

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
At least two years of secretarial college, vocational college, commercial college, junior college or other equivalent post secondary education is required.
- b. Prior Work Experience:
Two (2) years of experience as secretary is required.
- c. Post Entry Training:
None. During probationary period, incumbent must take Secretarial Skills Training, Travel Manager Training, Contact Database Training and Time and Attendance Training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level IV (fluent) Speaking/Reading/Writing English is required. Level IV (fluent) Speaking/Reading/Writing Spanish is required.
- e. Job Knowledge:
Must have a thorough knowledge of the role of a secretary. Must know how to use different Microsoft Office application. Must know how to use calculator.
- f. Skills, and Abilities:
Must be well organized. Must be flexible. Must be customer service oriented. Must be innovative in order to find ways to improve work processes and methods to save time for herself/himself as well as supervisor. Must have excellent office management skills.

16. POSITION ELEMENTS

- a. Supervision Received:
Directly supervised by the SGSO.
- b. Supervision Exercised:
None.
- c. Available Guidelines:
GSO Newsletters, Panama Housing Handbook and Post policies and guidelines.
- d. Exercise of Judgment:
Limited to only make decisions and assign urgent work in absence of the SGSO or AGSO.
- e. Authority to Make Commitments:
None.
- f. Nature, Level, and Purpose of Contacts:
May contact Mission members, business executives, managers, landlords, contractors, private and government officials at low and medium levels.
- g. Time Expected to Reach Full Performance Level:
One year.

14. MAJOR DUTIES AND RESPONSIBILITIES (cont.)

Translates correspondence, memorandums and cables and transcribes dictated letters and other material in rough draft. Keeps whereabouts of GSO FSN senior staff members and keeps activity schedule for SGSO and GSO.

20%

2. Receives and reviews incoming correspondence for the whole GSO Section, distributes this correspondence according to unit, routes material to supervisors and organizes the flow of clerical processes. Files material and maintains office filing system for easy and fast retrieval of material.

20%

3. Prepares office supplies work orders for the GSO Section and supplies for the cleaning crew and maintains those supply levels making sure there is plenty. Prepares time and attendance reports and maintains records for leave and attendance (bi-weekly) for a number of American employees and all GSO employees (Housing, Procurement, Shipping, Property, Warehouse, Summer Hires, and American Escorts (if there is any).

10%

4. Manages the corporate account agreement between American Airlines and the Mission, keeping record of all mileage credits earned and mileage used, and advise the SGSO and Management Counselor on the status of these. When using the American Airlines credits, incumbent requests and handles cash for the payment of the airplane ticket taxes.

5. Makes arrangement with GSO and Procurement for any kind of bid or sale.

5%

6. Backs up for the Housing Administrator, Maintenance/Procurement clerk and Management Secretary when necessary. Perform other duties in support of US Mission goals.

5%

