



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST Hanoi	2. AGENCY USAID	3a. POSITION NO. VN-045		
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Redescription of duties: This position replaces Position No. _____ (Title), _____ (Series) _____ (Grade) <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority USAID/RDMA/EXO	Administrative Assistant, FSN-0105	FSN-8		
b. Other				
c. Proposed by Initiating Office USAID/VIETNAM/EGO	Administrative Assistant			
6. POST TITLE OF POSITION (if different from official title)		7. NAME OF EMPLOYEE		
6. OFFICE/SECTION		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.		10. This is a complete and accurate description of the duties and responsibilities of this position.		
<p>Typed Name and Signature of Employee</p> <p>Michael Trott, SUPVY EXO, USAID/RDMA</p> <p>Date (mm-dd-yyyy)</p>		<p align="center"><i>JTK</i></p> <p align="center">Jay Kryk, Economic Growth Office Director, USAID Vietnam</p> <p>Typed Name and Signature of Supervisor</p> <p align="right">11/9/2010 Date (mm-dd-yyyy)</p>		
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.		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.		
<p>Typed Name and Signature of Section Chief or Agency Head</p> <p>Michael Trott, SUPVY EXO, USAID/RDMA</p> <p>Date (mm-dd-yyyy)</p>		<p>Typed Name and Signature of Admin or Human Resources Officer</p> <p>Michael Trott, SUPVY EXO, USAID/RDMA</p> <p>Date (mm-dd-yyyy)</p>		
13. BASIC FUNCTION OF POSITION				
<p>The Administrative Assistant of the Economic Growth Office (EGO) in USAID Vietnam Mission carries out functions in two areas of responsibility: secretarial/administrative duties and project management support. The incumbent oversees and coordinates all secretarial and administrative support activities for the EGO and performs all secretarial/administrative/clerical duties to ensure smooth, effective and efficient operations in the office. This position is not strictly secretarial, as it includes program management responsibilities to support the technical officer and specialists. This requires knowledge of technical areas relevant to the programs, and includes responsibility for program management, financial management, budgeting, and program reporting. The incumbent must understand technical aspects of the programs and can act as a liaison with other offices in USAID/Vietnam as well as with the Program Development Office, the Financial Management Office and the Regional Office of Procurement of the Regional Mission. This position requires skills, work experience, and educational background above the secretarial level. The incumbent reports directly to the Director of the Economic Growth Office.</p>				

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

ADMINISTRATIVE / SECRETARIAL FUNCTIONS:

