

Employment Opportunities (USAID)

Vacancy Announcement No. USAID 12-09

OPEN TO: Myanmar Citizens

POSITION: Administrative Assistant (DGO), FSN-7

OPENING DATE: October 24, 2012

CLOSING DATE: November 7, 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 Democracy and Governance Office (DGO) in the United States Agency for International Development (USAID).

BASIC FUNCTION OF POSITION:

Oversees and coordinates all secretarial and administrative support activities in the Democracy and Governance (DG) Office. Performs secretarial/administrative/clerical duties to ensure smooth, effective, efficient operations in the office. Must understand technical aspects of the programs and act as a liaison, specifically with respect to gathering and reporting information.

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 (i.e. Bachelor's Degree) in the field of international development, political science, public/business administration, or equivalent degree in sciences, social sciences or Arts is required.
2. A minimum of three years of progressively responsible experience in the area of administrative assistance, business management, or similar field.
3. Level 4 (Fluent) speaking/reading/writing in English and Burmese is required. English proficiency will be tested.
4. Must have demonstrated project management/ secretarial skills, support and broad knowledge of concepts, principals, techniques, and practices of development programs, project assistance, and budgeting.
5. Must be able to work in a team, have strong interpersonal skills and tact, work well under extreme pressure, and demonstrate flexibility to manage multiple tasks at the same time and must be able to obtain, analyze, and evaluate a variety of data; participate in management and evaluation processes of projects; must also have the ability to establish and maintain contacts with Burmese government and the private sector from the community level to the low senior level and with stakeholders in the NGO environment.
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

CLOSING DATE FOR THE POSITION: November 7, 2012.