

UNCLASSIFIED

VACANCY ANNOUNCEMENT

USAID/CAIRO

Number: 4	Subject: VACANCY (Egyptians)	Date: February 21, 2017
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Position Title:	Secretary On Call
Position Number:	26-9, 26-11 and 26-13 [3 positions]
Duration:	One year with options to renew
Organization:	USAID/EXO/HR
Salary Potential:	FSN-6/1
Application Deadline:	March 16, 2017 (Close of Business 4:30 pm)
Salary Range for a Fully Qualified Candidate:	LE 71,893 Gross Per Annum This is the Gross Annual Salary before deducting Taxes)

I. BASIC FUNCTION OF POSITION

Assigned by USAID Human Resources, serves as a roving USAID Secretary and performs a variety of administrative and clerical duties, on a rotational basis, throughout USAID/Cairo offices in support of various USAID Program sector activities.

NOTE:

The incumbent will get paid for the hours worked only. S/he will not be entitled to within grade increase, bonus payments, severance payments, nor will s/he be enrolled under the Egyptian Social Insurance Program. Length of service in an On-Call Secretary is not creditable. Incumbent will be covered by life insurance. Medical insurance will cover the employee during periods of employment only. Applicants should clearly understand that they are obliged to accept assignments given to them at any given time. Although the contract will be issued for one year, yet there are intervals when the incumbent may not have an assignment and will not be working.

MAJOR DUTIES AND RESPONSIBILITIES

Responsible for the maintenance and control of program and project documents in accordance with USAID regulations and procedures. Examines requests for formal program documents to determine whether such requests conform to USAID requirements. Returns documents to the requester if they appear to have unnecessary information and confers with him/her to obtain additional information and/or explain proper clerical procedures. Prepares and types required documents on the basis of rough drafts and from Program and project personnel. Reviews final documents for completeness, typographical and grammatical

accuracy. Incumbent must be capable of determining the correct format and the proper procedures for completing myriad of USAID documents, reports and forms. Determines clearances necessary and sources and amounts of funding provided from program and project materials or by questioning higher-level personnel. Maintains program, project, and activity files. Provides information in response to questions concerning documents being processed and cleared. Obtains and keeps information and formal notices on USAID procedures and regulations, Mission Orders and ADS for preparing and processing various documents.

Makes Travel arrangements, prepares requests for travel authorization and travel vouchers. Follows up on all requests to ensure that all necessary actions and clearances are completed in a timely and accurate manner.

Serves as receptionist within the office to which assigned. Receives visitors and introduces to appropriate office personnel, answers telephone calls and takes messages, places outgoing telephone calls and makes arrangements for meetings and appointments for the office staff. Monitors the supervisor appointment calendar and informs participants about scheduled conferences and meetings. Compiles and prepares the necessary briefing materials for the meetings and reserves conference rooms. Escorts visitors as required. Initiates and finalizes RSO approval for visitors accessing the USAID building as well as Mission employees and contractors for in-country travel to restricted areas.

Receives and distributes incoming mail and correspondence. Maintains logbooks of various incoming and outgoing documents, as required. Makes copies, prepares reports and various office correspondences for routing and mailing, and distributes as required.

Coordinates the procurement, inventory and safekeeping of office supplies and ensures the tidy appearance of the office.

Performs any other general administrative and clerical support duties.

REQUIRED/DESIRED QUALIFICATIONS:

Education: Completion of secondary school is required.

Experience: 6 to 12 months of secretarial or clerical experience is required.

Language: Level IV (fluent) in English and Arabic are required.

Knowledge: Good knowledge of normal business practices and office procedures is required. Excellent English grammar and spelling are also required.

Abilities and Skills: Good Ability to maintain contacts and deal with GOE personnel, US Government officials, Mission staff and visitors. Ability to adjust work priorities as required and ability to work under pressure and deal with information in a confidential manner is required. Must be able to type English with a minimum of 40 wpm, with high degree of accuracy and some Arabic. Candidate will be tested in both English & Arabic typing. Excellent skills in using MS Word, Excel and Power Point are required. Tests will be required.

POSITION ELEMENTS:

Supervision Received: Supervised by the HR Management Specialist (21-02) who determines and monitors the incumbent’s assignments. The incumbent should be capable of performing all assigned work with general guidance from the staff of the office to which assigned.

Exercise of Judgment: Following general instructions must be able to prioritize work assignments and to determine appropriate procedures for carrying out assigned duties.

Authority to Make Commitments: None.

Nature, Level, and Purpose of Contacts: Daily contacts with USAID Mission personnel and, as required with officials of host country organizations to obtain or relay information.

SELECTION CRITERIA:

CATEGORY	SCORING PERCENTAGE
Education/academic requirement*	10
Experience*	20
Language Proficiency*	20
Knowledge*	15
Skills & Abilities*	35
TOTAL	100%

* As per details reflected under Qualifications above.

RECRUITMENT PROCEDURES AND GUIDELINES:

Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.

Candidates must provide in their CVs names of family members working in the Mission.

Qualified candidates who are interested in this vacancy should apply by submitting an **up-to-date CV with a cover letter detailing how they are qualified for the position**, quoting the position number, to USAID Human Resources Office, by no later than COB of the vacancy deadline noted above. CVs can be submitted via e-mail to usaidhr@usaid.gov, inter-office mail, or by fax to 25160388 (submissions made in any other way will be disregarded). The CV and attachments must not in all cases exceed five pages. The USAID HR Office will disregard any submissions exceeding five pages and/or those received after the deadline.

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of resumes, only candidates who are seriously being considered for a position are

contacted for an interview. Please do not contact HR for a status report on your resume once you receive an automatic acknowledgement of receipt from the system. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If a selected applicant does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

SOFT COPIES OF THIS VACANCY ANNOUNCEMENT ARE AVAILABLE ON THE USAID MISSION INTRANET, UNDER JOB OPPORTUNITIES. HARD COPIES CAN ALSO BE OBTAINED FROM THE USAID HR OFFICE OR THE US EMBASSY HR OFFICE.

Priority will be given to qualified FSNs who have been involuntarily RIF'ed.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.



Samia Joseph
USAID/Human Resources Officer