



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

CORRESPONDENCE AND RECORDS SUPERVISOR

SOLICITATION No. **10-007**

OPENING DATE: **June 4, 2010**

CLOSING DATE: **June 25, 2010**

Basic Function of Position:

This position is located in the Information Technology (IT) section of the Executive Office, USAID/Iraq Mission. The primary purpose of this position is to manage and carry out the Mission’s Records and Correspondence (R&C) program and Vital Records Program. Develops and maintains systems for control of all unclassified records and correspondence held in the Mission. Studies and modifies procedures for the receipt, control, processing, distribution and dispatch of unclassified correspondence. Manages the Mission’s records maintenance, storage, retrieval and disposal. Provides guidance to the Files Custodians in each Office/Team, R&C training to new secretarial staff and conducts periodic R&C Management workshops. Maintains inside USAID Intranet web, updates it as appropriately needed. Makes the annual Newspaper subscription for the Mission. Makes main purchasing recommendations about copiers and its expendables.

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 (20 Points): College Degree is required.

Experience (25 Points): Three to five years of administrative / Government Service s/ Para-professional is required. At least 1 year within an International Organization is required. Two to Three years of supervisory experience is required.

U.S. Agency for International Development
USAID Executive Office / Human Resources
Baghdad, Iraq

APO AE 09316Office Tel: 202-216-6276 ext. 1298 (U.S. number)



Language Proficiency (10 Points): Level IV (fluent) in both English and Arabic is required.

Knowledge (25 Points): Must have a thorough knowledge of USAID/W regulations on correspondence control and files management and a good knowledge of Department of State mail handling instructions, ADS 502, Records Management Guidance. Must have good general knowledge of the unclassified records maintained by the Mission and of the system by which these records are kept. Must have a good general knowledge of the organization, functions, personnel, and practices of the activities to which service is provided.

Skills and Abilities (20 Points): Must have administrative and managerial abilities to organize, manage and supervise the communications and records function and staff. Must have the ability to analyze existing systems and procedures and recommending improvements to enhance efficiency. Must be able to explain procedures and requirements tactfully to Mission personnel and to train Files Custodians in the establishment, maintenance and disposition of decentralized, project and working files. Must have a standard Level of Keyboard / Data Entry, Numerical, Technician and Computer Software.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- Most current Curriculum vitae or resume;
- Complete and hand-signed federal form OF-612;
- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- Cover letter highlighting applicant's reason for applying and supplemental documents specifically addressing the required qualifications shown in the solicitation;
- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Late, incomplete or unsigned applications shall not be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID Iraq
U.S. Agency for International Development
EX-100 Human Resources
Baghdad, Iraq
Job Application
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www.usaid.gov



USAID Compound

Email: iraq-jobs@usaid.gov

www.usaid.gov/iraq/employment.html

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