

ADMINISTRATIVE ASSISTANT, FSN-7



For detailed minimum requirements, applicants must refer to the Full Statement of Duties and the qualification requirements available on <https://www.usaid.gov/mali/work-with-us/careers> (https://www.usaid.gov/mali/work-with-us/careers) or <https://ml.usembassy.gov/embassy/jobs/> (https://ml.usembassy.gov/embassy/jobs/)

REF No.: 72068825R10001 (must be inserted in the subject line of the email)

GRADE LEVEL: 9,975,233- 15,461,609 FCFA equivalent to FSN-7. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Mali. Final compensation will be negotiated within the listed market value.

ELIGIBLE OFFERORS: Cooperating country national (CCN) – an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

Only pre-selected candidates will be contacted.

BASIC FUNCTIONS:

The Administrative Assistant serves as the principal administrative support person for the Health Office Director and reports to him/her directly and/or his/her designee, operating independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, ensuring other Office staff members may be more effective.

The Administrative Assistant is the primary contact person responsible for Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors and grantees and potential contractors and grantees, Implementing Partners (IPs), host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Administrative Assistant is responsible for coordinating information about the Office and making sure that information gets to customers on a timely basis and in a professional manner.

MAJOR DUTIES AND RESPONSIBILITIES

B. The Administrative Assistant receives and places phone calls, sends and receives e-mail and faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff with Mission, Host Government, Implementing Partners (IPs), Non-Governmental Organizations (NGO), donor organizations, private-sector, and other contacts; arranges transportation, as needed; and, takes minutes when requested. The Administrative Assistant schedules appointments based on a good knowledge of the Office Director's commitments and maintains the Office calendar, reminding the supervisor and others of meetings and appointments. The Administrative Assistant takes messages in the absence of the Office Director and other staff, directing callers to other staff members, or answering questions personally; prepares visitor access requests, receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the Office Director, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in arranging for conference/meeting room space as required by the size of the group and maintaining conference/meeting room schedules, in coordination with other Mission administrative staff. The Administrative Assistant meets with other Mission support staff on a regular and recurring basis to update and improve standard operating processes. **25%**

B. The Administrative Assistant maintains control of correspondence for the Office, including program/project/activity files provided by Contracting/Agreement Officer's Representatives (CORs/AORs) and other Specialists, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the Office Director, receiving and screening Office mail not addressed to a particular individual, drafting responses to routine correspondence and letters, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The Administrative Assistant reviews outgoing mail for proper address, routing, attachments, etc., prior to

dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The Administrative Assistant distributes internal policies and procedures and, as necessary, maintains a tracking system of when staff received new policies and procedures. **25%**

C. The Administrative Assistant establishes and maintains files according to standards set by the Mission Correspondence and Records (C&R) Technician/Supervisor in the Executive Office (EXO) and by USAID/Washington, marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or elsewhere for the supervisor's signature, corrects errors by drafters and edits correspondence, and ensures that responding correspondence meets requirements posed by incoming correspondence to which it pertains. The Administrative Assistant maintains and updates handbooks, operating procedures, and other documents, such as visitors' lists, telephone listings, personnel rosters, and leave, travel, and training schedules. **25%**

D. The Administrative Assistant uses computer and web-based word processing, spreadsheets, and software applications in the performance of a variety of assignments. Drafts electronic country clearances (eCCs); reports time and attendance; assists incoming personnel with check-in procedures and departing personnel with check-out procedures; prepares travel requests for the Office staff for official travel. Types a variety of correspondence, creates electronic trackers, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Administrative Assistant locates documents routed for clearance and obtains and tracks clearances and signatures. As required by workload, the Administrative Assistant may be assigned to the Front Office, or assigned to support other office Administrative Assistants, during the absence of the job holder. **25%**

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

MINIMUM QUALIFICATIONS

Education: Two or more years of post-secondary schooling in Secretarial Science or Business Administration, or other related field equivalent to a US junior college or community college diploma, is required.

Prior Work Experience: A minimum of three years of administrative or secretarial work experience, of which two years should be in related work with a U.S. Government Agency, Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions is required.

Language Proficiency: Level 4 (advanced professional proficiency) English and French language proficiency, both oral and written, is required.

Job Knowledge: The Administrative Assistant should be familiar, or able to quickly become familiar with the responsibilities and activities of the Office of assignment, as well as possess a general knowledge of standard office procedures and practices. The Administrative Assistant should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.

Skills and Abilities: The Administrative Assistant must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The Administrative Assistant must be proficient in using the Internet and E-mail.

Full statement of duties and qualification requirements are available on <https://www.usaid.gov/mali/work-with-us/careers> or <https://ml.usembassy.gov/embassy/jobs/>

EVALUATION AND SELECTION FACTORS:

To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Prior Work Experience 40 points
job Knowledge 30 points
Skills and Abilities 30 points

Applicants may address each of the selection factors on a separate sheet or directly in the cover letter.

For detailed minimum requirements, applicants must refer to the Full Statement of duties and the qualification requirements available on <https://www.usaid.gov/mali/work-with-us/careers> (<https://www.usaid.gov/mali/work-with-us/careers>) or <https://ml.usembassy.gov/embassy/jobs/> (<https://ml.usembassy.gov/embassy/jobs/>)

TO APPLY: All CV/Resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected.

Interested candidates for this position must submit the following **required documents:**

Eligible Offerors are required to complete, sign, and submit the offer form **AID 309-2** (Offeror Information for Personal Services Contracts with Individuals): <https://www.usaid.gov/forms/aid-309-2> (<https://www.usaid.gov/forms/aid-309-2>)

Resume or curriculum vitae (CV) relevant to the position for which the applicant is applying.

Cover letter of not more than two (2) pages describing how the incumbent's skills and experience fit the requirements of the subject position and meet the evaluation factors set in this solicitation.

Applicants are required to provide five (5) Professional References with complete contact information including email address and telephone number(s). References should have knowledge of the candidate's ability to perform the duties set forth in the solicitation and **must not be family members or relatives.**

Copy of Degrees/Diploma, or any relevant Certificates, or Recommendation Letters submitted in a simple searchable **PDF file.**

Applicants must provide their **full mailing address with telephone numbers, email address** and should retain for their records copies of all enclosures that accompany their submissions.

Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4** of the Solicitation.

Applicant submissions must clearly reference the Solicitation number on all documents to ensure consideration of the application package. Email subject line must be: [Solicitation number **72068825R10001**] – [CANDIDATE NAME]

SUBMITTING AN APPLICATION: Indicate the Vacancy Reference Number: **72068825R10001** in the subject line of your email. If this is not properly indicated your submission would NOT be retrieved.

Email Human Resources Management Section: bamakohrmvacancies@usaid.gov (<mailto:bamakohrmvacancies@usaid.gov>) with the above reference in the subject line.

CLOSING DATE AND TIME FOR THIS POSITION: DECEMBER 18, 2024, AT 5 P.M. BAMAKO TIME



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