

VACANCY ANNOUNCEMENT # VN14-001

**SECRETARY
FSN 07, C-535
USAID/Peru**

FROM: Susan Cheung, Regional Executive Officer

TO: All interested candidates

OPENING DATE: January 27, 2014

CLOSING DATE: February 10, 2014

WORK HOURS: Full Time – 40 hours per week

The United States Agency for International Development (USAID) in Lima, Peru is seeking an individual for the position of Secretary in the Office of Environment and Sustainable Growth (ESG).

Basic Function of Position

Secretary serves as one of two administrative and clerical support staff in ESG and reports to the Deputy Office Chief. The ESG Team is made up of a USDH Office Chief, a USDH Deputy, five other USDH, one PSC, four FSN-12 activity managers, two FSN-11 activity manager, and two FSN-9 Activity Manager Program Assistant. The program includes an array of technically complex and projects in biodiversity conservation, sustainable forest management, and climate change adaptation. The program is implemented through four Peruvian Ministries and ministerial level entities, a range of international and local NGOs. The incumbent will provide administrative support primarily to the Environmental Policy and Governance Team.

MAJOR DUTIES AND RESPONSIBILITIES

1. Clerical and Procedural Duties:

Level of Effort: 50%

- a. Performs typing, word processing, spreadsheet, e-mail, and other data processing and transcribing duties; writes simple or repetitive non-technical correspondence such as letters of acknowledgement in accordance with a given format; performs non-technical translation and interpretation services.
- b. Maintains ESG requisitions for office supplies; repairs on office equipment and for printing services; reserves and prepares rooms for meetings, keeps informed on various procedures required to process travel and other vouchers; maintains information and data for budget and other cost purposes; monitors progress of documents through clearance process, and informs appropriate staff when delays occur.
- c. Provides telephone and receptionist services and controls incoming correspondence and communications; reviews outgoing correspondence, reports, etc. for format, grammar, and punctuation and corrects typographical errors; files materials and documentation and maintains office files and filing system. Answers routine correspondence on own initiative.
- d. Compiles and updates database of ESG implementing partner contacts to facilitate communications and access requests.

- e. Organizes inputs and information sharing for quarterly environmental partners meetings.
- f. Collects information about participants going on international travel with project funds, submits this information for background checks, and notifies project managers of status of requests.

2. Administrative Duties:

Level of Effort: 50%

- a. Provides administrative support services such as supervisor's calendar, making travel arrangements, escorting visitors to and within the Chancery Annex, setting up equipment for presentations, assembling information for reports, briefings, conferences, etc.
- b. Follows-up with staff members to insure that commitments, assignments are met on a timely basis; and organizes the flow of clerical processes in the office and subordinate offices.
- c. Organizes and maintains the filing system for office personnel files, administrative actions, and project management.
- d. Processes Time and Attendance (T&A) for FSNs and USDH including keeping accurate attendance records; leave earned and taken, overtime and others.
- e. Any other duties as required in order to maintain orderly and efficient office procedures.

QUALIFICATIONS

a. Education: Completion of secondary school and secretarial studies are required.

b. Prior Work Experience: At least three to four years of progressively responsible secretarial and clerical experience is required. At least one year of above experience with a U.S. Government Agency.

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

d. Knowledge: General knowledge of the substantive work of USAID and of its objectives and lines of communication. A similar knowledge of Peruvian environmental institutions and their administrative procedures is desirable. Knowledge of good office administrative practices, procedures and processes.

e. Abilities and Skills: Level II typing ability (40 wpm. or above). Ability to work well with associates and contacts at all levels of responsibility. Proficiency in the use of Microsoft products such as Word, Excel, Power Point, and Google web-based products such as Drive, Gmail, Calendar, and Internet Explorer. Must have translation skills and capability to translate non-technical material from English/Spanish and vice-versa.

USAID/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. USAID/Peru also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Candidates will not normally be considered for higher-level positions during their probationary period.

To apply for this position, interested candidates should submit the following or the application will not be considered:

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.
3. Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

All completed applications must be returned to USAID/Peru Human Resources Office or via fax to 618-1350 or via e-mail limausaidhr@usaid.gov by 4:00 p.m. Monday, February 10, 2014.

Applications received after the closing date will not be accepted.

Prepared by: EXO/HR