75% of time

1. Works closely and collaboratively with the Economic Growth Office Director and team in planning, establishing priorities, organizing, and carrying out secretarial/administrative/clerical functions within the EGO.
2. Receives and reviews all correspondence/documents which must pass through the EGO prepared for other functional offices and/or units (such as program documents, cables, memos, and letters) to ensure correct formatting, punctuation, grammar, spelling, language, form, and content in accordance with accepted USAID practices and ensures all correspondence is properly cleared before distribution or transmittal. Drafts materials consisting of memoranda, letter correspondence, cables, forms, charts, tabulations, faxes, and official transmittals using standard software packages in conformance with USAID policies and procedures.
3. Receives incoming phone calls and visitors with courtesy, patience, diplomacy, and tact. Thoroughly screens incoming telephone calls to determine appropriate level of required response. Schedules all appointments tentatively, confirming and/or rescheduling as necessary. Reconfirms all appointments to avoid last minute scheduling conflicts. The incumbent ensures that the EG Program Manager and team are cognizant of scheduled/confirmed appointments and routinely utilizes software programs (MS Outlook) to maintain appointments and the EGO office calendar. As the first point of contact for all official visitors/guests in the EGO, the incumbent ensures all visitors are made comfortable and offered refreshments.
4. Provides secretarial/administrative support for high level visitors as appropriate and required. Prepares and updates briefing books, meeting schedules, travel itineraries, arrangement for accommodation, airport arrival/departure and expeditor services, and hotel to office transportation arrangements.
5. Attends EGO meetings, prepares minutes for approval by the EGO Director and/or her designee for distribution if requested.
6. Establishes and maintains automatic logs for incoming/outgoing correspondences. Receives incoming mails, non-classified cable traffic, and periodicals addressed to the EGO Director and team. Date stamps and annotates for proper distribution and logging; reproduces file copies to include but not limited to scanning of documents for digital storage/retrieval. Promptly and efficiently moves all correspondence through the office. Storage of email documentation as directed by the EGO Director and team. Maintains and updates easily accessible file system in the Economic Growth Office. Specific actions performed by the incumbent in direct support of correspondence duties for the EGO Director and team including, but are not limited to:
 - o Receives and routes information and documentation to appropriate offices within USAID Vietnam Mission. Ensures appropriate designation on clearances; correct individuals listed for clearance and in correct sequence, etc. Retains photocopies of action documents, memoranda, etc. marking due date. Tracks and follows up to ensure responses made by due dates. Revises edits and controls quality of outgoing correspondence/documents. Maintains address files.
 - o Drafts documentation and correspondence for EGO Director's signature: 1) letters of acknowledgement; 2) concurrence cables; 3) letters of transmittal; 4) USAID-specific memos; 5) other cables as appropriate; 6) letters, correspondence, and memoranda in Vietnamese and English as required.
 - o Types and formats communications in draft and/or final form such as letters, faxes, memos, reports, travel vouchers, etc. in English and Vietnamese. Prior to submission for approval by the EGO Director, proofreads all communications to ensure proper format and compliance with USAID requirements. Ensures all attachments included and makes photocopies for file purposes.

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7. Official/Working/Electronic Files, Lists and Directories: In compliance with Agency-specific File Management Guidelines, develops and maintains the official and working files for the EG Office. With assistance of the Program Specialists, develops and maintains COTR/AOTR files. Organizes and maintains up-to-date USAID/RDMA, USAID/W, and GOV telephone/fax directories. Keeps and maintains a consolidated list of all U.S. Government

activities and personnel in Vietnam. Maintains and continually updates a list of most frequently used GVN, U.S. Mission, donors, NGOs and other telephone numbers for easy referral.

8. **Time and Attendance:** Prepares, submits, and maintains time and attendance data for each pay period for all EGO Staff and keeps in regular communication with the Financial Management Office in order to keep abreast of software required to ensure correctness of payroll and leave records.
9. **Office Supplies:** Prepares requisitions for office supplies, coordinates with the EXO office for office equipment repairs, for printing services to ensure supplies are readily available and equipment fully operational.
10. **Responds to official functions:** Coordinates functions held or supported by EGO, including but not limited to 1) addressing invitations; 2) confirming guest lists; 3) contacting caterers and organizing menus; 4) arranging logistics.
11. **Briefing Materials:** Provides EGO Director and team with important briefing materials prior to schedule meetings, conferences and site visits.
12. **Voucher assistance:** Prepares all documentation for reimbursements for the EGO Director and team for allowances and other expenses. Facilitates reimbursement through preparing vouchers with supporting documentation for approval and subsequent transmittal to the Financial Management Office for processing.
13. **Staff Travel Coordination:** Responsible for the logistical arrangements for all official transportation/travel including but not limited to conferences, meetings, trainings, seminars, site visits, TDYs for the EGO team and entitlement travel for their authorized/eligible family members as/when necessary, and Program Specialists, including: 1) prepares and submits travel request; travel advance 2) makes hotel reservations; 3) in coordination with appropriate Program Specialists (for site visits), prepares detailed travel schedule/itinerary to include but not limited to: specific appointment dates/times/locations/name of contact(s) and a meeting agenda for each scheduled site visit; and 4) arranges for the USAID official vehicle and chauffeur as/when required for timely departure and arrival at destination(s); 5) prepares and submits Travel Voucher.
14. Provide translation and interpretation services when necessary.
15. Other tasks when required.

