

# JOB VACANCY ANNOUNCEMENT

## U.S. MISSION - ACCRA

June 4, 2014



The U.S. Mission in Accra, Ghana is seeking highly motivated and qualified individuals for the position of **SECRETARY** in the Regional Executive Office of USAID/Ghana. The individuals will act as Secretaries responsible for effective and efficient execution of all administrative functions for the office, and ensure that administrative support needs of the Office Director, AOTRs (Project Managers), and other staff members are met.

**Education & Prior Work Experience:** Completion of secondary school and specialized secretarial training is required. A minimum of three years of demonstrated experience as a secretary and at least two years in an international organization 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¢ 15, 212.00 – GH¢ 22, 813.00 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: JUNE 17, 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.*