



The United States Agency for International Development (USAID) in Iraq is seeking applications for a one year position (with a possibility to extend) of:

Administrative (EXO) Clerk
(Executive Office – Baghdad)

SOLICITATION No. 11-020
OPENING DATE: July 17, 2011
CLOSING DATE: August 6, 2011
MARKET VALUE: FSN-05 (USD16,904.00 – USD25,352.00 Basic Salary p.a.)

POSITION GRADE: Full performance grade level for this position is: FSN-05. A training grade level, below FSN-05, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION OF POSITION:

The Administrative (EXO) Clerk is the first point of contact for all badging, Iraq visas and residence permits issues for the Mission. S/he has the most extensive and in depth knowledge of the different badging, Iraq visas and residence permits processes and keeps abreast of all changes. Supervised by the HR Specialist, the incumbent performs a variety of tasks such as: manages US Embassy, CAC, MNFI and other badge issuance/extension processes for the Mission; follows the process of obtaining Iraqi visas and residence permits for USAID personnel, escorts visitors who are coming to visit the EXO, as well as those attending the security vetting interviews to the RSO at the US Embassy.

Administrative (EXO) Clerk also performs other administrative, clerical and records management duties as assigned and requested.

DETAILED DUTIES AND RESPONSIBILITIES

- A. **Managing the Embassy, CAC, IZ and other badge issuance as well as obtaining residence permits for the Mission** **60% of time**

The Administrative Clerk is responsible for coordinating the US Embassy badges, Common Access Cards (CAC), International Zone and all other badge issuance/extension exercises for the whole Mission. The incumbent is also responsible for managing the process of obtaining the residence permits for the Mission personnel. The incumbent performs the following tasks: issues the badge/residence applications forms to the personnel that requires them;

U.S. Agency for International Development
USAID Executive Office / Human Resources
Baghdad, Iraq Box 47, Unit 47
APO AE 09870-2047 Office Tel: 202-216-6276 ext. 1298 (U.S.
number)

reviews the forms ensuring that they are correctly completed and contain all information necessary for approvals; hand carry the applications to the different issuing authorities to obtain approvals; makes sure that the personnel to whom the badges are being issued have completed necessary pre-badging requirements; schedules the time, invites the persons for badges/permits issuance, and if necessary escorts the employees to the badging/residence permit authorities; follows up and retrieves badges of employees leaving USAID and returns them to the issuing authorities or destroys them; keeps a log on all badge/residence permits applications, and issued/extended or retrieved badges/permits; makes regular badging/residence permits reports to the EXO; keeps abreast of all changes in different badging/residence processes.

B. C. Escort services and Administrative/Clerical/Records Management 40% of time

The incumbent escorts visitors coming to visit the EXO, or those coming for employment interviews to the HR, or to other EXO functions. S/he escorts new employees to the security vetting interviews to the RSO at the US Embassy if necessary.

The incumbent will perform administrative, clerical and records management duties for the EXO office, and act as Back-up to the Administrative Assistant for EXO, when s/he is absent. S/he will deliver and distribute mail, set-up appointments and meetings, draft routine correspondence, copy, scan and shred documents. Set-up and maintain files within the HR section, in accordance with records management procedures.

Performs other tasks as may be required and assigned.

MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

A. Education (20 points): Completion of secondary school is required. Some post-secondary school, business school or college education is desirable, including courses in typing, office practices, work processing and the like.

B. Experience (20 points): Two years of progressively responsible secretarial and clerical experience. One year of experience with a USG department or agency is desirable.

C. Language (20 points): Level III English and Arabic (good working knowledge) is required.

D. Knowledge (20 points): Ability to gain in-depth knowledge of the different badging/Iraqi visa/residence permit processes in Iraq is required. Ability to gain good knowledge of correspondence format, records management and reporting procedures is required.

E. Skills and Abilities (20 points): Demonstrated proficiency in word processing and automated spreadsheets (i.e. MS WORD, MS EXCEL), good telephone skills and good interpersonal skills are essential. The ability to handle big volume of paperwork, organize filing and follow up on the status on all requests. The ability to provide badges/visas/residence permits to USAID personnel in the shortest time possible and with high customer orientation standards. Employee will be expected to prioritize work assignments seeking supervisor's assistance when there is high priority competing demands.



How to apply for this Solicitation

Interested applicants MUST submit the following documents:

- 1) Most current Curriculum Vitae or Resume;
- 2) Complete and hand-signed Federal form OF-612 which is available at USAID/Iraq website, <http://iraq.usaid.gov/opportunities/employment/fsn>. Continuation sheets should be added if additional space is need;
- 3) Three references, who are not family members or relatives, with telephone numbers and e-mails;
- 4) Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Full application package must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Please note that Applicants are required to submit the full set of documents listed above in order to be considered in the selection process.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID/Iraq
EXO/Human Resources
Job Application
U.S. Embassy Compound
Email: iraq-jobs@usaid.gov
<http://iraq.usaid.gov/>

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