



# USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

## ANNOUNCEMENT VA-16-03

**OPEN TO:**

All South Sudanese Nationals.  
Current Mission employees serving probationary periods are not eligible to apply.

**POSITION:**

Administrative Assistant/Secretary (Multiple)

**OPENING DATE:**

Tuesday November 17, 2015

**CLOSING DATE:**

Tuesday December 01, 2015 - 4:30 p.m.

**WORK HOURS:**

Full-time; 40 hours/Week.

**GRADE:**

Full performance grade level for this position is: FSN-7 (\$11,985-\$17,973). A training grade level, below FSN-7, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualification, and relevant work experience.

The United States Agency for International Development (USAID) South Sudan is seeking applications for the position of Administrative Assistant (Multiple).

### **Job Summary**

The Administrative Assistant is responsible for performing administrative and clerical support activities for the office in which s/he is assigned. The incumbent is the administrative point of contact for the office, and other agencies of the U.S. Government located in South Sudan, and with various host government organizations. S/he arranges meetings, official functions, and prepares general correspondence, as basic requirements of the position.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Assists/Supports the Office Director and the Deputy Office Director in administrative management of the Office and performs a variety of secretarial, administrative and clerical support duties for all office staff. Provides assistance to office staff on administrative procedures, filing and documentation requirements. Maintains the office filing system in accordance with written guidance. Ensures processes (such as, clearances) and documents (such as, cables and reports) are prepared in accordance with USAID procedures. Informs office staff regarding new procedures and policies. Annually disposes retired files to the warehouse, and updates the electronic file registry. Answers telephone calls; answers routine questions and provides routine information, or refers callers to the appropriate staff. Places local and long distance calls for the Office Director and other staff on request. 20%

- Maintains Office Director's and Deputy Office Director's daily schedules, and arranges meetings with the Mission and the Government of South Sudan (GOSS) officials, Embassy and other U.S. Government officials, officials of other donor agencies, contractors and others for office staff. Reminds the Office Director, the Deputy Office Director and staff of appointments. Coordinates with appropriate Mission staff to set up and test audio-visual equipment for presentations when necessary. Types agendas and notifies participants. Follows up to confirm attendance. Escorts visitors. Attends meetings to take notes and prepares meeting summaries to include attendees, topics discussed, agreements reached, issues identified and taskings made. Serves as a point of contact for the Implementing Partners to exchange information. Collects staffing and other information from Partners. Drafts and distributes e-mails with periodic updates on the Office's Portfolio among partners and other donor organizations. Organizes various events, including meetings, strategy discussions and Office team building activities. Provides translation support for the supervisor and as interpreter in meetings with GOSS officials, South Sudan Contractors and others, including meetings outside the Mission when necessary. Maintains and continually updates a list of most frequently used GOSS, US Mission, donor, NGOs and other telephone numbers for easy referral. Maintains and updates bulletin boards with pictures and newspaper articles about the Office's funded events and keep them in a file for future reference. 30%
- Maintains a log of incoming and outgoing correspondence. Receives, reviews and controls incoming correspondence, determines distribution within the team, the project or to the supervisor, assigns actions, and ensures timely responses occur. Ensures that open actions are closed by the due date. Exercises quality control assuring that outgoing letters, cables, faxes, and e-mails are in accordance with standard State Department and USAID formats. Drafts and prepares official letters and related documents to be sent to GOSS officials, and identifies correct format. Drafts response letters to the requests for assistance. Drafts general correspondence (such as, letters, memoranda, telegrams, diplomatic notes) and reports (such as, Portfolio Status Reports), and other routine USAID documentation in English. Saves all important documents on the Public drive which is accessible to Office staff. Edits and formats complex texts, reports, assessments, and summaries drafted by others. Translates documents, such as proposals and reports. 30%
- Coordinates and records schedules of arriving and departing office staff, visitors and TDYers. Provides all necessary logistics. Prepares domestic and international trip requests, training requests, hotel reservations, visa referrals, travel vouchers and reimbursement vouchers. Provides full range of administrative support for visitors and TDYers. Assists Implementing Partners in obtaining necessary support letters and USAID documentation.

10%

- Attends regular and expanded Team meetings. Prior to such meetings, prepares an agenda, coordinating with other Team members, and presents to the Team Leader for any revisions and clearance before final preparation and distribution. Maintains a schedule for the Team of actions required. Makes notes of issues raised, conclusions reached and actions assigned during meetings and ensures that these are included in the schedule. Follows up to ensure that these actions are carried out in the agreed timeframe. Provides the Team Leader a status report on all ongoing actions on request. Maintains an adequate stock of expendable supplies. Ensures that equipment is maintained and, when necessary, repaired. Keeps Time and Attendance ensuring the timely submission of individual time sheets for all office staff, and submits after-hours access requests 10%

#### **QUALIFICATIONS REQUIRED:**

**EDUCATION (10):** Completion of Secondary School is required.

**Prior Work Experience (20):** A minimum of three years' experience in an administrative area is required.

**Language (10):** Fluent Level (4) English both written and oral is required.

**Knowledge (30):** Good knowledge of office management and business correspondence is required. General information and knowledge about common records and correspondence control policies and procedures. Good working knowledge of standard international mail handling instructions.

**Skills and Abilities (30)** Able to follow and understand the structure and activities of an organization. Ability to handle telephone in an efficient and cordial manner. Must be a team player, and have excellent interpersonal skills. A high level of proficiency in Word, Excel, and PowerPoint is required.

#### **HOW TO APPLY**

Applicants are required to submit a cover letter of interest, which clearly describes individual's qualifications for this position, and send the required documents to: **Jubahr@usaid.gov**. OR Deliver one copy to: USAID/South Sudan, Juba. Applications Box is outside US Embassy Entrance. The DS 174 form is available on US Embassy web site: [http://southsudan.usembassy.gov/job\\_vacancies.html](http://southsudan.usembassy.gov/job_vacancies.html)

#### **Required Documents:**

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. Application Form DS 174 (to be filled out completely and signed) Submission of DS 174 is mandatory.

#### **Note:**

1. Only short-listed candidates will be notified.
2. Applications submission without the required USAID Employment Forms and supporting documents will not be considered.
3. No in-person appointments or telephone calls will be entertained.

A strong and clear cover letter expressing reason for interest is required. The successful applicant must be able to obtain and retain the required USG medical and security clearances, (for those who do not have the valid medical and Security clearance). Applicants who do not provide the required documents stated above will not be considered. Closing date for submission of applications is **On Tuesday December 1, 2015 at 16:30 hrs.** Juba, South Sudan time. Please note that only short listed candidates will be contacted for an interview.

**It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age disability or sexual orientation.**

Drafted: HR \_\_\_\_\_

Approved: EXO \_\_\_\_\_