

# JOB VACANCY ANNOUNCEMENT

## U.S. MISSION - ACCRA

---



The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of **AID DEVELOPMENT ASSISTANT SPECIALIST** in the Health Population and Nutrition Office (HPNO) of USAID/Ghana. The Program Management Specialist will perform a range of administrative and financial management tasks for the overall portfolio of the HPNO Office, which includes several Presidential Initiatives and other directives that require special handling. S/he will support the Office Chief and all of the teams of the office in accomplishing key requirements to keep funds and program reporting on track, and serve as a key resource person to ensure good financial reporting by technical assistance teams.

**Education & Prior Work Experience:** A Bachelor's degree in administration, business studies, accounting or related field, and at least 5 years of progressively responsible experience in the administration of international development programs, with expertise in planning, budgeting and monitoring of USAID-funded technical assistance activities is required.

For full requirements and position description, please log on to

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

or

<http://www.usaid.gov/west-africa-regional/work-with-us/careers>

**Salary Range: GH¢ 27,677.00 – GH¢41,515.00 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, please start the subject line with the position title.*

**CLOSING DATE: APRIL 1, 2014**

**Please note that only short-listed applicants will be contacted.**

*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.*