

# EMBASSY OF THE UNITED STATES OF AMERICA

## RANGOON

# ANNOUNCEMENT

### VACANCY ANNOUNCEMENT: USAID: 15-04

**OPEN TO:** Myanmar Citizens and all interested candidates with permanent residence status

**POSITION:** Administrative Assistant (Program Development Office)

**OPENING DATE:** June 17, 2015

**CLOSING DATE:** July 8, 2015

**WORK HOURS:** Full Time (40 hours/week)

**GRADE LEVEL:** Ordinarily Resident (OR):  
Starting Salary Range: \$9,129 - \$10,041 per year (Grade: FSN-7)

**OTHER BENEFITS:** **Leave:** 168 hours of annual leave and 104 hours of sick leave per year

**Standard Medical Plan:** Reimbursement for employee and eligible dependents medical expenses  
Annual Maximum: \$3,000 without eligible dependents  
\$6,000 with eligible dependents

**Separation Benefits** (Defined Contribution Plan): Additional 12% of basic salary contributed by U.S. Embassy to a savings account. Paid out at time of separation.

**Note:** A complete description of benefits and allowances for Locally Employed Staff is available at this [link](#)

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 Administrative Assistant (Program Development Office) in the United States Agency for International Development (USAID).

## **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.

**Note:** A copy of the complete position description listing all duties and responsibilities is available at [http://burma.usembassy.gov/job\\_opportunities.html](http://burma.usembassy.gov/job_opportunities.html)

## **MINIMUM QUALIFICATIONS REQUIRED**

*All applicants must meet each of the following selection criterion detailed below in order to be considered for the position.*

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.

## **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. Applicants who do not provide evidence that they meet the above minimum qualification requirements will not be evaluated.

A candidate's application will be evaluated in accordance with the selection criteria noted below. Only the most highly ranked candidates will be asked to take an English Language Proficiency Test. Candidates successfully passing the English proficiency test will be invited to an oral interview and a written technical examination.

## **SELECTION CRITERIA:**

1. 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. 10 points
2. 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, and NGOs. 10 points
3. Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, Power Point) 5 points

**Performance at the Oral Interview and Written Technical Examination: evaluation will be based upon the applicant's ability to respond to questions in English, ability to communicate how his/her professional education and experience meet the selection criteria, and answers to the technical examination.**

**The Oral Interview**

75 points

**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); and
3. 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: JULY 8, 2015**

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.