mission Nigeria

Vacancy Announcement

No. 2015-003	Date: March 6, 2015	Ref:
Subject:	SECRETARY/ADMINISTRATIVE ASSISTANT	
Location:	USAID ABUJA – HEALTH, POPULATION, AND NUTRITION OFFICE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Secretary/Administrative Assistant, FSN-7

OPENING DATE: March 6, 2015

CLOSING DATE: March 19, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: **OR – Ordinarily Resident**– N3,459,393.00 p.a.
(Starting basic salary); Position Grade: FSN-7
In addition to the basic salary, all allowances will be paid
in accordance with the Mission Local Compensation Plan.

USAID/Nigeria in Abuja is seeking to employ a suitable and qualified candidate for the position of Secretary/Administrative Assistant in the Office of Health, Population, and Nutrition (HPN).

BASIC FUNCTION OF THE POSITION:

As Secretary, the incumbent will also serve as the Administrative Assistant in the Health, Population, and Nutrition (HPN) Office. S/he provides a wide range of administrative assistance, secretarial, and other support services to the entire HPN Office of 24 staff and USAID/Washington staff who work in Nigeria on short term technical visits. The job holder has an assigned workload consisting of a mix of administrative assistance, program/project support, financial support, and backstopping work in the HPN Office.

This position manages the in-city, in-country, and international HPN travel portfolio by making travel arrangements and organizing travel documentation for HPN Office staff – and other travelers as required. S/he assembles and prepares background data and materials for appointments, meetings, and conferences as requested, in addition to arranging for and providing logistical support for meetings and conferences. The incumbent maintains up-to-date calendars, trackers, and contacts lists for the HPN Office. S/he maintains well-organized, user-friendly files – in accordance with prescribed USAID formats, where applicable. The position holder is the HPN time keeper. S/he takes notes at meetings and distributes them in a timely manner. The incumbent receives visitors to the embassy and routes them to the appropriate staff member(s) and/or meeting venue in a timely manner. S/he arranges appointments for HPN office staff and others, as requested. The position holder prepares responses to routine or non-technical correspondence, in addition to routing incoming correspondence to the appropriate staff member(s). S/he tracks documentation through the USAID clearance process.

To obtain a copy of this announcement please visit our Mission websites at:
http://nigeria.usembassy.gov/hr_office.html

POSITION REQUIREMENTS:

NOTE: All applicants MUST address each selection criterion detailed below with specific and comprehensive information supporting each criterion in the application letter or the application will not be considered.

1. Minimum of two years of college/university degree in business management and other related studies is required.
2. Minimum of (2) two years progressively responsible experience in office management or assistance, which includes information collection and analysis, or related work experience with an international donor organization, private or Nigeria Government entity is required.
3. A good understanding of record management, administrative and financial procedures and internal controls relevant to the position is required.
4. Level IV (fluency) Speaking/Reading/Writing in English Language is required.
5. Thorough knowledge of planning, coordination and execution of business and administrative functions; strong customer service, organizational, time management, and problem solving skills with strong attention to detail is required.
6. Proficiency in Microsoft office is required.

SELECTION PROCESS

When fully qualified, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

HOW TO APPLY

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. **[Application for US Federal Employment \(DS-174\)](#); or a current resume or curriculum vitae that provides the same information as a DS-174; plus,**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.
5. **Limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.**

6. **E-mails received without the appropriate subject line and incomplete applications will not be considered.**

SUBMIT APPLICATION TO:

Embassy of the United States of America
Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja.

Or submit to HRNigeria@state.gov

POINT OF CONTACT:

Tel: 09-461-4000 Ext 9319

DEFINITIONS

1. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

2. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP

CLOSING DATE FOR THIS POSITION: MARCH 19, 2015

The U.S. Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

An Equal Opportunity Employer

Drafted: AUzman

Cleared: SHRO:WGooding

Approval: HPN: NLowenthal