

# JOB VACANCY ANNOUNCEMENT

## U.S. MISSION - ACCRA

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The U.S. Mission in Accra, Ghana is seeking highly motivated and qualified individual for the position of **ADMINISTRATIVE ASSISTANT** to the Mission Director, USAID/Ghana. The incumbent serves as personal and confidential assistant to the Mission Director and the Deputy Mission Director. S/he performs a broad range of secretarial duties in support of the front office and provides administrative/Secretarial support to the Mission Director.

**Education & Prior Work Experience:** Completion of secondary school plus two years post-secondary school training in Secretarial, Business Studies or related field, and at least four (4) years of progressively responsible experience as personal assistant or office manager is required.

For full requirements and position description, please log on to

<http://ghana.usembassy.gov/jobopportunities.html>

or

<http://www.usaid.gov/ghana/work-with-us/careers>

**Salary Range: GH¢ 28,111.00 – GH¢ 42,168.00 p.a. (depending on qualification and experience)**

*Interested individuals should submit cover letter, Curriculum Vitae with references and relevant certificates to:*

**Regional Executive Office**

**USAID/West Africa**

**P.O. Box 1630, Accra**

By Email to: [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov);

**NOTE:** WHEN SUBMITTING YOUR APPLICATION VIA EMAIL, START THE SUBJECT LINE WITH THE POSITION TITLE (*Administrative Assistant to the Mission Director*). Failure to state this will disqualify applicant.

ALL U.S. AND NON-GHANAIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO THEIR APPLICATIONS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.

**Only short-listed applicants will be contacted:**

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**CLOSING DATE: OCTOBER 02, 2014**

*USAID/Ghana anticipates awarding a Personal Service Contract (PSC) regarding this announcement. Note that this does not constitute any guarantee that a PSC will be awarded as a result of this announcement.*