



Typed Name and Signature of Section Chief or Agency Head

Date(mm-dd-yy)

Typed Name and Signature of Human Resources Officer

Date(mm-dd-yy)

### **13. BASIC FUNCTION OF POSITION**

Reporting to the Overseas Building Operations (OBO) Project Director, the incumbent serves as OBO Kampala's Office Administrator as well as, the Personal Assistant to the OBO Project Director (PD). Coordinates the PD's daily activities and monitors his/her calendar. Manages all office activities including but not limited to; supervising personnel work activities, procurement actions, travel arrangements, time and attendance (T&A) reporting for payroll purposes. Serves as a liaison personnel with the Financial Management Office (FMO) in relation to OBO budget matters. Schedules maintenance and repairs of all office equipment, monitors the inventory and orders the office's non-expendable and expendable supplies. Ensures that the office's professional standards are maintained at all times. S/he takes on clerical duties from time to time.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

#### **% OF TIME**

#### **SUPERVISORY DUTIES:**

40%

Oversees the smooth running of all office activities and supervises the work of the Administrative Assistant, Driver/Clerk, and Shipping Clerk/Expeditor.

Serves as the Personal Assistant to the OBO Project Director by coordinating his office activities and managing his calendar.

Sorts through the various administrative procedures to insure proper actions are taken to meet suspense dates.

Seeks for ways to improve the efficiency and effectiveness of all administrative operations and is committed to maintaining a high level of customer service support.

#### **ADMINISTRATIVE DUTIES:**

40%

Responds to inquiries (phone calls or emails) and provides customer service.

Attends to procurement actions, travel arrangements, time and attendance (T&A) reporting duties for payroll purposes.

Schedules maintenance and repairs of all office equipment. Monitors the inventory and orders office non-expendable and expendable supplies.

Serves as a liaison person with the FMO in relation to OBO Kampala budget matters.

Organizes meetings between the OBO management officials and the local authorities and or contractors.

#### **CLERICAL DUTIES.**

20%

Drafts official correspondences to both the contractor and local government authorities for the NOX/SPX construction Project support purposes.

Coordinates and assists with the preparation of all field office reports made to the U.S. Embassy and OBO Management.

Provides informal translation services for the OBO staff on an as needed basis.

Manages the filing system (hard copy and electronic) for the entire project (including project submittals, financial records, correspondences, and various reports) and ensures that the files are organized, easy to find, up-to-date and system integrity is maintained.

Ensures that file backups are created and maintained for all OBO Kampala electronic files in OBO share drives.

S/he drafts and keeps meeting minutes as requested by the OBO PD.

**Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

#### **a. Education:**

2 year post-secondary Diploma in Secretarial Studies, Administration or Management studies from an accredited institution is required.

**b. Prior Work Experience:**

Four years of progressive work experience in clerical/secretarial/administrative duties with 1 year (of the four years) in a supervisory position, is required.

**c. Post Entry Training:**

On-the-job training:- ILMS Overseas Ariba Management training (approximately 3hours of Distance Learning-Course Code: PA387)- Basics of Time & Attendance for Overseas Staff (approximately 18hours Distance Learning - Course Code: GFS50), Annual Ethics Training (Approximately 1hour Distance Learning - Course Code: PA45), training on E2 Solutions for TD, R&R travel arrangements for OBO staff, and Cash accounting and reconciliation.

**d. Language Proficiency:** *(List both English and host country language(s) proficiency requirements by level and specialization)*

Level 3 (Good Working Knowledge) speaking/reading/writing of English is required and will be tested.

Level 2 (Limited Knowledge) speaking of Luganda or Runyakitara is required.

**e. Job Knowledge:**

A thorough knowledge of office management functions, service, procedures and standard information sources is required. Good working knowledge of computer systems and programs used to support secretarial and cost control functions like Microsoft Office Suite (Outlook, Excel, and Word), Bookkeeping software, SharePoint, and Adobe Acrobat.

**f. Skills and Abilities:**

The ability to supervise staff with tact in a busy office environment, excellent people and communication skills. Ability to lift office supplies or equipment 5-10 pounds, Excellent Customer service, Ability to multi-task, Ability to manage an office budget, Ability to coordinate with others. Advanced computer skills and Level II (more than 40 words/ per minute) typing skills.

**16. POSITION ELEMENTS**

**a. Supervision Received:**

Reports to the OBO Project Director.

**b. Supervision Exercised:**

The incumbent supervises and assigns tasks to the Administrative Assistant, Driver/Clerk, and Shipping Clerk/Expeditors positions.

**c. Available Guidelines:**

OBO Construction Management Guidelines, OBO notices and bulletins; State Department Foreign Affairs Manual (FAM); Embassy administrative notices and bulletins.

**d. Exercise of Judgment:**

Independent judgment must be exercised in planning and carrying out position functions. The job-holder must be able to establish priorities and meet deadlines. Adherence to USG policies, program guidance and accepted practices is critical.

**e. Authority to Make Commitments:**

None

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

OBO Management - Discusses and recommends adjustments for budgets and other financial matters and provides written budget updates. Screens all visitors to OBO PD office, sets up meetings for the Project Director with the U.S Embassy staff members, contractors, and local government agencies. Works closely with U.S. Embassy Staff members to pursue work orders, procurement services, ICASS services and other related duties. Works as the first point of contact for external associates (Contractors, Customs agents, Temporary Duty Officers from OBO Washington and other visitors to the office).

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

Six Months



DS-298  
04-2015