

**ADMINISTRATIVE CLERK FSN-5/FP-9  
VACANCY ANNOUNCEMENT 16/04/18**

**MAJOR DUTIES AND RESPONSIBILITIES**

**30% of Time: Communications Management**

The APEC Assistant will type cables, memoranda, letters, diplomatic notes, briefing papers, etc. He or she will take meeting notes, distribute information to the APEC working group as well as organize and prioritize documents for the APEC Coordinator. In addition, the Assistant will maintain an up-to-date Embassy contact list (in Microsoft Word and Microsoft Excel format that is importable into Microsoft outlook) with roles, cell numbers and email addresses and maintain an up-to-date Ministry of Foreign Affairs (MFA) APEC POC, Government of Peru (GOP) APEC POC and APEC Economy POC contact lists (in Microsoft Word and Microsoft Excel format that is importable into Microsoft outlook).

**30% of Time: Logistics Management**

The APEC Assistant will make appointments for the APEC Coordinator and related staff; coordinate Embassy APEC meetings; manage office procedures in coordination with the supervisor and office staff; schedule office events and track deadlines. He or she will create/update/manage the control room book(s), control officer & site officer check lists, gratuities list, APEC background info (1-2 pager), photobook of U.S. Officials (with control officers and contact info) participating in Leaders' Week, a master schedule for APEC Leaders' Week events, a folder on substantive issues (BCLS, etc.), and other tasks as needed. He or she will assist with accreditation for SOM III, CSOM, and supplementary 2016 APEC meetings held in Peru; liaise with each section/agency to identify who will work APEC events and work with HR to collect their information for CSOM registration; and create a system to distribute APEC credentials to Embassy personnel.

**30% of Time: General Office Duties**

The APEC Assistant will maintain an office filing system; make copies; organize and prioritize documents for the supervisor; and open and distribute mail. He or she will receive visitors, as well as screen and facilitate telephone inquiries.

**10% of Time: Other duties as Assigned.**