

**ADMINISTRATIVE ASSISTANT FSN-7/FP-7
VACANCY ANNOUNCEMENT 16/06/26**

MAJOR DUTIES AND RESPONSIBILITIES

45% of Time: Serves as the Administrative Assistant to the Executive Office at NAMRU-6

- Provides secretarial and administrative support.
- In the absence of the Executive Assistant will assume the duties and responsibilities.
- With supervision composes outgoing correspondence in English and Spanish language.
- Prepares rough translations of incoming correspondence.
- Registers all outgoing correspondence for the command.
- Manages the central file for the command.
- Manages the requests and reports for the "Gift of Travel from a Non-Federal Source".
- Places "NAMRU-6 DTS/Non DTS Travel Requests" for the Command Suite.
- Process the SF-182 Authorization, Agreement and Certification of Training.
- Manages for NAMRU-6 the Leahy Vetting to register any military Peruvian personnel who is or will receive any USG support or participation with an Invitational Travel Order.
- Maintains record of the Travel Attestations authorized by the Commanding Officer.
- Complies with the Urinalysis Test Program in requesting a courier service to send samples to the Navy Drug Screening Laboratory in Jacksonville, Florida.
- Consolidate the information for the Weekly Activity Report (WAR).
- Transcribes the Minutes of Meeting of the Executive Steering Committee.
- With the approval from the CO/XO prepares visa referrals.
- Prepares the Equipment Custody Receipt.
- Initiates the process for the renewals of diplomatic passports, Peruvian visas and green cards.
- Serves as Forms and Reports Management Coordinator for the command.
- Back up Front Desk Reception.

20% of Time: U.S. Military Tropical Medicine Program (MTM)

- Manages a budget of approximately US\$69,000.
- Places purchase orders for medicine and materials to be used in the field site and/or to be delivered to the collaborating military/civilian hospitals.
- Organizes and coordinates with the institutions the visit of the MTM physicians and students.
- Maintains direct communication with the Director of the U.S. Military Tropical Medicine Program in programming schedules, purchases, etc.
- Ensures that the MTM group is placing their country clearances thru the APACS.
- Makes hotel and airline reservations for the MTM group.

10% of Time: Support to Science Director

- Manages the agenda for the Science Director.
- Coordinates the Scientific Seminar four times a month.

5% of Time: Events

- Will coordinate events under supervision. This will include setting up the conference room or other appropriate environment inside or outside the command.
- Requests materials and/or supplies, including IT support.
- With supervision will generate invitations for military officials and civilian collaborators.
- Elaborates Notice 5060 for Military Awards Ceremony and ensures publication in the intranet.

5% of Time: Visitors

- Coordinates the regular visits of TDYers with hotel and airline reservations to visit NAMRU-6 field sites and prepares agendas and any other official correspondence pertaining to the mission of the visitor.
- For DOD personnel country clearance approvals, the incumbent will have access to the "APACS" clearance system.
- For USG civilian personnel will have access to the "ecc" clearance system.
- Maintains an excel file to register the visitors that are accountable for reporting to the higher command.
- Prepares Diplomatic Notes to the Foreign Affairs Protocol Office informing the visit of civilians and to request the issue of official Peruvian visa.
- Prepares letters informing the Security and Defense Office and the Peruvian Navy Health Office of the visit of military officials and to request the issue of official Peruvian visa

5% of Time: Purchases

- Will place purchase order requests for the Command Suite through the electronic procurement system for small purchases.
- Will make follow up to purchase orders

10% of Time: Other Duties as Assigned.