PROJECT MANAGEMENT AND SUPPORT:

25% of time

1. **Design and implementation documentation**
Prepares and coordinates program and administrative documents, such as Global Acquisition and Assistance System (GLAAS), Purchase Orders, and other acquisition documents, and tracks the clearance process. Prepares and tracks documents required to comply with pre-obligation requirements according to the ADS.
2. **Procurement and Logistics**
3. **Assists EGO and team with coordinating the procurement process with the Regional Contracting Office (ROP) and maintains ongoing and productive communications.**
4. **Activities and financial management**
 - o Reviews and monitors project budgets, assists with identification of bottlenecks and makes recommendations to resolve issues. Prepares financial status reports on various contracts and grants. Closely monitors financial records including earmarks, commitments, de-obligations, re-obligations, etc.
 - o Assists technical staff with collecting data for and completing quarterly project accruals. Information required for accurate accrual data reporting on contractors/grantees should be coordinated with implementing partners, to the extent allowed, on a quarterly basis. Assists with the calculation of expenditure rates, pipelines projections, and other fiscal data relevant to EGO's programs.
5. **TraiNet and Visa Compliance Assistance**
6. **Being the TraiNet Focal Point within EGO for its program implementing partners, the Administrative Assistant is responsible for overall coordination of all matters related to USAID-supported off-shore training and travel of Partners' staff, including:**
 - o Liaison with EGAT/ED and the Embassy Consular Offices in Hanoi and Ho Chi Minh City regarding due diligence in the processing and approval of visa applications of the candidate trainees;

- o Advises concerned USAID staff and Vietnamese Implementing Partners on TraiNet policies and procedures;
 - o Oversees timely and accurate entry of TraiNet data and responding to internal and external reporting requirements;
 - o Carries out periodic reviews to ensure the availability and internal consistency of participant and training documentation; and
 - o Fulfills the roles of Initiator if assigned (R1: responsible for entering information to initiate a DS-2019 form request) and Verifier (R2: verifies exchange visitor and program data as transferred to VCS from TraiNet).
7. Other tasks when required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

College or University Degree in Business Administration, Public Administration, Social Science or Arts is required.

b. Prior Work Experience:

A minimum of five (5) years of specific and progressively more responsible experience in the field of secretarial/administrative management with international organization or English speaking environment is required.

c. Post Entry Training:

The incumbent is expected to possess the necessary secretarial and administrative skills/abilities required to carry out/perform the duties/responsibilities of the position. Post entry training will be focused primarily on the Agency-specific established policies, procedures and regulations that govern: 1) USAID-specific Office Management, administrative support functions/responsibilities; 2) Travel; 3) Procurement; 4) General Services; 5) USAID filing and record systems and 6) USAID specific Program Management policies. An emphasis will be placed on Agency organized or Mission sponsored training in areas of travel, program management, financial administration support, and document management in accordance with USAID policies and procedures.

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

Level IV in oral and written English and Vietnamese are required. Must demonstrate proficiency in typing various correspondence formats, (i.e., memoranda, letters, reports and faxes)

d. Job Knowledges:

Mastery of English and Vietnamese grammar, spelling, punctuation, paragraphs and sentence structure (syntax) is required. Demonstrated proficiency in typing various correspondence formats (i.e. memoranda, letters, reports, faxes, etc.) as well as standardized documents and forms is required. Thorough knowledge gained from prior work experience in how to provide dependable secretarial/administrative support and assistance to an individual at the "executive level". Comprehensive knowledge and understanding of the Government of Vietnam's (GVN) organizational structure to include various Ministries, their internal operations and staffing structure preferred.

e. Skills and Abilities:

