



USAID
FROM THE AMERICAN PEOPLE

JOB VACANCY ANNOUNCEMENT

SECRETARY

The U.S. Agency for International Development (USAID/Philippines) has an immediate need for a Secretary who will be under the supervision of the Deputy Chief of the Environment Office. The incumbent provides secretarial and administrative support to the Energy, Water and Adaptation, Biodiversity and Pacific Islands Teams and performs other tasks as needed.

In this capacity, s/he serves as a principal contact and source of information for the team, and internal and external counterparts such as Government agencies, development partners, non-government organizations (NGOs), and implementing partners related to event attendance, scheduling of appointments, coordinating submission of agreements, correspondence and/or reports. Backstops the lead secretary as needed to provide assistance to office staff.

Program Management Support - Conducts commodity end-use monitoring at project offices and prepares report on findings and recommendations to the Contracting Officer Representative / Assistance Office Representative (C/AOR) and Regional Financial Services Center. Prepares public vouchers for reimbursement or cash advance requests submitted by the contractors/Grantees for administrative approval of the office chief or the C/AOR. Incorporates edits and circulates for clearance requests for budget modifications for on-going projects and program-funded personnel; monitors and reports budget document status to ensure budget obligations are complete. Provides support to team members in preparing briefing documents i.e., Attendance Request Memos, scene setters, travel itineraries, etc. Assembles all documents into travel briefing books for the U.S. Ambassador and/or USAID Mission Director or Office Chief for project site visits and events. Assists C/AORs in their function as Site Officers during projects events and high-level site visits by following up on requested information and documents needed for regular project reporting. Updates Environment Office project briefers, which includes coordinating the timely submission of regular updates and editing briefers accordingly. Backstops Environment Office Development Program Specialist and acts as alternate to prepare and distribute weekly Environment Office updates and outreach calendars. Performs data entry into the International Vetting and Security Tracking System in compliance with the Leahy Amendment of the Foreign Assistance Act.

Administrative Support and Travel - Maintains the Environment Office calendar of appointments, meetings, conferences and travel plans. Handles the travel arrangements for team members, which includes preparation of travel authorizations and country clearance documents; coordination of flight bookings, hotel reservations and vehicle requirements; and preparation of travel vouchers and other travel-related reimbursements. Handles logistical arrangements for foreign USAID visitors and manages their appointment and meeting schedules.

Secretarial Support - Prepares and drafts non-technical correspondence, cables, visa referrals, country clearance and invitations in accordance with given format. Arranges in final form approved versions of correspondence, cables, reports and other documents. Transcribes notes during meetings as requested. Receives and transmits documents as appropriate; tracks required reply letters from team members as well as documents requiring clearances through Mission Offices. Receives telephone calls and directs them to appropriate staff. Prepares requests for procurement of goods and services as needed by the office or project. Requests office supplies for the Environment Office. Coordinates and makes arrangements for internal and external meetings, planning sessions, briefings and conferences. Serves as alternate timekeeper in preparing Time and Attendance report for Foreign Service National (FSN) staff. Maintains an organized filing system and acts as file custodian for program and working files in the Environment Office. Handles vital records management and submits periodic reporting requirements. Keeps abreast of various procedural requirements like preparation of correspondence and cables, processing of travel authorizations, record management etc.

The candidate must meet the following Evaluation Criteria:

- * Education (10%) Minimum educational requirement is completion of a college degree in a field related to office administration.
- * Work Experience (30%) Minimum of two years of progressively responsible secretarial and clerical experience. At least half of this should have been with an international organization or other organization in an English-language working environment.
- * Job Knowledge (25%) Must have general knowledge of office procedures and practices. Must have good working knowledge of file management, handling telephone calls, and correspondence and documents preparation and formatting. A good knowledge or ability to quickly gain knowledge of USAID activities and programs, as well as office systems and procedures.
- * Skills and Abilities (25%) Proficient in computer operations (email, internet, Microsoft Word, Excel, Powerpoint, etc). Good organizational skills and interpersonal skills and the ability to multi-task.
- * Communication Skills (10%) Fluency in oral and written English and Filipino is required in order to communicate effectively with internal and external contacts.

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan. The salary offer will be based on a combination of the candidate's salary history and of the organization's pay plan and will be within the annual range of Php 411,144.00 to Php 627,305.00.

Note:

- USAID reserves the right to reject any and all applicants. Only short-listed candidates will be notified.
- This position is open to Philippine local residents only.

**Application letter and comprehensive resume must be received
no later than July 15, 2016 via email at aidmnlhr@usaid.gov**