

JOB VACANCY ANNOUNCEMENT

U.S. MISSION - ACCRA



The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified Ghanaian for the position of **SUPERVISORY HUMAN RESOURCES SPECIALIST** in the Human Resources Unit of the Executive Office of USAID/Ghana and West Africa Missions. The Specialist reports directly to the Supervisory Executive Officer with responsibility for providing the full range of Human Resource (HR) services for the two distinct Missions.

Education & Prior Work Experience: Bachelor's degree in Human Resources Management, Business Administration, or a closely related field is required. A minimum of five to seven years of progressively responsible, job-related, professional-level experience in the field of human resources management, business or public administration, and/or contracting is required. At least three years of such experience should have included substantive work in an English-language work situation, in the private sector, or for a USG or other international organization. One year of the above experience in a supervisory capacity 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¢ 34,074.00 – GH¢51,113.00 p.a. (depending on qualification and experience)

Interested individuals should submit cover letter and curriculum vitae with references to:

Human Resources Office
American Embassy, Accra
P.O. Box GP194, Accra
by Email to AccraHRO@state.gov

CLOSING DATE: January 7, 2013

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

USAID/Ghana and West Africa anticipates awarding one Personal Services Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.