



# USAID | BENIN

FROM THE AMERICAN PEOPLE

**TO:** All qualified Applicants  
**FROM:** Clemencia Acacha, Supervisory Executive Specialist  
**Subject:** Job Opportunity Announcement  
**Date:** July 14, 2008

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

**POSITION TITLE** : Administrative Assistant  
**NUMBER OF POSITIONS** : One (1)  
**GRADE** : Foreign Service National (FSN- 7)  
**OPENING DATE** : July 14, 2008  
**CLOSING DATE** : August 04, 2008  
**WORK HOURS** : Full-time; 40 hours/week

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

The Executive Office (EXO), in coordination with the Mission Director, is responsible for the administrative management functions of USAID/Benin. The office provides essential services in budgetary planning, management analysis and planning, human resources management, administrative and general services including property management, embassy administrative support (under ICASS), travel and transportation, security and safety and management of Communications and Records.

Under the direct supervision of the FSN Executive Officer, the Administrative Assistant provides key administrative functions, information management, logistical operations and communications services to EXO staff.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

Under the supervision of the Executive Office team leader, the incumbent performs the following:

### **1. Managing incoming and outgoing correspondence : 30%**

- Receives all EXO office correspondences; reads and assigns actions on incoming documents and follows up to ensure timely action. Keeps track of the flow of correspondence and other communications through the Office.
- Drafts responses to routine correspondence of non-technical or non-substantive nature in accordance with established procedures or supervisor's instructions; prepares and types responses to routine enquiries for the Team Leader's signature.
- Reviews correspondence and other documents for quality, accuracy and conformity with policies and guidelines prior to submitting them to Executive Office staff for clearances or approvals. Corrects mistakes or negotiates changes as required to correct documents. Reviews outgoing correspondence to ensure proper address, routing, attachments and conformance with Agency formatting procedures and special instructions, etc., prior to dispatch.
- Maintains a sequential numbering system for letters and correspondence.
- Prepares and updates the EXO calendar and workload plan.
- Records, tracks and responds to queries on the status of documents submitted to EXO for action, clearance, or approvals. Locates, obtains and tracks appropriate clearances and signatures with other teams.
- Assists EXO to manage unsolicited proposals. This includes maintaining a system for logging in proposals and drafting routine negative responses;
- Assures dissemination of Agency guidance and distribution of policies and procedures. Assures that all Mission Notices/Orders are distributed throughout the Mission;
- Maintains up-to-date master file of all administrative circulars, notices, and publications.

### **2. Follow-up appointments and scheduled meetings: 20%.**

- Makes and maintains the appointment schedule for EXO staff, including keeping track of regularly scheduled meetings. Reminds the Team members of scheduled appointments, meetings and other commitments and reschedules them as necessary.
- Oversees logistical arrangements for meetings and makes sure that the meeting room is set up appropriately.
- Attends meetings and/or appointments and prepares minutes and follow-up on decisions and/or actions agreed upon. Reports to the Team Leader on progress on actions assigned. Tracks actions required by Team Leader to insure they are completed on schedule.
- Maintains and periodically updates the telephone and address listings for Office contacts and counterparts.
- Makes appointments, arranges travel, prepares country clearance request cables and secures clearances and signatures on documents and cables for both in-country and international travels for EXO staff.

### **3. Logistical Support: 20%**

- Provides support services for visitors under EXO control. Prepares paperwork to ensure that visitors receive security briefing, have access to the USAID network, are assigned a workspace and have transportation arrangements.
- Requests office supplies; maintains stock and tracking to ensure adequate supplies are used properly and readily available.
- Relays the Team Leader's instructions and requests to other staff within the Team; maintains liaison with other Offices and Teams to obtain clearances, information desired by team members.
- Formats, prints and binds briefing materials on Mission programs and services for visitors using automated tools. Ensures quality, accuracy, and completeness of briefing packets.
- Serves as receptionist for Executive Office; screens calls, takes accurate messages and communicates them to staff; routes inquiries to proper staff and answers routine inquiries about the USAID/Benin program.
- Serves as a timekeeper for EXO team. Keeps time and attendance records and submits biweekly time and attendance worksheets to employees and their supervisors for approval and onward transmission.
- Requests maintenance services of EXO equipment and furnishings. Orders supplies of Expendable supplies (EXP) for team members. Maintains the stock of supplies and tracks usage to ensure adequate monitoring and permanent availability for office productivity.
- Ensures distribution of all documents prepared in the team, by Personnel, General Service, Information Technology and others, including MAARDs, procurement requests, purchase orders, contracts, waivers, cables, memoranda, correspondence, cables, fax, etc

