

Employment Opportunities (USAID)

Vacancy Announcement No. USAID 10-01

OPEN TO: Myanmar Citizens

POSITION: Secretary, FSN-7

OPENING DATE: August 17, 2010

CLOSING DATE: August 31, 2010

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 Secretary in the Rangoon Office of the Regional Development Mission for Asia of the United States Agency International Development (USAID).

BASIC FUNCTION OF POSITION:

Under the supervision of the Assistance Officer, provides administrative and program support to the Assistance Officer in development, implementation, monitoring and evaluation of USAID program activities in Burma.

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 Degree in the field of international or community development, political science, education, public administration or a related field is required.
2. Must have minimum of three years in progressively more responsible positions in the field of humanitarian assistance and/or development with at least one or more years of this experience with an international or local organization/donor or a U.S. Government Agency.
3. Level 4 (Fluent) speaking/reading/writing in English and Burmese is required.
4. Must clearly demonstrate exceptional knowledge of secretarial/administrative, clerical functions within and office setting and understanding of the Burma operational environment and the appropriate non-governmental entities.
5. Basic knowledge in Microsoft Office Applications (2007) and accurate typing skill is required. English and typing proficiency will be tested.
6. Must be able to organize and present technical information in concise written and oral form, evaluate important and complex programs independently.

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: August 31, 2010