

EMBASSY OF THE UNITED STATES OF AMERICA

RANGOON

ANNOUNCEMENT

VACANCY ANNOUNCEMENT: USAID: 14-05

OPEN TO:	Myanmar Citizens and all interested candidates with permanent residence status
POSITION:	Secretary
OPENING DATE:	September 19, 2014
CLOSING DATE:	October 3, 2014
WORK HOURS:	Full Time (40 hours/week)
SALARY:	Ordinarily Resident (OR): 9,129 US\$ p.a. (Starting salary) (Position Grade: FSN-7)

ALL APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

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

BASIC FUNCTION OF POSITION

Responsible for all secretarial and administrative support activities related to the Deputy Mission Director and the Resident Legal Advisor in the Mission Director's Office. Performs secretarial/ administrative/clerical duties and must liaise directly with the Mission Director's Assistant to ensure smooth, effective, efficient operations in the office. The incumbent must understand technical aspects of the programs and act as a liaison, specifically with respect to gathering and reporting information and reports directly to the Deputy Mission Director.

Note: A copy of the complete position description listing all duties and responsibilities is available at http://burma.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED

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

1. Bachelor's degree in Liberal Arts, Business, Management or relevant degree in Social Sciences or Arts is required.
2. A minimum of three years of progressively responsible experience working as executive assistant and/or working experience in administrative management and/or office management function.
3. Level IV, strong written and oral proficiency in English and Level IV (Fluent) in Burmese is required. Language proficiency will be tested.
4. Must have general office operations, administrative and management skills and good knowledge of the custom and social rules of Burma and nearby countries.
5. Must be able to interact with tact and diplomacy with other organizations, Burmese government officials, other regional posts, and with the Mission at all levels and must have ability to handle a large volume and wide variety of duties (often handling actions without referring to the supervisor).
6. Must demonstrate proficiency in word processing, spreadsheets, databases, presentations and other computer applications (i.e. Microsoft Office, Excel, Power Point, google application, etc.)

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Please state clearly any relative employed by the U.S. government. A false statement in this regards is cause for disqualification.
5. Eligible age: Between 18 and 60.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

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 found on the UAE (see appendix B); or
3. A combination of both; i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

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

CLOSING DATE FOR THIS POSITION: OCTOBER 3, 2014

The U.S. Mission in Rangoon provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.