

Employment Opportunities (USAID)

Vacancy Announcement No. USAID 12-05T (Training Level)

OPEN TO: Myanmar Citizens

POSITION: Administrative Assistant (Executive Office), FSN-7

OPENING DATE: June 19, 2012

CLOSING DATE: July 3, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-7

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:

Serves as an Executive Office Assistant and, in that capacity, will support a range of administrative/management responsibilities, including, but not limited to, procurement, petty cash, personnel management, office supplies management, transportation management, and logistical support for special events and projects. Reports to the Mission Director but works closely with the Executive Office in USAID/RDMA located in Bangkok.

QUALIFICATIONS REQUIRED:

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

1. College/university degree in Business Administration, Public Administration, Human Resources Management, Social Science or Arts is required.
2. Minimum of 3 years of professional experience in office administration. Human resource, procurement, and/or office management experience with an international organization or NGO is required.
3. Level 4 (Fluent) speaking/reading/writing in English and Burmese is required. English proficiency will be tested.
4. Must have knowledge of office management issues including human resource management, procurement, records and correspondence management, transportation services, etc.
5. Must have exceptional interpersonal skills and the ability to work well with diverse groups with varied interests, including Embassy Rangoon employees, USAID/RDMA employees, Myanmar government officials, U.S. government officials, and other partners.
6. Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, Power Point, etc.) 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.