



notes issued on the computer.

5. Liaise with the security reception about incoming visitors by following up on phone directly with the concerned State / USAID employee or section for further guidance on disposition of the visitor.
6. Distribute mail and packages, in the absence of the Mail Room Clerk and the Back Up.
7. Act as a backup Time Keeper for Time and Attendance
8. Back up in updating the Mission Phone Directory list.
9. Any other duties as may be assigned by the Supervisor.

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education  
A 'level secondary certificate minimum & Secretarial skills at post-secondary level (minimum 2 years) with subjects in Secretarial skills, office administration & Customer care.
- b. Prior Work Experience  
Two years of receptionist experience is required.
- c. Post Entry Training  
On the job training with word processing and computing. Possible in-service training is required.
- d. Language Proficiency: List both English and host country language(s) by level and specialization.  
Level III English ability is required.
- e. Knowledge  
Knowledge of clerical procedures and correspondence styles, Mission structure and knowledge of who is who among the chancery and GSO contacts in Kampala is required.
- f. Skills and Abilities  
Excellent typing, computer skills, ability to deal with the public, run the switchboard and handle conflicting demands is required.

## 16. POSITION ELEMENTS

- a. Supervision Received  
Information Program Officer.
- b. Available Guidelines  
Verbal instructions, published Administrative procedures and regulations in FAM.
- c. Exercise of Judgment  
Must exercise judgment in dealing with the public, in-coming calls and determining priorities.
- d. Authority to Make Commitments  
None.
- e. Nature, Level and Purpose of Contacts  
Public, US Direct Hires and FSNs.
- f. Supervision Exercised  
None
- g. Time Required to Perform Full Range of Duties after Entry into the Position  
52 Weeks