



Vacancy Announcement

(Announcement Number: 19-17)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Administrative Assistant at USAID/Nepal Office of Financial Management (OFM), under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates

POSITION: Administrative Assistant – FSNPSC-7

OPENING DATE: December 27, 2019

CLOSING DATE: January 10, 2020 – 5:00 P.M Kathmandu time

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION:

Serves as the Document Control Clerk and Administrative Assistant to the Controller and provides administrative support to that Office. Formats and finalizes all outgoing letters from the Office of the Controller. Receives, reviews, and controls all incoming and outgoing correspondence, and distributes mail and messages for the Office of Controller. Schedules all meetings and appointments for U.S. and FSN staff, particularly with higher level GON officials and with other donor agency representatives. Screens calls and visitors and handles routine matters independently, using tact and discretion in the handling of sensitive financial matters and issues directed to the Controller. Receives, reviews, records, and distributes all incoming vouchers and other payment claims. Scans and files all processed vouchers. Issues and records Bills of Collection. Processes VAT refund requests. Manages and maintains the central financial filing system of the Office of the Controller.

REQUIRED QUALIFICATIONS:

- a. **Education:** Completion of Higher Secondary Level education is required. Bachelor's degree or equivalent education is desirable.
- b. **Prior Work Experience:** From three to five years of progressively responsible related work experience in a similar field. Good knowledge of normal business practices and office administration procedures. Work experience in accounting is preferred. At least one year of experience with USAID, the USG, NGOs or other donor organizations is desirable.
- c. **Post Entry Training:** On-the-job training in USAID filing and correspondence preparation and training in the Phoenix Accounting System is required.
- d. **Language Proficiency:** Must have Level IV English ability (fluent). Fluency in Nepali language is required.
- e. **Job Knowledge:** Good knowledge of administrative procedures. Understanding of accounting principles and practices. Good operational knowledge of Microsoft Office packages i.e. MS Word and Excel. Thorough knowledge of agency regulations (ADS) regarding office management, secretarial,

time keeping, voucher processing, and travel procedures. Knowledge of relevant GON administration regulations is also useful.

- f. **Skills and Abilities:** Strong skills in office administration are needed. The employee needs to be able to work independently, to establish priorities, and to deal comfortably with all Office of Controller counterparts and customers.

A detailed job description for the position can be obtained by visiting USAID/Nepal's website at <http://www.usaid.gov/nepal/careers> or by requesting USAID/Nepal's Human Resources Office (USAIDNepalHR@usaid.gov).

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the detailed job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may also be sent electronically to: USAIDNepalHR@usaid.gov.

Only short-listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.