

# JOB VACANCY ANNOUNCEMENT

## U.S. MISSION - ACCRA

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The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified Ghanaian for the position of **MISSION DIRECTOR'S CHAUFFEUR** in the Front Office of USAID/Ghana. The primary purpose of the position is to operate a passenger vehicle to chauffeur the Mission Director. Incumbent serves as personal Chauffeur to the Mission Director.

**Education & Prior Work Experience:** Completion of Secondary School or Senior High School is required. A minimum of five years of chauffeur experience including experience driving both within Accra, and up-country driving within Ghana is required.

For full requirements and position description, please log on to

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

or

<http://transition.usaid.gov/westafrica/employment/index.htm>

**Salary Range: GH¢ 9,481.00 – GH¢14,222.00 p.a. (depending on qualification and experience)**

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

Human Resources Office  
American Embassy, Accra  
P.O. Box GP194, Accra  
by Email to [AccraHRO@state.gov](mailto:AccraHRO@state.gov)

**CLOSING DATE: November 20, 2013**

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

*USAID/Ghana 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.*