

**ROVER ADMINISTRATIVE CLERK (WAE)
VACANCY ANNOUNCEMENT 16/08/48
MAJOR DUTIES AND RESPONSIBILITIES**

95% of Time

Receives visitors and telephone calls, drafts letters, cables, memos, dip notes, and other administrative correspondence as needed. Receives, reviews and controls incoming and outgoing correspondence and communications, maintains files and records within the office and prepares RSO and motor pool requests. Answers telephone calls in English and Spanish, arranges appointments for the office, delivers messages to counterparts. When required, researches information on certain topics or people, keeps supervisor's agenda, attends meetings, and prepares reports on special events or news. May translate memos or other correspondence from Spanish to English and vice versa. Processes vouchers in RFMS, helps with reports, searches for vouchers, documents and copies for filing. Coordinates events.

Protocol Assistant:

Extends invitations by telephone, prepares and dispatches written invitations for the Ambassador and DCM. Receives acceptances and regrets and follows up in keeping the Executive Office, the residence manager, and the Embassy offices involved informed on responses.

Reviews all outgoing correspondence requiring the Ambassador's or DCM's signature. Translates from Spanish to English and from English to Spanish a broad variety of documents, ranging from diplomatic notes, routine letters, and reports, including use of technical terminology when needed. Drafts official correspondence addressed to the Ambassador and DCM, including invitations. Drafts correspondence of various kinds, including diplomatic notes, on own initiative or at the request of the Ambassador or DCM. Recommends which sections should take action to incoming correspondence. Handles all incoming invitations including social functions and conferences, addressed to the Ambassador and DCM. Translates and summarizes invitations and forwards them to appropriate Mission Section for recommendation.

Communicates with host government representatives and other diplomatic community members on behalf of Executive Office officials to convey messages, explain protocol matters, schedule/coordinate appointments, accept invitations, request courtesy calls, etc.

Coordinates guest list, invitations, seating charts, security lists, RSVP's, etc. for Embassy-sponsored events, as needed, and distributes accordingly to those who need to know.

5% of Time

Other duties as assigned.