



USAID | BENIN

FROM THE AMERICAN PEOPLE

TO : All qualified Applicants
FROM : Clemencia Acacha, Supervisory Executive Specialist
Subject : Job Opportunity Announcement
Date : July 27, 2009

USAID is accepting applications for the following local-hire position:

SOLICITATION NO : PSC 680-09-007
POSITION TITLE : Roving Secretary
NUMBER OF POSITIONS : One (1)
GRADE : FSN- 5T/6
OPENING DATE : July 30, 2009
CLOSING DATE : August 13, 2009
WORK HOURS : Full-time: 40 hours/week

Note: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work permit to be eligible for consideration.

USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

I. BASIC FUNCTION OF POSITION

USAID/Benin is comprised of seven interrelated offices. Under the leadership of the Mission Director's Office, it includes two technical teams: Family Health Team, Basic Education Team and four support teams: The Program Coordination Office, the Office of Acquisition and Assistance, the Executive Office and the Office of Financial Management. The position of Roving Secretary will be located in the Executive Office. The incumbent provides clerical and secretarial support to the Executive Office, and to all other offices. Each of these Offices has assigned a permanent Administrative Assistant and/or a Program Assistant.

The Roving Secretary's main functions include a variety of secretarial and administrative duties which consists of but are not limited to: backing up Administrative Assistant/Program Assistant positions in various offices, performing clerical duties; drafting letters; screening office incoming calls, receiving visitors; setting up meetings, keeping office files and maintaining adequate office supplies and other tasks as described in the major duties and responsibilities.

II. MAJOR DUTIES AND RESPONSIBILITIES

- 1. Provide clerical and secretarial support to technical teams and support teams: 70%.**
 - Types correspondences of non-technical or non-substantive nature in accordance to instruction of the office supervisor being serviced;
 - Ensures administrative and logistical support is provided to high level visitors (Embassy, US Government officials, donors, and partners);
 - Makes all logistical arrangements for a variety of training sessions, conference and meetings, schedules appointments after prior clearance, and ensures visitors are briefed or provided background material needed for the meetings. Arranges meetings and ensures conference room is set up for meetings and prepares coffee breaks as requested;
 - Is responsible for assembling welcome kits and course materials, and prints certificates as necessary or on request;
 - Keeps time and attendance records and submits biweekly time and attendance reports to supervisors for approval and onward transmission;
 - Maintains office files, including proper handling of Sensitive But Unclassified (SBU) documents;
 - Assists in preparing and finalizing travel arrangements; coordinates all logistical information, drafts country clearance cables, collects information on hotel, transportation, expediter needs for arrivals, departures and special events, trip preferences.

- 2. Serves as the back-up for the receptionist: 20%.**
 - Serves as receptionist, placing calls and answering local and international phone calls and routing calls to the appropriate mission staff; and facilitates access to mission building.
 - Prepares telephone vouchers and bills of collection for personal calls;

- 3. Performs other related duties as assigned: 10%.**
 - Provide support to EXO team members when needed.

III. REQUIRED QUALIFICATIONS:

A. Education and Training.

At least two years post secondary in Secretariat from an accredited institution is required.

B. Prior Work Experience

A minimum of three years as a secretary/receptionist is required. Experience with USAID and or US Embassy is an advantage.

C. Language Proficiency

Level III (Fluent) speaking/reading and writing English and French is required.

This includes the ability to participate effectively in most formal and informal conversations on professional topics, ability to participate effectively in meetings with complete comprehension for a normal rate of speech; writing skills in French and English are required.

D. Skills and Abilities

Must have ability to use personal computers effectively. Proficiency in word processing, spreadsheets excel and Outlook is **required**.

Fully functional ability in using Internet to research information is **required** and will be assessed.

IV. OTHER SIGNIFICANT FACTS:

A. Supervision Received

Reports to the Supervisory Executive Officer. Consults with other supervisor while serving as back-up in their offices.

B. Available Guidelines

Guidelines include, but are not limited to, USAID Automated Directive System (ADS) and other guidelines issued by USAID, Foreign Affairs Manual (FAM), Foreign Affairs Handbooks (FAH), Federal Acquisitions Regulations (FAR) and other.

C. Exercise of Judgment

Exercises judgment in his/her day-to-day work. Should be in a position to serve as a back-up for Administrative / Program Assistants of other offices.

D. Authority to Make Commitments

The incumbent's authority is limited to giving appropriate information to customer and mission staff when needed.

E. Nature, Level and Purpose of Contacts

Contacts are with other members of the Mission staff. Contacts also, as requested by the team leaders, with GOB officials and counterparts, contractor organizations and partners when assisting teams. May also be asked to contact other agencies at post.

F. Supervision Exercised

None.

G. Post Entry Training

Formal and on-the-job training in USAID secretarial systems and relevant ADS series.

H. Time Required to Perform Full Range of Duties

One year.

V. EVALUATION FACTORS

Applicants will initially be evaluated based on the documentation submitted with the application. Then competitively ranked applicants will be tested and interviewed. The results of the written test and interview, along with the reference check results, will be considered in the selection process.

The evaluation criteria provided below serve as the standard against which all applications will be evaluated:

A. Education and Training.

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirement. At least two years post secondary in Secretariat from an accredited institution is required.

B. Language Proficiency

Level III (Fluent) speaking/reading and writing English and French is required.

This includes the ability to participate effectively in most formal and informal conversations on professional topics, ability to participate effectively in meetings with complete comprehension for a normal rate of speech; writing skills in French and English are required.

C. Other Skills and Abilities

Must have ability to use personal computers effectively. Proficiency in word processing, spreadsheets excel and Outlook is **required**.

Fully functional ability in using Internet to research information is **required** and will be assessed.

Initial screening will entail an examination of the application package for discussion of how the skills described below have been demonstrated in the applicant's professional experience. Applicants who do not include a discussion of these skills and abilities in the application will not receive further consideration

D. Prior Experience

A minimum of three years as a secretary/receptionist is required. Experience with USAID and or US Embassy is an advantage.

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirement

CONDITIONS OF ELIGIBILITY: Applicant must be a Cooperating Country National from Benin or Foreign Service National from the West Africa region. US Citizens are not eligible to apply for this position. All compensation will be in accordance with the local compensation plan and payment will be in local currency (FCFA).

INSTRUCTIONS TO APPLICANTS

Applicants must submit curriculum vitae (CV) which contains information about education, professional experience, language and skills. If desired, candidates may complete the Optional Form 612, which can be obtained from the USAID website <http://www.usaid.gov/forms/pf-612.doc>. CVs must include a discussion of each of the qualification requirements. Applicants are encouraged to prepare a cover letter which provides details of how skills for this position were demonstrated in previous professional experience. Applicants are also strongly encouraged to submit copies of the application in both French and English.

Applications must include the names and contacts information for three references. At least one should be or have been an immediate supervisor. USAID will contact current employers for references. Candidates who do not wish to have current employers contacted must state this in the application.

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. After candidate applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, professional experience and relevant skills will receive further consideration. The recruitment committee will identify a short list of candidates who will be invited to complete a written exam and interview. After reviewing all results, the recruitment committee will make a determination of candidates which have the requisite qualifications and experience to successfully fulfill the position. The references for these candidates will be contacted. The results of the testing and interview, along with the reference check results, will be considered in the selection process.

Please reference the subject position title when sending your application.

How to apply: Applications must be submitted in a sealed envelop to the attention of Executive Office/Personnel and marked "Application for the position of Rover Secretary". The closing date and time for receipt of applications is August 13, 2009 at 12:00 pm, local Benin time.