

VACANCY ANNOUNCEMENT # 15/07/60

ROVER SECRETARY FSN-6 (OR); FP-8 (NOR)

From: Human Resources Office
Open to: All interested candidates
Opening Date: July 21, 2015
Closing Date: August 4, 2015
Work Hours: Full-time – 40 hours per week
Desired Start Date: August 24, 2015

ALL ORDINARILY RESIDENTS (OR) APPLICANTS (see Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Rover Secretary in the US Agency for International Development (USAID).

BASIC FUNCTION OF POSITION

He/she will serve as rover secretary on an as needed basis by the Mission's offices. The incumbent covers secretarial duties during the absence of the primary secretary, providing a variety of administrative, secretarial and clerical support to the office he/she is temporarily assigned to. Keeps the calendar and makes appointments for the supervisor and office staff. Sets up meetings and arranges or provides logistic support for the same. Manages the Office and Team's correspondence, filing system, supplies and equipment and ensures smooth workflow. He/she performs a variety of documentation preparation, processing and control and other duties in support of the office's team. While not assigned to a specific office, serves as support secretary to the Executive Office.

Please note: At the end of this Vacancy announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

QUALIFICATIONS REQUIRED

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

1. Education: Completion of one or more years of post-secondary schooling in Secretarial Science or Business Administration, equivalent to a US junior college or community college diploma, is required.

2. Experience: Three years of experience in secretarial, clerical, and administrative work is required.

3. Language: Level IV (Fluent) Speaking/ Reading English ability is required. Level IV (Fluent) Speaking/ Reading Spanish ability is required. This will be tested.

4. Job Knowledge: Must have a thorough knowledge of secretarial, clerical and general administrative procedures, as well as Microsoft Office software and procedures for the preparation and processing of correspondence and any other type of documents to meet requirements and responsibilities.

5. Skills and Abilities: Must have the ability to learn and adapt to latest technology related to Microsoft Office software and applications including numerical skills. Highly developed multitasking skills, must be able to format and prepare documents for distribution. Must have the ability to learn, understand and apply USAID's Automated Directives System (ADS), USAID/Peru Mission Orders and USAID procedures.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Hiring Office will consider qualified applications in the following order:
 - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
 - b. internal candidates, and
 - c. external candidates
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

5. 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.
6. Currently employed NORs hired under s 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.
7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application. Please refer to Veteran's Services for further guidance.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

Submit applications to:

limarecruitment@state.gov

- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5MB. If you exceed this size, the application will be automatically rejected by the system.

- Applicants will be contracted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

Appendix A

DEFINITIONS

1. **Eligible Family Members:** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (U.S. EFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3FAM 3232.2

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3FAM 1610) or a child of the

- sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil service annuity.

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. A MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of this/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.

5. 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.

6. Ordinarily Resident (OR): A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following

information equal to what is found on the UAE. Failure to so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S Government vehicle, Driver's License Class/Type. Please attach copy of document
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

CLOSING DATE: August 4, 2015

The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, 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.

Major Duties and Responsibilities of the Position

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of their work. These core values are: 1) Customer Focus,

2) Results Orientation, 3) Empowerment and Accountability, 4) Teamwork and Participation and 5) Valuing Diversity.

Performs a variety of secretarial and administrative support duties for the Mission.

1. Receives visitors and phone calls, responds to routine inquiries or refers callers to the Supervisor or to other staff member as appropriate. Upon request sets up meetings and conferences (internal/external), arranges for conference rooms and appointments and reschedules appointments in case of conflicts and escorts visitors when required. Maintains the calendar of the Office Chief to where h/she has been assigned. Types agendas, notifies participants and sees that refreshments are provided (when required). Incumbent contacts attendees to confirm attendance. Attends meetings to take notes and prepares summaries to include who attended, topics discussed, agreements reached, issues identified and any task assigned.

Types correspondence, memoranda, reports, forms, cables, etc. H/she proofreads for typographical errors, grammar, punctuation, and spelling ensuring that the proper formatting is followed. This includes formatting cables to ensure correct transmission procedures and tags. Locates, obtains and tracks appropriate clearances and signatures. Incumbent it is also in charge of the office's supplies where h/she is assigned. 30%

2. H/she will make travel arrangements for staff using E2 Travel to prepare travel authorization (TA) requests. Requests and tracks in-country clearances placed through the Regional Security Office. H/she will make hotel and airline reservations through the travel agency and arrange for transportation to and from the airport and for customs expediting assistance. The incumbent will prepare travel vouchers after completion of travel and also prepares vehicle requests for staff and TDY arrivals and departures, providing flight number and time, location of pickup and follows up to confirm arrangements. 30%

3. H/she will manage all office correspondence by receiving, reviewing and controlling all incoming and outgoing correspondence and communications in close coordination with the Correspondence and Records (C&R) Office, during the assignment period. H/she will route correspondence to supervisor or appropriate staff member, including information as required and tracks documents which have been sent to other offices and follows up when these appear to be in danger of delinquency. The incumbent will ensure quality control of outgoing correspondence and keep track of all actions forwarded to staff and prepare a delinquent action list for the supervisor on a weekly basis or more frequently as requested. Records and tracks other pending actions and informs supervisor and other staff regularly as to status. 20%

B. H/she places procurement requests (i.e., small purchases and services) through ARIBA and EXO Procurement. Incumbent may be requested to serve as back-up to the main Time and Attendance Keeper and to cover duties during h/her absence. Organizes special events, Country Clearance Request for travelers, Name Check requests, and on a weekly basis works on the Weekly Travel Report for the Mission and follows-up on the monthly contractors' census.

Performs all other miscellaneous duties as assigned.

20%