### **4. Information /Record Management: 20%**

- Establishes and maintains the official files for EXO (e.g. building security, staffing patterns, ICASS, training, consolidation correspondence and other administrative documents). Works under supervision of the Supervisory Executive Specialist to ensure that files are maintained in compliance with ADS requirements.
- Establishes and maintains EXO working files and subject files; keeps correspondence logs according to standards and regulations; acts as first contact and custodian for USAID/Washington policy and procedures for the team. Updates current list of files maintained by the team by subject file number and location. Marks correspondences and other documents for filing;
- Conducts research and assembles requested data when required for team members' use;
- Utilizes automated document management tools to electronically categorize, store, and retrieve official documents. Ensures hardcopies of official documents are properly filed, controlled, and retired.
- Serves as EXO point of contact for searching, retrieving, and distributing copies of official files. This includes ensuring that official files which are widely used as references are scanned and made available electronically to all Cotonou users

**5- Other duties: 10%**

- Serves as back-up for C&R Manager and telephone operator.
- Assures other duties as necessary.

**III. OTHER SIGNIFICANT FACTS:**

**A. Supervisory Received:**

The Administrative Assistant will be supervised by the Supervisory Executive Specialist of his/her designee.

**B. Supervision Exercised:**

None.

**C. Available Guidelines and Policies:**

Automated Directives System (ADS), handbooks, Mission Orders, Mission Notices. Strategy documents prepared by USAID/Benin and by USAID/State Department.

**D. Exercise of Judgment:**

Incumbent is required to exercise good judgment. Considerable tact, discretion and diplomacy are utilized in all facets of the office work, especially in communicating with USAID staff, customers and other contractors. Must be able to establish work priorities. Must have strong interpersonal skills. S/he must know when to refer questions and seek further guidance and/or explanation from the supervisor.

**E. Authority to Make Commitments:**

None.

**F. Nature, Level, and Purpose of Contacts:**

Coordinates with Embassy officials, personnel, personnel of other Offices and Teams in USAID/Benin, to get information, to make arrangements, to organize events, respond to inquiries, to handle documents. Contacts are with working level counterparts in ministries and other contractors/partners to exchange information. Provides non-technical information about the USAID program to partners, members of the public. Provides information about EXO procedures to Mission staff.

**G. Time Expected to Reach Full Performance Level:**

One (1) year.

**QUALIFICATIONS AND 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 testing and interview, along with the reference check results, will be considered in the selection process.

Following are the evaluation criteria, with their weight of importance, for this position:

**A. Education and Training (10 points).**

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

- Completion of senior secondary school is required. At least three years of post secondary education in secretarial work, social, program, or information management is strongly required.
- Some university studies, preferably in administrative management, administration or any other relevant field (business administration, law etc) are **preferred**.

#### **B. Language Proficiency (20 points)**

Initial screening will entail an examination of the application package to see evidence of fluency in English and French at the requisite level. Applicants who do not include a discussion of language fluency in the application will not receive further consideration.

Fluency in French and English is **required**. Screening will include oral interview and written test to assess ability to read and write in English and French at a level commensurate with requirements for this position.

#### **C. Other Skills and Abilities (30 points)**

Applicants who do not include a discussion of skills and abilities described below in the application will not receive further consideration.

- Minimum requirements for this position include ability to use personal computers effectively. This includes proficiency in word processing and basic skills in using spreadsheets. Applicants invited for interviews will be tested for skills in using Word and Excel. Fully functional in using internet to research information is **required** and will be assessed.
- Skills and abilities enabling appropriate analysis, interpretation and application of regulations, policies, and procedures are **required**.
- Interpersonal, teamwork, analytical ability to exercise independent judgment and customer service skills of applicants invited for interview will be assessed.
- Skills in multitasking, attention to detail, time management along with degree of motivation will also be assessed through answers to hypothetical questions.
- Ability to exercise independent judgment will also be assessed in interviews and through information provided by references.

#### **D. Prior Experience (40 points)**

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

- At least three years of progressively responsible administrative support and related experience is **required**.
- It is **desired** that at least two years of this experience be in a senior executive or program support position in a corporate, local or international organization. Previous experience must demonstrate ability to achieve full proficiency in this position.

- Experience with a U.S. Government Agency, a U.S. non-governmental organization or any other international will be a plus, but is not a must.

### **INSTRUCTIONS TO APPLICANTS**

Applicants must submit a curriculum vitae (CV) which contains information about education, professional experience and skills. CVs must include a discussion of skills in language and computers. Applicants are encourage to prepare a cover letter which provides more details which show how other 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 at least three references. At least one should be the current immediate supervisor 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.

After an initial review of applications, only those deemed to meet minimum requirements will receive further consideration. After reviewing application from the initial screening, USAID evaluation committee will develop a short list of applicants who will be invited for testing and interviews.

### **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 Administrative Assistant EXO". The closing date and time for receipt of applications is August 4<sup>th</sup>, 2008, at 12:00 am.