

Employment Opportunities (USAID)

Vacancy Announcement No. USAID 12-04

OPEN TO: Myanmar Citizens

POSITION: Administrative Assistant (Director's Office), FSN-8

OPENING DATE: June 19, 2012

CLOSING DATE: July 3, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Rangoon is seeking an individual for the position of Administrative Assistant in the United States Agency for International Development (USAID)/Director Office (DIR).

BASIC FUNCTION OF POSITION:

Under the direct supervision of the Mission Director for USAID/Myanmar, responsible for planning and executing the administrative management functions for the Mission Director's Office and maintains a close working relationship with various mission offices. Also serves as the lead executive administrative assistant and gives guidance to other administrative and secretarial staff in the mission.

QUALIFICATIONS REQUIRED:

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

1. Bachelor's degree equivalent in Business or Public Administration, International Development, Management or relevant degree in Social Sciences or Arts is required.
2. A minimum of four years of progressively responsible experience working as executive assistant and/or working experience in administrative management and/or office management function is required.
3. Level 4 (Fluent) speaking/reading/writing in English and Burmese is required. English proficiency will be tested.
4. Must have good knowledge of General office operations, administrative and management skills, knowledge of the custom and social rules of Myanmar and nearby countries.
5. Ability to interact with tact and diplomacy with other organizations, Myanmar government officials, other regional posts, and with the Mission at all levels and ability to handle a large volume and wide variety of duties and ability to foresee problems, draw them to the attention of Executive Officer and/or other staff and recommend corrective measures.
6. A firm knowledge base and demonstrated proficiency in computer operations, specifically Microsoft Office programs, including Word, Excel, Outlook, Access and Power Point and must also be proficient in use of e-mail and internet and demonstrate proficiency in typing various correspondence formats.

IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO SELECTION CRITERIA:

1. Management will consider nepotism/ conflict of interest, budget and residency status in determining successful candidacy.
2. Eligible age: Between 18 and 60

TO APPLY:

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information as an DS-174; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.
4. Do not attach Photo

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy
110 University Avenue
Kamayut Township, Yangon

(Or)

Send by e-mail to HRORangoon@state.gov

CLOSING DATE FOR THE POSITION: July 3, 2012.