



**DATE:** August 10, 2012

**SUBJECT:** **JOB VACANCY ANNOUNCEMENT – 2012/09**

**TO:** Open to All Qualified Candidates

**JOB TITLE:** **SECRETARY, FSN-120**

**WORK HOURS:** Full time position – 40 hours/week

**GRADE:** FSN-7 (with the possibility of hiring the employee at a trainee level)

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**Note:** Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

**A. BACKGROUND:**

In 2011, USAID/Senegal launched its 2011-2016 bilateral health portfolio, the largest portfolio in the mission at more than \$54million over five years (2011-2016). The Health Office consists of five Senior FSNs, two USPSCs and four USDHs. This portfolio also boasts three Presidential Initiatives, the Global Health Initiative (GHI), the Feed the Future Initiative, and the President's Malaria Initiative.

**B. BASIC FUNCTION OF POSITION:**

The primary purpose of this position is to serve as an Administrative Assistant within the USAID/Senegal Health Office. Serving as the Administrative Assistant for this large portfolio generates a large volume of work, including activity planning, documentation preparation and monitoring, consultant coordination, reporting, interaction with host-government, liaison with the Embassy, and donor and private-sector contacts among other activities.

The Administrative Assistant is responsible for providing administrative and operational support for the Health Office. The incumbent will employ strong coordination and planning skills to ensure that programmatic and administrative needs are accurately assessed and summarily accomplished in a professional manner. The Assistant must have excellent English and French communication skills, both orally and in writing and excellent computer skills. The Assistant shall perform his/her responsibilities under the direct supervision and in close coordination with the Deputy Health Office Director.

**C. MAJOR DUTIES AND RESPONSIBILITIES:**

**Logistic and Administrative Support** **100%**

1. Receives visitors and telephone calls; answers non-technical enquiries in both English and French.



2. Manages all correspondence (paper and electronic); determines appropriate action officer for incoming correspondence; reviews outgoing correspondence for typographical and grammatical accuracy and conformance with agency formatting procedures and special instructions. Follows up to ensure that correspondence is answered in a timely manner and that responses are filed.
3. Logs all Health incoming correspondence and financial documents into the Mission's Correspondence tracking System (CTS), distributes correspondence and tracks follow up actions.
4. Provides logistical support for meetings, workshops, conferences, seminars and retreats, and for high profile and TDY visitors. This includes preparing E2 approvals; facilitating country clearance; arranging transportation, lodging and other reservations; preparing briefing materials; drafting and sending correspondences; preparing briefing materials; drafting and sending correspondences; preparing copies of documents to be shared; and scheduling meetings; preparing guest lists and invitations. Follows up on flight confirmations, and other tasks related to travel.
5. Controls stocks of office supplies for Health Office; ensures equipment is well maintained; and facilitates access to equipment.
6. Acts as primary administrative liaison with other Mission offices (EXO, FM, PRM, and all technical offices) and with the Mission Director and Deputy Mission Director administrative assistant.
7. Manages and maintain accurate time and attendance records and annual leave, travel and training schedules and ensure timely submission and approval of staff travel and training requests and vouchers.
8. Maintains health office library and maintains and organizes electronic files. Assists in maintaining an electronic file of press clippings and newsletters.
9. Maintains the Health Office appointments calendar and ensures that key Health Office events are on the Mission Calendar; coordinates the scheduling of internal and external meetings for staff members; reserves conference rooms; makes vehicle reservations.
10. Take minutes during Health Office and other relevant program meetings.
11. Performs a variety of other administrative duties and any other function as deemed necessary by the Deputy Health Office Director.
12. Updates and disseminates USAID/Senegal administrative and programmatic procedures including delegation of authority and action clearance, and ensure Health staff adherence to these procedures when planning, designing and implementing activities.
13. Manages tax exoneration procedures of contractors and implementing partners with relevant Mission offices.



14. Assists contractors with visa and passport support.

15. Performs ad hoc tasks that support the efficient operation of the Health Office.

**D. DESIRED QUALIFICATIONS:**

1. **Education:** Completion of secondary school is required. Post-secondary training, specialized training in administrative skills and office management or as a secretary is required.

2. **Prior Work Experience:** At least 3 to 5 years of progressively more responsible administrative experience. Knowledge of or the ability to quickly become familiar with the fundamentals of USAID management policies, procedures, rules, and regulations would be advantages.

3. **Post Entry Training:** New employee and entry-level training programs appropriate to professional field level of responsibility is required and will be made available periodically to employee. Relevant computer training will be provided if required. On-the-job training in USAID requirements, in administrative and computer systems, and in in-house communication computer network software will be provided. Formal training is subject to course offerings and the availability of funds.

4. **Language Proficiency:** Level III in English and IV in French is required. Ability to communicate in local languages would be an advantage.

5. **Knowledge:** Knowledge of or the ability to quickly become familiar with USAID records and communications management and procedures. General familiarity with USAID's program in Senegal would be helpful.

6. **Skills and Abilities:** Good skills in oral and written communication are required. Proficiency in word processing and spreadsheet applications including typing skills in English and French is required. The ability to draft standard implementation documentation and other correspondence of a general nature is needed. The incumbent must have professional poise, maturity and self-confidence to make pragmatic judgments. Proficient in Microsoft Office suite of programs, including Word, Excel, PowerPoint. Proficiency in other computer software and programs a plus.

**E. POSITION ELEMENTS**

1. **Supervision:** The Health Office Director supervises and is the reviewing official for the incumbent and provides guidance of a general and specific nature as appropriate and necessary. The Health Office Director provides verbal instruction in English or French, sets work priorities and deadlines, and reviews all draft and completed work. The incumbent is expected to take initiative and develop and organize his/her work to meet deadlines and objectives.



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2. **Available Guidelines:** Communications and records manuals, relevant AID Handbooks. Automated Directives System, Mission Orders and other guidance is available.

3. **Exercise of Judgment:** Must exercise tact and judgment in handling numerous visitors, phone calls, and often competing requests for support from other team members.

4. **Authority to Make Commitments:** Not Applicable.

5. **Nature, Level, Purpose of Contacts:** Inside the organization the incumbent will liaise daily with Health, Front Office through the Administrative Assistants, other mission Offices, and other USAID/Senegal team members on issues related to supporting the

Health team. Will occasionally liaise with USAID partners or visitors in-country for short-term assignments (TDYs) or visits.

6. **Supervision Exercised:** Not applicable.

7. **Time Required to Perform Full Range of Duties after Entry into Position:** Six months

**HOW TO APPLY:** Interested applicants should submit a completed OF-612 form and a complete resume to:

Human Resources Mgt. Specialist. or  
USAID/Senegal  
B.P. 49 - Dakar, Senegal  
Email address: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)

Human Resources Mgt. Specialist  
USAID/Senegal  
Petit Ngor - Dakar, Senegal

**Deadline to receive applications: September 7, 2012**

**Cleared by:**

Izetta Simmons, Acting HPN Office Director:  Date: 8/10/12

Steven T. Cowper, Sup. Reg. Executive Officer:  Date: 8/10/12