

# EMBASSY OF THE UNITED STATES OF AMERICA

## RANGOON

# ANNOUNCEMENT

### VACANCY ANNOUNCEMENT: USAID: 15-02

- OPEN TO:** Myanmar Citizens and all interested candidates with permanent residence status
- POSITION:** Administrative Assistant
- OPENING DATE:** April 10, 2015
- CLOSING DATE:** May 1, 2015
- 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 Administrative Assistant in the Contracting Office in the United States Agency for International Development (USAID).

### BASIC FUNCTION OF POSITION

Responsible for carrying out the administrative and secretarial responsibilities for the Contracting Office and Legal Office to include time and attendance reporting, office supply requisitioning, travel arrangement, and logistical support, establishing and following up on procurement action due dates based on an established procurement plan, management and maintenance of official office files, procurement agreements, legal documents, and other functions related to the overall management of the Contracting and Legal offices and ensuring that all periodic and annual reports are prepared and submitted on time, and that distribution of the Contracting and Legal offices' documents and file updates are current and distributed to the appropriate officers.

**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)

## **QUALIFICATIONS REQUIRED**

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

1. College or University Studies (At least two years of full-time or the equivalent hours spread across a part-time study period at college or university) is required.
2. A minimum of 3 years progressively responsible experience working as executive assistant and/or working experience in administrative management and/or office management function is required.
3. Level IV, strong written and oral proficiency in English and Level IV (Fluent) in Burmese is required. English 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: MAY 1, 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.