

**ADMINISTRATIVE CLERK – NAMRU-6
VACANCY ANNOUNCEMENT 15/10/83**

MAJOR DUTIES AND RESPONSIBILITIES

30%

Prepare and follow-up the clearance for manuscripts, abstracts, and presentations of Bacteriology. Program and coordinate with local and foreign investigators. Input of data to generate daily, weekly, and monthly reports.

30%

Provide administrative support to Bacteriology Program in domestic and foreign travels, apply for clearance through APACS Aircraft and Personnel Automated Clearance System when applicable. Invitational Travel Orders, Gift of Travel. Coordinating government vehicle use. Collects all receipts from employees and matches them to the corresponding Travel Request Form and Travel Itinerary for Travel Voucher submission. Provide travel assistance to visitors. Helps to organize agenda for visiting collaborators.

20%

Responsible for gathering all paperwork related to Contracts to submit to the Contracting Officer.

20%

Assist with the clearance for trainees and visitors, paperwork related, advise as how to complete forms, walk them through the Occupation Health requirements, escort them when needed. Provide support to Bacteriology Program in handling paperwork, provide logistic support, Customs clearance for collaborators shipments. Other administrative duties.