The ability to work effectively in a team environment is required. The incumbent must be able to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily administrative management duties and responsibilities. Incumbent must also be skilled in effectively guiding USAID/Vietnam's flow of documents to the EG Office. Strong organizational skills are required. Excellent interpersonal and communications skills are required to develop and maintain collaborative and effective working relationships within USAID Vietnam Mission, external contacts, representatives from the various GVN Ministries and other international organizations and donors. The incumbent is required to have: 1) the ability to follow oral instructions and to organize, prioritize and follow through on all assignments with minimal oversight; 2) accuracy in typing (60 WPM); 3) strong proof reading skills; 4) a strong focus on "attention to detail"; 5) and demonstrated proficiency in word-processing, spreadsheets, databases, and other computer programs (Microsoft Office Suite). The ability to maintain strict CONFIDENTIALITY relating to all areas of USAID/Vietnam's EGO program matters is required.

16. POSITION ELEMENTS:

a. Supervision Received:

Supervision is received directly from the EGO Director. The incumbent must be able to establish priorities, adhere to/meet deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up by the supervisor. Specific instructions will be given for new and/or unique assignments. The incumbent must be a self-starter and have ability to commit instructions/guidance provided by the supervisor to memory. Program Specialist may give instructions on administrative related issues on day-to-day activities.

b. Supervision Exercised:

This is a non-supervisory position.

c. Available Guidelines:

The incumbent is required to master USAID Office and Agency-specific policies and procedures which govern secretarial/administrative support services. The USAID/Vietnam-established secretarial and administrative operating procedures, policies and formats; oral guidance from the immediate Supervisor; and specific detailed instructions will be given (when necessary) for carrying out unique assignments. Agency records and communications management procedures, USAID Automated Directives System (ADS), USAID/Vietnam Mission Orders and Notices, and US Embassy Hanoi's internal policy handbook are readily available to the incumbent.

d. Exercise of Judgement:

Since the employee will handle typical administrative and secretarial duties and responsibilities, repetitive in nature, the incumbent will work independently and in accordance with established USAID/Vietnam and/or Agency administrative policies and guidelines. Sound judgment and confidentiality are critical to the successful performance of the job. Incumbent will be required to use initiative, judgment, and exercise discretion and patience in working with USAID Office personnel.

e. Authority to Make Commitments:

The incumbent will have no independent authority to make any resource commitments or commit U.S. Government (USG) or USAID funds on behalf of the U.S. Government, USAID/Vietnam. Without prior consultation, the incumbent may be authorized to commit the EGO Director to internal/external regularly scheduled appointments and/or meetings (i.e. Country Team, Senior Staff, Office Director's Meetings, etc.) or where the EGO Director's attendance is critical.

f. Nature, Level, and Purpose of Contacts:

To effectively function in this position, the incumbent will be required to establish and maintain solid working relationships with all categories of USAID Office personnel. On behalf of the EGO Director, the incumbent will: 1) Communicate with all USAID/ Vietnam Mission members as needed; 2) Appropriate Donors, Implementing Partners/Counterparts to arrange/schedule and/or confirm meetings, appointments, obtain relevant information on current USAID/Vietnam Program and/or Project Activities, and to follow-up (on behalf of the EGO Director) on outstanding requests. The incumbent will be required to: 1) communicate with the USAID/Vietnam USDH, USPSC and FSN staff as/when appropriate or requested by the EGO Director; 2) communicate with personnel within the Office of Financial Management (OFM) to facilitate the preparation/submission and payment of the Public Voucher for Purchases and Services Other than Personal (SF-1034) and Travel Vouchers (SF-1012) upon completion of Official Travel by the EGO Director and team; 3) maintain telephone contact with key Embassy staff (i.e. Executive Assistant to the Ambassador, appropriate USDH Officers in the Economic, Political, General Services, Consulate and Administrative Sections within the Embassy); 4) communicate as required with International Agencies and other Organizations (i.e., Asian Development Bank (ADB), World Bank (WB), United Nation Development Program (UNDP), European Union (EU), etc.); 5) communicate with various Government of Vietnam (GVN) Agencies and Ministers when required.

g. Time Expected to Reach Full Performance Level:

12 months.