EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2016-18A

The U.S. Embassy Belmopan has an opening for an Administrative Management Assistant position in the Political/Economic Section. The successful candidate will be required to obtain a top secret security clearance and undergo a medical examination.

BASIC FUNCTION OF THE POSITION:

- Provides clerical and administrative support to the Political, Economic and Commercial sections, including controlling access to the office; assisting visitors and callers, ordering supplies, scheduling appointments, preparing minutes, drafting cables, diplomatic notes and other correspondence, reviews and distributes all incoming correspondence, assisting with some projects as needed (e.g. Made in the USA Expo, speakers and other outreach activities);

- Manages the Embassy's Leahy Vetting program.

- Assists the Political/Economic Officer with grant management duties except for formal signature.

- Makes travel arrangements for official trips for the Political/Economic section and serves as the primary point of contact for Temporary Duty Officers for lodging reservations and inquiries.

- Serves as the primary backup for the Front Office Management Specialists.

QUALIFICATIONS REQUIRED:

- An associate degree in business or secretarial science along with two years of progressively responsible secretarial/clerical experience plus six months of grants or project management experience is required.
  OR
- Completion of secondary school along with four years of progressively responsible secretarial/clerical experience plus six months of grants or project management experience is required.
- Level IV (fluent) speaking/reading/writing English is required.
- Ability to type at least 40 words per minute is required. (This will be tested)
- Excellent working knowledge of Microsoft Office is required.

Note: The selected applicant may be hired at a training level for this position if there are no qualified applicants after screening and interviewing at the full performance level. At the training level, the requirement for six months of grants or project management experience will be removed. Estimated time at the training level is one-year.

WHO MAY APPLY: This vacancy is opened only to U.S. Citizens who are eligible for appointment under Belize's local laws. Applicant must be in possession of a Belize social security card valid for employment and/or a resident/work permit.

HOW TO APPLY: Interested U.S. Citizens must submit the following in order to be considered for the position. Universal Application for Employment (UAE) form (DS-0174); plus any other documentation (e.g., essays, certificates, awards, licenses, copies

of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO: BelmopanJobs@state.gov **All applications must be signed and scanned. ONLY electronic applications will be accepted. To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on** http://belize.usembassy.gov/job_opportunities.html. **Your e-mail must state the vacancy title and vacancy announcement number in the subject line, Example: Administrative Management Assistant, Vacancy Announcement No. 2016-18A. E-mails received without the appropriate subject line will not be considered.**

A copy of this advertisement, the position description and the required application form (DS-0174) are posted on the Embassy's website at http://belize.usembassy.gov/job_opportunities.html. The deadline for submitting applications is Friday, July 22, 2016. Applications will not be accepted after July 22, 2016.