



Vacancy Announcement

(Announcement Number: 19-15)

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

OPEN TO: All interested and qualified candidates

POSITION: Executive Assistant – FSNPSC-8

OPENING DATE: November 19, 2019

CLOSING DATE: December 3, 2019 – 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 one of two personal assistants to the Mission Director and Deputy Mission Director, and Resident Legal Officer (RLO) with the primary responsibility of supporting the Deputy Director and RLO. Performs protocol assistance services in a high profile office with a large volume of correspondence and actions to review and process/track and interactions with host-government officials, head of agencies and other donor organization, chiefs of party, and the private sector. Develops guest lists and prepares invitations, keeps track of and follows up on acceptance and regrets. Extends telephonic invitations when required and manages personal schedules. Plans major engagements, VIP visits, large representational events, and other work-related functions, both large and small. Liaises with GSO on matters related to the Mission Director's residence (requirements for events, routine maintenance, etc.). Supervises one front office driver and prepares his Employee Performance Statement. Ensures transportation needs of the front office are met by maintaining the drivers' schedules and ensuring they are aware of the venues for all meetings and evening engagements for the Mission Director and Deputy Director. Prepares travel vouchers and maintains time and attendance for front office staff. Makes travel arrangements for the Deputy Director and RLO and prepares travel documentation, including travel authorizations and vouchers.

REQUIRED QUALIFICATIONS:

- a. **Education:** Completion of College (Higher Secondary Schooling) is required. Also some secretarial training is required.
- b. **Prior Work Experience:** Experience in Executive Secretarial or Office Manager Positions. Three to Five years of progressively responsible experience is required.
- c. **Post Entry Training:** Computer training on new software and applications.
- d. **Language Proficiency:** Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Nepali is required.

- e. **Job Knowledge:** Knowledge of PCs: Clear fluency with Microsoft Word; Microsoft Excel; Microsoft Power Point; Google e-mail, Google calendar scheduling; Google Documents, Google Drive and internet. Knowledge of administrative concepts and practices affecting subordinate section/units. Knowledge and views sufficient to enable the incumbent to perform duties such as developing material for the Director and Deputy Director's use in public speaking engagements. An understanding of the social mores of the country; good knowledge and understanding of USAID procedures and regulations pertaining to the administrative area, communications and records program, and USAID programs and policies. Good working knowledge of Department of State and Nepal Government organization and protocol.
- f. **Skills and Abilities:** Skills in supervising, advising and instructing office staff in subordinate sections/units concerning matters on protocol, format, management, memos, reports, correspondence, scheduling calendar and telephone procedures. Knowledge of personnel record keeping procedures to maintain files of personnel regulations, directives, and references. Ability to analyze office procedures, determines needs, and reorganize data and procedures without instruction. Ability to gather information and draft complex correspondence independently within area of authority. Ability in downloading information from the State Department website for cable formatting, TAGS and accurate wording. Ability to work with the GON tactfully, calmly and patiently. Ability to use judgment to analyze information and take appropriate actions (phone calls, prioritizing work, etc.). Use courtesy, patience, adaptability, initiative, cooperativeness, resourcefulness in determining priorities and making decisions, and mature judgment in dealing with all types of personalities. Ability to work under high pressure to meet deadlines. Handles routine matters independently when it is not necessary to involve the Director or Deputy Director.

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.