



The United States Agency for International Development (USAID/Caucasus) in Baku, Azerbaijan is seeking motivated individuals for the two year position (extendable) of:

**C&R Technician/Travel Assistant, FSN-07**

**OPEN TO:** All Interested Citizens of Azerbaijan

**OPENING DATE:** July 23, 2009

**CLOSING DATE:** August 6, 2009

**Basic Function:** This position is located in the General Support Services Team, USAID/Caucasus/Baku Office. The primary purpose is to carry out the Baku Office Records and Correspondence (C&R) program and Vital Records Program, and to perform a variety of travel-related duties in support of these functions, such as serving as the Baku Office point of contact for US/FSN/TCN travel and transportation arrangements, advising office staff on travel entitlements and regulations, and preparing Travel Authorizations. Develops and maintains systems for control of unclassified records and correspondence held in the Baku Office. Studies and amends procedures for the receipt, control, processing, distribution, and dispatch of unclassified correspondence. Manages the Baku Office records maintenance, storage, retrieval, and disposal program in coordination with the USAID/Caucasus/Tbilisi Office C&R Staff. Provides guidance to Files Custodians in each SO Team, C&R training to new secretarial staff, and conducts periodic C&R Management workshops. Maintains the USAID Intranet web site, updates it as needed. Serves as Class B sub-cashier. Makes and renews annual newspaper subscriptions for the Baku Office. Makes purchasing recommendations regarding copiers and supplies. Serves as back-up secretary and personal assistant to the Baku Office Country Coordinator.

**Position Grade:** Full performance grade level for this position is: FSN-07. A training grade level, below FSN-07, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

**Required Qualifications:**

**Education:** Completion of secondary school and some post-secondary school, business school, or college education equivalent to a US Community College or Junior College education is required, including courses in word processing, spreadsheet design, office management, etc.

**Work experience:** Three to five years of progressively responsible secretarial or clerical experience is required. At least one year of this experience should have been in a secretarial position in a US, international, or PVO/NGO organization in an English-speaking environment.

**Language Proficiency:** Level IV (fluent) English oral and writing ability, and equivalent fluency in Russian and Azerbaijani is required.

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**Knowledge:** Must be familiar with USAID correspondence processing, agency correspondence and style manuals, local instructions on correspondence, and local clerical practices and procedures. Knowledge of the ADS, FAM, and Standardized Regulations, as applied to travel is desired. And, a good working knowledge of file management, mail handling, and correspondence formatting.

**Skills and abilities:** The incumbent must have excellent organizational and planning skills, and the ability to handle multiple tasks in a support-office work situation. Level II typing/word processing ability (40 words per minute) is required. Proficiency in word processing, good telephone skills, good interpersonal relation skills are required. Should be experienced with modern standard word processing and other computer applications in common office use, such as spreadsheet programs, scheduling, and travel software, as applicable.

**How to apply:** Completed Application Form OF-612 and a Current Résumé/CV must be sent to the following e-mail address: [hr-Baku@usaid.gov](mailto:hr-Baku@usaid.gov). All applications must have the position number 112-09-09 and position title identified. Late applications will not be accepted.

**Only short-listed applicants will be contacted. Telephone calls or individual appointments will not be accepted.**