



**USAID**  
FROM THE AMERICAN PEOPLE

**ANNOUNCEMENT NUMBER: CIFO 01-11**  
**(20-11)**

**OPEN TO:** All Interested Candidates / All Sources  
**POSITION:** Secretary USAID/PSC; FSN-7  
**OPENING DATE:** August 26, 2011  
**CLOSING DATE:** September 8, 2011  
**WORK HOURS:** Full-time, 40 hours / week  
**SALARY:** *Position Grade: FSN-7*

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy/USAID in Abidjan is seeking an individual for the position of **Secretary** for the USAID Cote D'Ivoire Field Office.

**BASIC FUNCTION OF POSITION**

This position is located in the US Embassy, Abidjan, Côte d'Ivoire and is supervised by the USAID Development Counselor. The incumbent serves as personal and confidential assistant to the Development Counselor and s/he performs a broad range of administrative and secretarial duties in support of the Office.

***A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.***

**Important Notice:**

***When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.***

**E.g.: VA No. CIFO 01-11; Secretary USAID/PSC**

**QUALIFICATIONS REQUIRED**

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

1. **Education (15%):** Completion of secondary school plus two years post secondary school training in Secretarial, Business Studies or related field.

2. **Prior Work Experience (25%):** At least four years of progressively responsible experience as personal assistant or office manager is required
3. **Language Proficiency (10%):** Level IV (Fluency) speaking/writing/reading in both English and French is required. ***Language proficiency will be tested.***
4. **Knowledge (25%):** Full knowledge of general secretarial work and office management. Must have a general knowledge of the local and national culture, practices, rules and general business environment.
5. **Skills and Abilities (25%):** Good interpersonal skills. Ability to communicate effectively and concisely. Ability to organize workload and function independently. Good computer skills are required.

#### **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 Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

#### **TO APPLY**

**Interested individuals should submit cover letter and curriculum vitae with details of three referees to:**

The Human Resources Office  
Attention: Recruitment Section  
American Embassy, Abidjan  
01 B.P. 1712 Abidjan 01  
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: [AbidjanHR@state.gov](mailto:AbidjanHR@state.gov)

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **POINT OF CONTACT**

The Human Resources Office  
Telephone: 22-49-40-00  
Fax: (225) 22-49-41-02

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**CLOSING DATE FOR THIS POSITION: SEPTEMBER 8, 2011**

The U.S. Mission in Abidjan 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.