

Employment Opportunities (USAID)

Vacancy Announcement No. USAID 12-06

OPEN TO: Myanmar Citizens

POSITION: Administrative Assistant (Program Development 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)/Program Development Office (PDO).

BASIC FUNCTION OF POSITION:

Responsible for all secretarial and administrative support activities in the Program Office. Performs all secretarial/administrative/clerical duties to ensure smooth, effective, efficient operations in the office and must understand technical aspects of the programs and act as a liaison, specifically with respect to program reporting and gathering information. Reports directly to the Program Officer.

QUALIFICATIONS REQUIRED:

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

1. Possession of a University/College Degree in the field of international development, political science, education, public/business administration or relevant field in Social Sciences or Arts is required.
2. Minimum of three years of experience in secretarial/administrative or office management, and/or program development support functions and at least one year of this experience with an international organization or multi-national company is required.
3. Level 4 (Fluent) speaking/reading/writing in English and Burmese is required. English proficiency will be tested.
4. Must clearly demonstrate exceptional knowledge of secretarial/administrative and clerical functions within an office setting and having knowledge and understanding of the Myanmar operational environment and the appropriate non-governmental entities is crucial.
5. The incumbent is required to be able to organize and present technical information in concise written and oral form; evaluate important and complex programs independently; follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight; and conduct research as needed, and prepare information materials for use by the Program Office in connection with his/her discussions with other USG personnel, USAID colleagues, other foreign donors, international organizations, Myanmar government officials, and the Myanmar private sector; and participate in monitoring visits to project sites and meetings with local contacts, implementing organizations, NGOs, etc.
6. Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, Power Point, etc.)

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

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