



**USAID**  
FROM THE AMERICAN PEOPLE

**ANNOUNCEMENT NUMBER: 03-13**

**OPEN TO:** All Interested Candidates / All Sources  
**POSITION:** Secretary **(Fixed-Term; NTE 4 months)**; USAID/PSC; FSN-7  
**OPENING DATE:** January 22, 2013  
**CLOSING DATE:** February 4, 2013  
**WORK HOURS:** Full-time, 40 hours / week  
**SALARY:** Position Grade: FSN-7

**LENGTH OF HIRE: FIXED-TERM POSITION: NOT TO EXCEED 4 MONTHS FROM THE DATE OF EMPLOYMENT.**

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

***USAID Locally Engaged Staff (LE Staff) Personal Services Contract positions are open to all residents of Cote d'Ivoire including US Citizens and third country nationals.***

***Anyone hired under an LE Staff Personal Services Contract position will be paid in accordance with the Local Compensation Plan (LCP). US Minimum Wage applies for US citizens hired to these positions. If the LCP wage is below US Minimum Wage, US citizens will be paid US Minimum Wage.***

***All applications will be considered on a competitive basis. Veteran's preference and EFM status are not applicable to these positions. US Citizens and Permanent Residents of the US are subject to US Federal and State taxes and local taxes if applicable. It is the responsibility of the incumbent to ensure they are meeting the requirements of their individual situations.***

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

**Important: All Applications and Resumes Must be in English**

**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. 03-13; 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 is required.
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: FEBRUARY 4, 2013**

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.