

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST KAMPALA	2. AGENCY USAID	3a. POSITION NO. 65732518I
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

- a. Re-description of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) Update

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Secretary, FSN-120	FSN-7		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Office Manager	7. NAME OF EMPLOYEE Vacant
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8. OFFICE/SECTION DO3	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of Section Chief/Head Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

The Secretary position is a professional position in the USAID/Kampala Health and HIV/AIDS Office (Development Objective Three, DO3). The Health/HIV Secretary is responsible for overall administration and provides direct administrative support to the Health/HIV Office Director and Deputy Director. Reporting directly to the Health/HIV Office Director, the Secretary serves in a professional administrative assistant capacity with moderate supervision performing a variety of administrative support functions ranging from receiving and administering all incoming communications via telephone, fax, and external and internal correspondence; performing clerical and typing duties; maintaining the Health/HIV official files; disseminating information to USAID/Uganda Health and HIV/AIDS sector partners; and assisting in scheduling meetings and arranging conferences.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Administrative functions for USAID/Uganda's Health and HIV Office (60%)

- A. Perform general clerical, administrative and typing/stenographic duties required in order to maintain efficient operation of the office;
- B. Receive all incoming telephone communications transferring calls to the appropriate team member or taking messages;
- C. Receive, review and control all incoming and outgoing written unclassified correspondence both via the inter-agency mail system and external mail;
- D. Make appointments, arrange meetings and conferences and assist with the preparation and coordination of visiting delegations;
- E. Maintain unclassified subject and official project files, and assist with archiving and close-out of expired official project files
- F. Maintain general information on all USAID/Uganda DO3 activities, and as requested, disseminate information to implement partners and others;
- G. Maintain official list with contract information of all implementing partners;
- H. Compose correspondence as requested;
- I. Prepare and submit time and attendance reports for office staff; prepare and maintain leave schedules;
- J. Participate in regularly scheduled Team staff meetings and bi-weekly front office meetings with senior mission management.

2. Serve as principal administrative assistant to the Health/HIV Office Director and Deputy Director: 40%

- A. Maintain Director and Deputy Director's schedules and weekly appointments;
- B. Screen all in-coming telephone communications, taking messages and following up on calls to return;
- C. Maintain filing system;
- D. Compose correspondence;
- E. Monitor and manage access to Director and Deputy Director for planned and ad hoc meetings as needed and requested;
- F. Perform other administrative duties as requested.

15 DESIRED QUALIFICATIONS

a. Education: Completion of secondary school is required; some college level study is desirable.

b. Prior Work Experience:

Four years of progressively responsible experience in a related field is required.

c. Post Entry Training:

Familiarization with Post operating procedures.

d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II), (III) and specialization (sp/read):

Level III (good working knowledge) English ability, is required.

e. Knowledge:

A detailed knowledge of the Standardized Regulations (Government Civilians, Foreign Areas), and of USAID ancillary.

f. Skills and Abilities:

Must be able to deal tactfully and effectively with GOU officials, U.S. citizens, host country nationals, donor partners and and VIP visitors. Outstanding organizational and time management skills are required.

16 POSITION ELEMENTS

a. Supervision Received:

Receives general supervision from the Health/HIV Office Director.

b. Supervision Exercised:

None.

c. Available Guidelines:

USAID Handbooks and the Standardized Regulations (Government Civilians, Foreign Areas).

d. Exercise of Judgment:

Incumbent exercises own judgment and establishes own priorities in dealing with new arrivals, departures, callers, correspondence and cabled inquiries as well as responses to specific requests from supervisor and other mission employees. A high degree of tact, diplomacy, and persistence is required for effectiveness.

e. Authority to Make Commitments:

None. However, incumbent may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and practical judgment, but guidance must be sought when needed.

f. Nature, Level, and Purpose of Contacts.

Employee has daily contact with GOU officials, Americans, and FSN employees in order to accomplish her day-to-day assignments in a timely manner.

g. Time Expected to Reach Full Range of Duties:

Approximately 52 weeks.