

JOB VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates

POSITION: **AERA General Manager**

OPENING DATE: July 11, 2013

CLOSING DATE: July 24, 2013

WORK HOURS: Part-time; 25 hours/week

The American Embassy Recreation Association (AERA) at the U.S. Embassy in Tirana, Albania, is seeking a candidate for employment for the position of General Manager of AERA.

BASIC FUNCTION OF POSITION

Under supervision of the AERA Board, the incumbent performs a range of duties related to the General Management of the AERA Board, Commissary, Fitness Center, and Pool. The incumbent will perform light bookkeeping, maintain employee records and contracts, light filing, assists in coordinating events, and supports the Board as designated. This job may be filled with one part time employee for 25 hours a week with the possibility of additional hours if the workload increases.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

A positive attitude and customer service are required.

1. **EDUCATION:** A high school diploma or its equivalent is required. Accounting or University degree preferred. Computer experience including MS Office (Excel), email, and quickbooks preferred.
2. **EXPERIENCE:** Accounting and/or bookkeeping experience preferred.
3. **LANGUAGE:** Level V (native fluency) Speaking/Reading/Writing English is required.
4. **KNOWLEDGE:** Very strong English writing skills are required and well as the ability to do accounting.
5. **SKILLS AND ABILITIES:** Excellent communication skills, attention to detail, and the ability to work in a team is required.
6. **SECURITY CLEARANCE:** None required.

ADDITIONAL SELECTION CRITERIA

1. AERA will consider nepotism/conflict of interest and budget in determining successful candidacy.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Resume should be submitted to either Sybilla Myers (MyersSB@state.gov) or Tracy Voight-Athearn (VoightAthearnTJ@state.gov)
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

AERA Board

E-mail: MyersSB@state.gov or VoightAthearnTJ@state.gov

(E-mailed applications are accepted). **Only applications received by the AERA Board before close of business on the closing date of this job announcement will be considered.**

CLOSING DATE FOR THIS POSITION: 07/24/2013

AERA provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.